



श्री विश्वकर्मा कौशल विश्वविद्यालय

(हरियाणा सरकार, एक्ट संख्या 25, 2016 के तहत)

**Shri Vishwakarma Skill University, Campus – Dudhola,
Palwal, Haryana.**

REQUEST FOR PROPOSAL (RFP)

for

Notice Inviting e-Quotations for Assets Insurance Service - All Risk Policy, Terrorism Insurance; Standard Fire & Special Perils Cover, Storm, Typhoon, Hurricane, Tornado, Flood and Inundation (Stfi) Cover, Terrorism Cover, Earthquake Cover, Theft/Burglary & Malicious Damage Cover.

Tender Reference Number: RFP No. SVSU / 24/GB / E -5748 /353
Date : 12.08.2024

NOTICE INVITING E-QUOTATION

Quotation Reference Number: RFP No. SVSU / 24/GB / E -5748 /353

SVSU/Assets/Building Insurance/2024/

Notice Inviting e-Quotation

Shri Vishwakarma Skill University, located at Village Dudhola, Palwal, Haryana 121102, invites e-Tender from Govt. Insurance Companies having valid license issued by the IRDA and/or through their registered brokers for providing insurance policy for Building, inventories, Glasses, sanitary fittings, public liability etc. against All Risk Policy, Terrorism Insurance; Standard Fire & Special Perils Cover, Storm, Typhoon, Hurricane, Tornado, Flood And Inundation (STFI) Cover, lifts (public liability insurance), Terrorism Cover, Earthquake Cover, Theft/Burglary & Malicious Damage Cover attack for its buildings. Accordingly, insurance premiums are sought for the following values: (Annexure-II)

Table 1: Detail of the Proposal

Name of the Work	e-Tender Cost and service fee (Non- Refundable)	Earnest Money Deposit in INR (Refundable)
All Risk Policy, Terrorism Insurance; Standard Fire & Special Perils Cover, Storm, Typhoon, Hurricane, Tornado, Flood and Inundation (STFI) Cover, lifts (public liability insurance), Terrorism Cover, Earthquake Cover, Theft/Burglary & Malleolus Damage Cover, complete.	Rs. 15000/- Plus + 1180/- E Portal Fee (if applicable)	As Per Govt. Norms.

- In the event of e-filing, intending bidders may download the tender documents from the website <https://etenders.hry.nic.in/> directly or from university website www.svsu.ac.in. Necessary cost of tender documents (tender fees), e-service fee and EMD fees has to be paid online on e-tender portal only.
- The Financial Bid, duly digitally signed, will need to be submitted in the website <https://etenders.hry.nic.in/>
- Submission of the Bid should be done as per the stated time schedule mentioned in “IMPORTANT DATES & INFORMATIONS” (Table 2) of the RFP.

Table -2 Important Dates & Information's

1.	Tender No. & Date	RFP No. SVSU / 24/GB / E -5748 /353. Dt.01.08.24
2.	RPF document Processing Fee (tender fee + E-service fee)	Rs. 15000/- Plus 1180/- E Portal Fee (As applicable)
3.	Earnest Money Deposit	Not Applicable
4.	Performance Security	Not Applicable
5.	Tender issuing entity	Shri Vishwakarma Skill University (SVSU), Dudhola Palwal
6.	Date of uploading of Tender & other Documents (online) (Publishing Date)	12.08.2024.
7.	Last date of receipt of queries through mail	20.08.2024
8.	Pre Bid meeting date	23.08.2024
9.	Bid Submission start date (On line)	12.08.2024.
10.	Bid and EMD Submission closing date & time (On line)	02.09.2024
11.	Bid opening date & time for Technical Proposals	06.09.2024
12.	Date of Technical Presentation	To be notified later.
13.	Date for opening of Financial Bid	To be notified later.
14.	Place of Bid Submission	Online at https://etenders.hry.nic.in
15.	Address of Communication	Registrar Shri Vishwakarma Skill University, Administrative Building Dudhola Campus, Palwal Haryana, Phone No. 7015397303, registrar@svsu.ac.in
16.	Contact Phone Numbers and email	Mr. Sombir Sheoran +91-7015961188

- Amendments to RFP, if any, would be published on e-procurement website <https://etenders.hry.nic.in> only.
- The Financial Bid of the prospective bidder will be considered only if the is found qualified by the SVSU. The decision of the SVSU will be final and absolute in this respect.

1. GENERAL INSTRUCTION TO BIDDER FOR E-TENDERING

Instructions / guidelines for electronic submission of the tenders have been annexed for assisting the bidders to participate in e-Tendering.

- **Registration of Bidder:**

Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Haryana government e-Procurement System through logging on to <https://etenders.hry.nic.in/>. The Bidder is to click on the link for e-Tendering site as given on the web portal.

- **Digital Signature Certificate (DSC):**

Each Bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated above. DSC is given as a USB e-Token. The Bidder can search & download N.I.T. electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

- **Submission of Tenders:**

Tenders are to be submitted online to the website in two folders at a time for each tender (one is Technical Proposal & the other is Financial Proposal) before the prescribed date & time using the Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copy duly Digitally Signed.

The documents will get encrypted (transformed into non-readable formats).

- Bidders are requested to visit our e-tendering website regularly for any clarifications and/or due date extension or corrigendum.
- Shri Vishwakarma Skill University, Haryana shall not be responsible in any way for delay / difficulties / inaccessibility of the downloading facility from the website for any reason whatsoever.
- The RFP document cost + E-Service Fee +EMD is to be deposited online by the bidder.
- The Bidder should submit a non-refundable tender fee online. The Technical Bid without Tender fee, e-service charge and EMD would be considered as UNRESPONSIVE and will not be accepted.
- The tender fee and e-Service Fee will not be returned/refunded to any Bidder in any circumstances.
- No interest shall be paid on EMD to the bidder for the period of its currency.
- If the tenders are cancelled or recalled on any grounds, the Tender Document Fee and e-Service Fee will not be refunded to the bidder.
- The EMD will be returned to unsuccessful Bidders only after the award of Purchase Order.
- No Proposal will be accepted without valid RFP cost.
- The bidder shall upload the scanned copy of the Authority Letter for use of Digital Signature for submitting the tender on e-portal.
- The bidder shall upload the scanned copy of the Authority Letter to Sign the tender document on behalf of bidder.
- In case, the offer is accepted, but not honoured by the Bidder, the EMD will be forfeited. The EMD will also be forfeited, if wrong information is furnished or any vital information is

concealed in the tender document. Apart from it, they will be liable for any other action against them, as may be considered necessary by the Vice-Chancellor, SVSU.

- Payment of EMD: - The payment of EMD shall be done online on e-tender portal only. The Earnest Money Deposit (EMD) in other form viz., Pay Order/Cheque/DD/BG etc. shall not be accepted.

2. GENERAL CONDITIONS OF RFP

2.1 Eligibility Criteria

The eligibility criteria for the submission of bids are mentioned in Table 3.

Table 3: Eligibility criteria

S. No.	Criteria	Document to be provided
i.	Central/ State Government Organizations or Central/ State PSU's	Certificate/Act of Incorporation.
ii.	The bidder should be in business for minimum 10 years. The bidder must have 5 years of experience in software development/ Implementation.	The documentary proof to be submitted as a purchase order provided by the client.
iii.	Consortium allowed.	Not Applicable
iv.	Net worth of bidder must be positive and Average Annual Turnover must be 20 crore or above in last three financial years. (Financial Year 2021-22, 2022-23, 2023-24).	Copy of the audited balance sheet of the firms for the previous three financial years indicating the turnover and Net-worth.
v.	Bidders should have experience of Insurance of large organisations, Project Sites, University Campuses, Hospitals etc..	The work/purchase order copy & satisfactory performance report from the competent authority/Nodal Officer of the organization where the project was implemented.
vi.	The bid submitting firms/Organizations must not be under a declaration of Ineligibility or black listed with any of the Government/ Public sector organizations, unit or Agencies.	Self-Declaration from Authorized Signatory of the bid submitting firms/Organizations.
vii.	Permanent Account Number and GST Certificate	PAN and GST registration photocopy are to be submitted.

Note: Documental proofs of bidder firm only be considered. Documental proof of Consortium will not be considered.

2.2 Financial Proposal

To be submitted online on portal.

2.3 Bid evaluation

A bidder will be selected based on the detailed quotation depicting all the areas and aspects of Insurance cover in detail and whose Financial Bid will be the lowest.

3. Terms of Reference

3.1 Introduction to SVSU

The Government of Haryana passed an Act 25 of 2016 to establish and incorporate a Skill University in the State to facilitate and promote skill, entrepreneurship development, skill based education and research in the emerging areas of various sectors and to raise skill level in various fields related to these areas and for matters connected therewith or incidental thereto.

The University, as a strategy, will pursue the dual vocational education model where the selected students will be offered to pursue their higher education in an integrated work and study model. The entire work study will be designed in line with the requirements of the National Skill Qualification Frame work (NSQF). The selected candidates will serve in industry integrated program across different locations of the State with flexible timings aligned to the requirements of the classes.

SVSU aims to design skill/ career development programs from certificate level to doctorate level spanning entire canvas of skill education. To promote educational equity and inclusion, trainees from all walks of life and different abilities will be free to take up education with the university. University shall have an in-campus vocational school acting as its Feeder. In the interregnum students from other schools and institutions shall be admitted in its programs.

University shall nurture budding entrepreneurs by providing career guidance and mentoring. It shall establish incubation centres in campus and in industrial clusters on hub and spoke model. SVSU's Palwal campus shall function as a hub of all programs and shall offer affiliation to institutions desirous of partnering in programs as spokes.

3.2 Scope of Work

The scope of work for the bidder for the project is broadly segregated under the following:

Providing insurance policy for Building, inventories, Glasses, sanitary fittings, public liability etc. against All Risk Policy, Terrorism Insurance; Standard Fire & Special Perils Cover, Storm, Typhoon, Hurricane, Tornado lifts (public liability insurance), Flood and Inundation (Stfi) Cover, Terrorism Cover, Earthquake Cover, Theft/Burglary Cover attack for its buildings on located at Dudhola. The particulars are given below: - Accordingly insurance premiums are sought for the following values:

Note:

- i. The Insurance Company should be registered, licensed by IRDA for providing policy.
- ii. Tender will accepted only one tender per Insurance Company.
- iii. The Insurance Company shall furnish a declaration as per **Annexure-I** along with the duly filled up and signed.
- iv. Participant has to submit declaration along with bid stating that they have not been Black Listed/De-listed by any Indian Institutional Agency/Government Department/ Public Sector Undertaking in the last three years.
- v. The Bid should be accompanied by an authorization letter signed by Regional/Divisional officers authorized to submit offers. In case of multiple quotes participated directly by same Insurance Company.

- vi. The insurance Company so appointed for the above Bid would ensure submission of insurance certificate, bills and other related documents within 24 hours from the date and time of placement of Insurance Business.
- vii. The surveyor will be deputed within 24 hours to inspect the site for loss assessment. The insurance claim, if any, would also be settled within 15 days after submission of documents by SVSU to Insurance Company.
- viii. The policy will be for One Year only and the expiry date will be from the date of inception.
- ix. The University reserves the right to reject any or all bid without assigning any reasons thereof.
- x. In case of any dispute, decision of Vice-Chancellor, SVSU will be binding on all and final.
- xi. **All criteria and limiting factors detrimental in claim processes shall be specified clearly. A separate sheet (if required) may be used.**

The Bid document complete in all respect duly filled up and signed (all pages) along with required supporting documents should be submitted online to e.tenders@hry.nic.in latest..... Quotations submitted in any other format shall be summarily rejected.

4. Confidentiality

- a) The Bidder shall not use Confidential Information, the name or the logo of SVSU except for the purposes of providing the Service as specified under this contract;
- b) The Bidder may only disclose Confidential Information in the following circumstances:
 - with the prior written consent of SVSU;
 - to a member of the Bidder's Team ("Authorized Person") if the Authorized Person is aware of the confidentiality of the Confidential Information and is obliged to use it only for the performance of obligations under this contract.

The Bidder shall do everything reasonably possible to preserve the confidentiality of the Confidential Information to the satisfaction of SVSU.

- c) The Bidder shall notify SVSU promptly if it is aware of any disclosure of the Confidential Information otherwise than as permitted by this Contract or with the authority of SVSU.
- d) The Bidder shall be liable to fully re-compensate to SVSU for any loss of revenue arising from breach of confidentiality. SVSU reserves the right to adopt legal proceedings, civil or criminal, against the Bidder in relation to a dispute arising out of breach of obligation by the Bidder under this clause.

5. Payment Schedule

Payment shall be made once the selected Insurance company furnishes the Performa Invoice along with all the details of coverage of all the perils of the University and clearly indicating which risks are not covered under the insurance policy, along with Building wise data of the Insurance Cover. Third Party Liability/ Public Liability, complete in all respects.

6. Service Level Agreement / Submission of the Policy Document in Hard Copy.

Once the Payment has been made the Insurance Company shall submit the Hard Copy of the Insurance Policy along with all the details i.e. mentioned in 3.3 scope of work etc.

7. Other Terms and Conditions

7.1 Forfeiture of EMD

EMD made by bidder may be forfeited under the following conditions:

- During the evaluation process, if a bidder indulges in any such activity as would jeopardize the process, the decision of SVSU regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances.
- If bidder violates any of the provisions of the terms and conditions of the proposal.
- In the case of a successful bidder, if bidder fails to:
 - Accept the work order along with the terms and conditions.
 - Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
 - Submitting false/misleading information/ declaration/ documents/ proof/etc.

The decision of SVSU regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances, besides, forfeiture of EMD even the bidder will be deferred from participating in any job for future projects.

7.2 Governing Laws

Any disputes arising out of or in connection with this Contract shall be submitted to arbitration to a sole arbitrator, if attempts at settlement by negotiations and/or conciliation have failed. Selection of arbitrator shall be made by mutual consultation. The arbitrator shall give its award on the costs, which may be divided between the parties. The decision rendered in the arbitration shall constitute final adjudication of the dispute. The venue of arbitration shall be at Palwal, Haryana in India. The arbitration shall be governed by the Arbitration and Conciliation Act 1996 as amended from time to time. In any arbitration proceeding hereunder:

- i. The English language shall be the official language for all purposes; and
- ii. The decision of the sole arbitrator shall be final and binding and shall be enforceable in court of competent jurisdiction in Palwal and the parties hereby waive any objections to or claims of immunity in respect of such enforcement.

This contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Palwal, Haryana shall have exclusive jurisdiction in all matters arising under the contract. The Bidder shall keep himself fully informed of all current national, state and municipal law and ordinances. The Bidder shall at their own expense, obtain all necessary permits and licenses and pay all fees and taxes required by law. These will be bidder's entire obligation regarding any claim of infringement.

7.3 Bankruptcy

If the bidder becomes bankrupt or have a receiving order made against him or compound with his creditors or being a corporation commence to be wound up, not being a voluntary winding up for the purpose only or amalgamation or reconstruction, or carry on their business under a receiver for the benefit of their creditors or any of them, SVSU shall be at liberty to terminate the engagement forthwith without any notice in writing to the bidder or to the liquidator or

receiver or to any person in whom the bidder may become vested and without any compensation to give such liquidator or receiver or other person the option of carrying out the engagement subject to their providing a guarantee for the due and faithful performance of the engagement up to an amount to be determined by SVSU.

7.4 Binding Clause

All decisions taken by the SVSU regarding the processing of this tender and award of contract shall be final and binding on bidders concerned. The SVSU reserves the right:

- To vary, modify, revise, amend or change any of the terms and conditions mentioned above and,
- To reject any or all the Tender/s without assigning any reason whatsoever thereof or to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

7.5 Period of Validity of Offer

For the purpose of placing the order, the proposals shall remain valid till 90 days from bid submission date. During the period of validity of proposals, the rates quoted shall not change.

7.6 Taxes & Duties

- The prices to be quoted as per e-Tender format.
- Deduction of all statutory and necessary Tax from each bill will be made as per Government Order prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the bidder.
- Bidder submitting a tender shall produce up to date Income Tax and Profession Taxes Certificate as well as the GST certificate issued by the concerned Tax Authority or a Certificate that the assessment is under consideration. All such clearance certificates shall remain valid on the last date of permission.

7.7 Discrepancies in Bid

- Discrepancy between description in words and figures, the rate which corresponds to the words quoted by the bidder shall be taken as correct.
- Discrepancy in the amount quoted by the bidder due to calculation mistake of the unit rate then the unit rate shall be regarded as quoted by Bidder.

8. Negotiation of Rates

Regarding negotiations of rates, policy issued by the State Government vide G.O. No.2/2/2010-4-IB-II dated 18.06.2013 (Annexure-VI), G.O. No.2/2/2010-4-IB-II dated 16.06.2014 (Annexure-VII), G.O. No.2/2/2010-4-IB-II dated 09.02.2015 (Annexure-VIII) or amended time to time up to last date of bid submission will be applicable. The policy guidelines are available at <https://haryanaeprocurement.gov.in> on the home page under section as Tender Forms.”

9. BID SIGNING

The Tender must be signed by an authorized signatory of the bidding Bidder/company on each page, along with a seal of the Bidder/company, also upload on e-tender portal.

9.1 Conditional Bid

Conditional Bid is not acceptable. Hence, the supplier is advised neither to alter the specification nor to mention anything on the Tender form, except cost, signature with seal, otherwise his Tender will not be considered. Conditional tenders will not be entertained at all and are liable to be rejected summarily.

There should not be any alterations in the bidding documents. In case any alteration is found at any stage, the tender shall be liable for rejection summarily without further appeal.

9.2 Bid Currencies

Prices shall be quoted in Indian National Rupee (INR).

9.3 Canvassing

Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the register of approved bidders.

9.4 Interpretation of documents

If any bidder should find discrepancies or omission in the specifications or other tender documents, or if bidder should be in doubt as to the true meaning of any part thereof, he shall make a written request to the tender inviting authority for correction/clarification or interpretation or can put in a separate sheet along with his technical bid document.

9.5 Erasures of Alternations

The offers with overwriting and erasures may make the tender liable for rejection if each of such overwriting/erasures/manuscript ions is not only signed by the authorized signatory of the bidder. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled up. Correct technical information of the product being offered must be filled in. Filling up of the information using terms such as “OK”, “accepted”, “noted”, “as given in brochure/manual” is not acceptable. The SVSU may treat offers not adhering to these guidelines as unacceptable. The SVSU may, at its discretion, waive any minor non-conformity or any minor irregularity in the offer. This shall be binding on all bidders and the SVSU reserves the right for such waivers.

9.6 Compliance with Law

The bidder hereto agrees that it shall comply with all applicable union, state and local laws, ordinances, regulations and codes in performing its obligations hereunder, including the procurement of licenses, permits certificates and payment of taxes where required.

The bidder shall establish and maintain all proper records (particularly, but without limitation, accounting records) required by any law, code/practice of corporate policy applicable to it from time to time including records and returns as applicable under labour legislation.

9.7 Clarification of Bids

During evaluation of the bids, the SVSU, at its discretion may ask the bidder for clarification of its bid. The request for the clarification and the response shall be in writing (via email) and no change in the substance of the bid shall seek offered or permitted.

9.8 Authentication of Bids

The Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal.

10. General Terms

- All the pages of the bid document including documents submitted therein must be duly signed and stamped, failing which the offer shall be liable to be rejected.
- All pages of Bid submitted by bidder should have serial number with proper indexing.
- All the documents to be submitted by the bidder along with their offer should be duly authenticated by the person signing the offer and if at any point of time during procurement process or subsequently it is detected that documents submitted are forged/tampered/manipulated in any way, the total responsibility lies with the bidder and SVSU reserves the full right to take action as may be deemed fit including rejection of the offer and such case is to be kept recorded for any future dealing with them.
- Details of the enclosures should be clearly mentioned in the forwarding letter in your letter head along with the bid.
- No Technical/Commercial clarification will be entertained after opening of the tender.
- Requirement mentioned in the tender document is indicative only and orders shall be placed subject to actual requirement. SVSU reserve the right to increase or decrease the requirement specified in the tender.
- SVSU reserve the right to ask for clarification in the bid documents submitted by the bidder. Documents may be taken if decided by the SVSU.
- The SVSU may extend the deadline for the submission of Bids and details will be published on e-tender portal only.
- No dispute by the bidders in regard to Technical/Commercial points will be entertained by SVSU and decision taken by the SVSU will be final.
- Quoted value shall be considered final. Discrepancy in the amount quoted by the bidder due to calculation mistake, the unit rate shall be regarded as Bidder and the totalling or carry in the amount quoted by the bidder shall be corrected accordingly.
- The bidder will be informed at the time of opening of the financial bid which are eligible as per eligibility and technical criteria.
- No variation in or modification of the terms of the Agreement / Policy shall be made except by written amendment signed by the parties.

- Any company/firm/organization blacklisted by Central/State Government / Autonomous organization are not entitled to submit the tender. If it is submitted, it will be rejected and the Earnest Money Deposit or/and Performance security will be seized and legal action will be taken against them.
- Any or all tenders can be rejected by the Registrar, SVSU on the recommendation of the bidder committee without assigning any reason at any stage. It cannot be challenged in any court.
- Tenders which do not fulfil any or all of the above conditions or incomplete, are liable for rejection.
- Tenderer should abide to all terms and conditions stipulated in the tender document for which he has to submit the affidavit.
- Legal action may be initiated against such Bidder in case any of the information submitted by the tenderer is found to be false at any stage of the contract.
- Amendment of Tender Document: At any time before the deadline for submission of tender, SVSU may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective firm, modify the Tender document by amending, modifying and/or supplementing the same. All prospective firms shall be notified of any amendments on e-tender website and/or SVSU web site and all such amendments shall be binding on them without any further act or deed on SVSU's part. The prospective firms are advised to periodically browse e- tender website and university website www.svsu.ac.in to find out any further corrigendum / addendum / notice published with respect to this tender. In the event of any amendment, SVSU reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their bids.
- References, information and certificates from the respective clients certifying technical and execution capability should be signed and the contact numbers of all such clients should be mentioned. The University may also independently seek information regarding the performance from the clients and visit referred customers' consortium partners in India/Abroad at bidder cost.
- Defaulting agencies in respect of performance of the contract after its award is liable to be debarred from future tendering for a period of two years besides the contractual remedies provided in the contract.

11. Cooperation and Provision of Information

The Bidder will allow SVSU the access to information reasonably required to define the then current mode of operation associated with the provision of the services to enable the SVSU to access and assess the existing services being delivered; promptly on reasonable request by the SVSU, the bidder shall provide access to end copies of all information held or controlled by bidder which they have prepared or maintained in accordance with this agreement/Policy relating to any material aspect of the services (whether provided by the Bidder). The SVSU shall be entitled to copy of all such information. Such information shall include details pertaining to the services rendered and other performance data. The Bidder shall permit the SVSU or its nominated agencies to have reasonable access to its employees and facilities as

reasonably required by the SVSU to understand the methods of delivery of the services employed by the Bidder.

12. SETTLEMENT OF CLAIMS:

The bidder whose quotation is accepted by the University and who becomes the insurer of the buildings ,assets. Furniture , equipment, machinery and all items mentioned in Annexure –II , shall settle the claims sincerely, promptly, reasonably, and dutifully , in case of any eventuality or mishap/accident, as per the provisions of the Insurance Policy Cover, within a period not more than 3 months.

13. Checklist for the Bidder

All documents to be submitted by the Bidders should be duly attested by gazetted officer/ notary public in case these are copies of the original documents. No unattested documents will be entertained.

Table 4: Document checklist Table (to be filled by Bidder)

Sr. No.	Documents	Attached Yes/No	Page Number
1	Certificate/Act of Incorporation of Organization		
2	Proof of 10 year existence of the organization		
3	Proof of 5 years of experience in General Insurance		
4	Declaration for consortium	NA	NA
5	Annual Turnover documents for last 3 financial years		
6	Proof of positive Net Worth		
7	Declaration/Affidavit being not a Blacklisting bidder		
8	Proof of work experience for Insuring of one (1) University/ Institute/ other large organisation		
10	Declaration of not blacklisting		
11	Proof of Employee strength of the Bidder/organization: No. of employees employed in Insurance, Claims, support/ service department.		
13	Undertaking to meet technical eligibility criteria on Rs. 100/- Stamp paper		
14	ISO 27001, 9001, 20001 certificates		
19	Document proof for Experience in implementation of Insurance / payment of		
21	Mandate Form for Electronic Fund Transfer/RTGS Transfer		
22	Financial Proposal (to be submitted online only)		
23	Invoice Format		
26	GST certificate/ PAN/TAN Certificate		
27	Proof of holding a License (General) accredited by IRDA for a period of 3 years (Proof attested by CEO/Principal Officer of the company).		
28	IRDA Registration Certificate Number		

ANNEXURE -I

Technical Proposal Submission Forms (To be submitted online) Covering Letter

(On Bidder's Letterhead)

[Location, Date]

To

The Registrar,

Shri Vishwakarma Skill University, Haryana,

Dudhola Palwal.(Haryana).

Dear Sir,

We, the undersigned, offer to provide the required Services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal on e-Procurement Portal.

We hereby declare that we have read the Instructions to Bidders included in the RFP, and abide by the same. We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification. We confide that all personnel named in the tender will be available to undertake the services.

We undertake, if our Proposal is accepted, to initiate the required Services related to the assignment not later than the date indicated in the document.

We understand you are not bound to accept any Proposal you receive.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Bidder:

Address:

Attachments:

1. Undertaking(s).
2. Affidavit(s).

(On Bidder's Letter-Head)

Legal Constitution & Number of Years of Existence

Bidder Name:	
1. Status / Constitution of the Bidder :	
2. Name of Registering Authority :	
3. Registration No.:	
4. Date of Registration:	
5. Place of Registration:	
6. Complete Address (Permanent and Correspondence alongwith contact person and telephone, fax numbers and email address):	
7. P.A.N.	
8. T.A.N.	
9. G.S.T. No.	
10. Any other important information:	

For and on behalf of: (Bidder Seal)

Signature:

Name: _____

Designation: _____

LL No.: _____

FAX No. _____

Mb No. _____

E-mail _____

(Authorized Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority.

(On Bidder's Letter-Head)

Financial Standing (Annual Turnover)

Certificate from the Statutory Auditor regarding the Average Annual Turnover of the organization

It is to certify that the Average Annual Turnover of M/s _____ (Name of Bidder), _____ (with complete address) is equal or above Rs. 300.00 crore (Rupees Three hundred crore) for the last 3 financial year ending of month 31st March, 2024.

It is also certified that the Net-Worth of M/s _____ (Name of Bidder), _____ (with complete address) is positive as on 31st March, 2024.

Based on its books of accounts and other published information authenticated by it (Bidder), this is to certify that..... (Name of the Bidder) had, a Total turnover of Rs.Lakhs for the last three Financial Years, and the year-wise details of turnover are noted below:

Financial Year ending 31st March	Total Turnover (Rs. in Lakhs)	Profit or loss
2021-22:		
2022-23:		
2023-24:		
Total Turnover for last 3 financial years:		
Average Annual Turnover for last 3 financial years:		

Name of the audit Bidder/ Chartered Accountant:

Seal of the Statutory Auditors (CA Bidder):

(Signature, name, designation, and registration Number of the Chartered Accountant)

Date:

Affidavit regarding delisting/blacklisting, demobilization etc.

||SPECIMEN AFFIDAVIT||

(On Non Judicial Stamp of Rs. 100/-)

I/we _____ who is/are _____ (status in the bidder) and competent for submissions of the affidavit on behalf of M/S _____ (Bidder/Contractor) do hereby solemnly an oath and state that:

The Bidder has not been / is not black-listed/de-listed/debarred/ demobilized for poor or unsatisfactory performance from any project by Govt. of India/Any other State Govt./Haryana Govt. or its Departments/agencies etc.

Signature with Seal of the Deponent (Bidder)

I/we, _____ above deponent do hereby certify that the facts mentioned in above are correct to the best of my knowledge and belief. Verified today _____ (dated) at _____ (place).

Signature with Seal of the Deponent (Bidder)

Note: Affidavit duly notarized in original shall submit in the Office of Shri Vishwakarma Skill University, Haryana, Dudhola, Palwal (Haryana) on Technical Presentation day/date.

Affidavit regarding Authenticity and correctness of information/documents

||SPECIMEN AFFIDAVIT||

(On Non Judicial Stamp of Rs. 100/-)

I/we _____ who is/are _____ (status in the bidder) and competent for submissions of the affidavit On behalf of M/S _____ (Bidder/Contractor) do hereby solemnly oath and state that:

I/we am/are fully satisfied for the correctness of the certificates/records submitted in support of the following information in bid documents, which are being submitted in response to notice inviting e-tender No. _____ for _____ (Name of Work) dated _____ issued by the _____ (Name of the department).

I/we am/are fully responsible for the correctness of following self-certified Information/ documents and certificates:

1. That the self-certified information given in the bid document is fully true and authentic.
2. That:
 1. The proof of online deposit of Earnest Money Deposits and cost of RFP/bid document + E-service charges and other relevant documents provided are authentic.
 2. Information regarding financial qualification and annual turnover is correct.
 3. Information regarding various technical qualifications is correct.
 4. Submitted separate notarized Affidavit about eligibility.

Signature with Seal of the Deponent (Bidder)

I/we, _____ above deponent do hereby certify that the facts mentioned in above are correct to the best of my knowledge and belief. Verified today _____ (dated) at _____ (place).

Signature with Seal of the Deponent (Bidder)

Note: Affidavit duly notarized in original shall submit in the Office of Shri Vishwakarma Skill University, Haryana, Dudhola, Palwal (Haryana) on Technical Presentation day/date.

(On Bidder's Letterhead)

Mandate Form for Electronic Fund Transfer/RTGS Transfer

Date: / /

The Registrar
Shri Vishwakarma Skill University
Dudhola, Palwal

Sub: Authorization for release of payment / dues from Shri Vishwakarma Skill University, through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Bidder:

2. Address of the Bidder:

Line 1:

Line 2:

City:

Pin Code: E-

Mail ID: Mob

No:

Permanent Account Number (PAN NO.):

1. Particulars of Bank

Bank Name		Branch Name	
Branch Place		Branch City	
Pin Code		Branch Code	
MICR No.			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)			
IFS Code:(11-digit alphanumeric code)			
Account Type	Saving <input type="checkbox"/>	Current <input type="checkbox"/>	Cash Credit <input type="checkbox"/>

Account Number																			
----------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, Shri Vishwakarma Skill University, responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place:

Date:

Signature & Seal of the Authorized Signatory of the Bidder

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date:

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

(On Bidder's Letterhead)

Financial Proposal (to be submitted online only) Financial Proposal

To

The Registrar,

Shri Vishwakarma Skill University, Haryana,

Dudhola, Palwal (Haryana).

Sub: Financial Bid /proposal for

“ _____ ”

Dear Sir,

We are pleased to quote/submit our financial proposal for the
“ _____ ”.

I/We _____ Bidder here with enclose the Financial Proposal for selection of my/our Bidder as Bidder for Subject assignment.

For required Services, **our fee to project submitted in BOQ on online procurement portal.** The quoted rates are inclusive of all kind of expenses, travelling expenses etc. and no further amount shall be claimed over and above rate quoted above.

The premium/quote/charges mentioned in BOQ is inclusive of all kind of taxes.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e. 180 days from the last date notified for submission of the proposal.

NOTE: Financial Proposal must be submitted online in BOQ format only. If financial bid submitted manually than bid shall not be accepted.

Yours faithfully, Signature:

Full Name:

Designation: Address:

Tel.: Nos. (O)..... (R).....

(M).....

E-mail:

Fax No:

.....

Invoice Format

INVOICE

[To be given on letterhead of the bidder]

Registrar, Shri Vishwakarma Skill University, Haryana Dudhola, Palwal, Haryana		Invoice NO:	
		Invoice Date:	
For Attention of		Service:	
Contract For		Registration No.	
Contract No.		PAN Number:	
Period of Consultancy		Start Date	End Date
Milestone achieved for this claim			
Contract Value payable at this Claim stage		Amount	Tax, if any
			Total Amount
% age of Contract value of Consultancy Contract			
Maximum Contract Value (Amount in Rupees)		Total Amount received (Amount in Rupees)	
Previous Claims Made and Payments			
Invoice No.	Invoice & Date	Amount	Date of Receipt
1			
2			
3			
4			
Total			
Contract Value (Gross Amount) due at this Claim Stage less payments made earlier (Amount in Rs.)			
Less: TDS/TCS (as applicable)			
Net Amount payable at this Claim Stage (In Rs.)			
Name of the Bank		Bank Swift ID	
Address of the Bank		Bank Account No.	
Bank RTGS Code		Account Name	

This invoice is in respect of a supply of services to the Client, and is addressed to the Client, Purely for payment purposes. I certify that the amounts claimed in this invoice have been wholly and necessarily incurred for the purpose of the engagement and have not been claimed before.

(Signature of Bidder)

The claim is correct and Services have been received. Please arrange payment:

(Project In-charge)

Bid Format**(Annexure -II)**

Format of quotation for Insurance Policies of SVSU Buildings/Premises And Machinery breakdown at various locations for the period 01.06.2024 to 31.05.2025														
Building Name with Plumbing fixtures, fire-systems, lifts, electrical fixtures, electrical LT Panels, HVAC system Indoor and Outdoor units with Treating Fresh Air plant, Fans, Lights etc.														
Value in crores (rs.)												As on 31.07.2024		
Sr. No.	Building Name	Building with plumbing fixtures, fire systems, lifts, electrical fixtures, HVACsystem, Fans, Lights etc.	Other Furniture & Fixture	Computers, Lap top,	Projectors & Printers	IT Installations & Interactive Panel, CCTV, Network Equipments, PA Systems	Electrical Sub-station (I-A) 11KV/415 V (HT Panels, LT Panels, Transformer 1000X2 KVA, DG Sets 500 X 3, SG Set 200X1, HT & LT Cables, all Fittings and fixtures	Plant & Machinery (Labs)	Others - Lump sum	Risk Covered	Sum Insured (Quoted)	Premium Amount	GST	Total amount
1	1 W - Vallabhi Bhawan	16.49		0.81	0.02					17.32				
2	2 W - Ratanagiri Bhawan	16.49		0.14	0.02					16.65				
3	3 W - Pushpagiri Bhawan	16.49		0.012	0.02			0.02		16.542				
4	1 E - Lalitgiri Bhawan	16.49		0.33	0.02					16.84				
5	2 E - Odantpuri Bhawan	16.49		0.01	0.01					16.51				
6	Library - Sharda Bhawan	17		0.1	0.04					17.14				
7	COE - Mithila Bhawan	10.86		0.08				5.81		16.75				
8	Admin.- Takshashila Bhawan	27.07		1.45	0.16				0.1	28.78				
9	Hostel - Girls	34.07	0.37	0.5		0.007			0.06	35.007				
10	Hostel - Boys	33.25	0.41	0.01		0.007				33.677				
11	CSA	3.5	0.2	0.2	0.01	0.005		0.03	0.03	3.975				
12	Feeder School	7	1.37	0.04				0.03		8.44				
13	Type - IV Residence	1.7								1.7				
14	Elect. Sub Station						4.58			4.58				
15	Others								0.22	0.22				
16	Public Liability								1	1				
	TOTALS	216.9	2.35	3.682	0.3	0.019	4.58	5.89	1.41	235.131				

Note:

- (i) The comparison of the quotations will be made / Evaluated, on one to one basis, for all the terms of cover.