



NOTICE INVITING TENDERS (NIT)

For

Providing Insurance of the Tezpur University assets

ET-NIT.....⁷²⁶Dated.....²⁵⁻⁰⁶⁻²¹

NOTICE INVITING TENDERS FOR INSURANCE COVERAGE OF THE UNIVERSITY ASSETS

Online tenders are invited under two bid system from reputed bidders i.e. Insurance Companies having IRDA registration/approval to provide insurance coverage of the university assets.

Sl. No	Subject	Date
1	Last Date/Time for submission/receipt to tenders	15.07.2021 (2.00 pm)
2	Date/Time for opening of technical bids.	16.07.2021 (2.00 pm)
3	Date/Time for opening of financial Bids after Technical evaluation of Bids.	Shall be intimated later on after technical evaluation
4	Tender processing fee	Rs. 1000.00 (one thousand only)

In case of any holiday on the day of opening, the tenders will be opened on the next working day at the same time.

INSTRUCTION OF THE BIDDERS

1. GENERAL:

The present tender is being invited for insurance coverage of the Tezpur University assets, Napaam, Tezpur, Assam.

2. ELIGIBILITY CRITERIA OF BIDDERS:

The bidders fulfilling the following criteria are eligible to participate in the tender.

- Bidder possessing a valid license/registration from IRDA or any other agency, Govt. Of India.
- Bidder having experience of providing similar service during the last 03 (three) years in any Government organisation/Government Autonomous Institutions.
- Any bidder or companies not debarred/black listed by any Department of state or Central Govt. Or Institution (undertaking should be provided in Bidders Letter Head).
- Financial Turnover of not less than Rupees fifty crore during the last three (03) financial year. Copies of the Profit & Loss A/C and Balance Sheet are to be provided
- The company must have branch/service office at Tezpur/ Guwahati.


Jt. Registrar
(General Administration)

3. ONE BID PER BIDDER AND SUBMISSION OF BID:

- A. Each bidder shall submit only one bid either by himself or as a partner.
- B. Details of the Tender can be seen on the website www.eprocure.govt.in. Bidding shall be through Two BID systems consisting of Technical and Financial bid.
- C. All documents required in the tender should be serially numbered and duly signed by the Bidder with the stamp of the Company on each page before uploading.
- D. The sealed covers for Tender fee shall be addressed to the Registrar, Tezpur University, Tezpur Assam and should be submitted physically/ or through post in the Tender BOX which is available in the Reception Area of the University on or before the closing time and date.

4. TECHNICAL BID:

- A. Bidder intending to participate in the Tender should first ensure that they fulfil all the eligible criteria as prescribed in the tender. The Technical Bid consists of the following documents.
 - i) The bidder shall submit full details of the Company.
 - ii) Self attested copy of PAN card/GST/IRDA registration certificate.
 - iii) Proof of experience/ work order as stated in the clause 2 and supported by documents from the concerned organisation.
- B. The Bidder is expected to examine all instructions, forms, terms and conditions in the tender document. Failure to furnish all information required as per the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the Bidder's risk and may result in rejection of their bid.
- C. The Bidder shall not make or cause to make any alteration, erasing or obliteration to the text of the tender document.

5. FORM OF BID:

The uploaded bid should be completed in all respect and duly signed and stamped by an authorized and empowered representatives of the Bidder.

6. DURATION OF CONTRACT:

The contract shall be initially for three (03) years on annual premium basis and Tezpur University reserves the right to extend the validity of contract for another Two (02) years on the terms and conditions for such period as may be agreed to. Premium for in each financial year shall be depending on new assets created by the University. The contract agreement may be terminated from either side by giving (03) three months notice preceding the due date of premium.

7. VISIT TO TEZPUR UNIVERSITY:

Bidders are advised to visit and acquaint themselves with the installations of all assets on their own. It shall be deemed that the Bidder has undertaken a visit to the University and is aware of the assets to be covered under insurance.

8. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

- a) Tezpur University is not bound to accept the lowest or any bid and may at any time by issuing notice in writing to the Bidders terminate the tendering process.
- b) Tezpur University may terminate the contract if it is found that the vendor is black listed on previous occasions by any institution etc.

9. AWARD OF CONTRACT:

- a) University will award the contract to the successfully evaluated Bidder whose bid has been found to be responsive and who is eligible and qualified to cover the insurance to the University assets.

