

TENDER NO. : BHEL: CO: FIN: INS: Corp23-24: SCP-M dated 07.03.2023

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NOT FOR PUBLICATION**

BHARAT HEAVY ELECTRICALS LIMITED



TENDER DOCUMENT

FOR

SCP Policy for Mobile Phones

TENDER NO. : BHEL: CO: FIN: INS: Corp23-24: SCP-M

**BHARAT HEAVY ELECTRICALS LTD.
CORPORATE FINANCE DEPARTMENT**

**BHEL HOUSE, SIRI FORT
NEW DELHI - 110049**

PHONE: 011-66337241, 66337253

FAX: 011-26001143

E-MAIL: neeraj@bhel.in

Kamlesh.agarwal@bhel.in

THIS TENDER SPECIFICATION IS ISSUED TO

All Public Sector General Insurance Companies



BHARAT HEAVY ELECTRICALS LTD.

(A Government of India Undertaking)

CORPORATE FINANCE DEPARTMENT

BHEL HOUSE, SIRI FORT, NEW DELHI – 110049

Ref: BHEL: CO: FIN: INS: Corp23-24: SCP-M

Dated: 07.03.2023

<u>Due Date & Time of Submission of Bids -</u>
<u>1100 hours on 14.03.2023</u>
<u>Due Date & Time of Opening of Bids -</u>
<u>1130 hours on 14.03.2023</u>

Dear Sirs,

Subject: Insurance Cover for BHEL, Corporate Office, Mobile Phones

BHEL intends to take a Special Contingency Policy for covering Mobile Phones of Corporate Office on All Risk basis.

The bid should be submitted in Two Separate sealed covers for price bids/Techno-Commercial bids or through email as follows **latest by 1100 hours on 14.03.2023:**

Envelope 1: "TECHNO-COMMERCIAL BID FOR Insurance for Mobile Phones for Corporate Office, BHEL Tender no.: BHEL: CO: FIN: INS: Corp23-24: SCP-M

Envelope 2: "PRICE BID FOR Insurance for Mobile Phones for Corporate Office, BHEL Tender no.: BHEL: CO: FIN: INS: Corp23-24: SCP-M

These envelopes will be put in a larger envelope superscribing on this envelope "PRICE BID/TECHNO-COMMERCIAL BID FOR Insurance for Mobile Phones for Corporate Office, BHEL Tender no.: BHEL: CO: FIN: INS: Corp23-24: SCP-M

Tender No. and Due date of Tender Opening also must be superscribed on all the envelopes or emails containing Bids/Tenders.

The bids shall be addressed to the below mentioned addressee and shall be submitted/dropped in the Tender box placed at the 5th Floor of the main Administrative Block of BHEL House, Siri Fort, New Delhi.:

AGM (FINANCE)
BHARAT HEAVY ELECTRICALS LIMITED



CORPORATE FINANCE
5TH FLOOR, CORPORATE OFFICE
SIRI FORT, NEW DELHI- 110049.
Phone No. 66337241, 66337253
e-mail: neeraj@bhel.in; kamlesh.agarwal@bhel.in

The Techno-Commercial Bids will be opened at 1130 hours on the same day. In case bidders found technically qualified the price bids will be opened after opening of technical bids on same date.

A. Policy Related Stipulations:

- 1) **Scope:** The Policy for Mobile Phones is required basically on All Risk basis and shall cover loss / damage due to:
 - a) Theft and Burglary
 - b) Fire and Allied Perils
 - c) Accidental Damage
 - d) Transit cover
- 2) **Sum Insured:** Reinstatement Value for 11 Nos. Mobile Phones is Rs. 14,35,902/- (Rupees Fourteen Lakhs Thirty-Five thousand Nine hundred and Two only). The attached list of Mobile Phones is tentative. Actual list of mobile will be shared at the time of payment.
- 3) **Exclusions:** Only those Exclusions which are recommended by Regulatory Authority or are generally accepted and followed by the Indian Insurance Companies shall be applicable.
- 4) Tentative List of Mobile Phones to be covered under the Policy it enclosed herewith the tender. Sum Insured may increase / decrease during the Policy Period. New Items may be included during the Policy Period. Similarly, few items may be excluded. The Premium will be refunded on short period basis in the event of short closing of the Policy/decrease in sum insured. In case extension is required/sum insured is to be increased, the Premium will be payable on pro-rata basis.
- 5) **Claim Experience:**

Policy Year	Initial Insured (in Rs.)	Sum	Premium Paid (excl. Service Tax & GST) (in Rs.)	Claims paid & outstanding (in Rs.)
2022-23	9,69,000/-		55,738/-	98,343/-
2021-22	11,84,047/-		53,304/-	43,797/-
2020-21	11,96,850/-		29,922/-	80,822/-
2019-20	9,44,458/-		23,612/-	57,407/-
2018-19	5,69,998/-		14,250/-	1,01,999/-
2017-18	6,95,468/-		17,387/-	NIL
2016-17	4,59,703/-		11,493/-	NIL



- 6) Compensation: The Insurance Policy shall provide compensation equivalent to the cost of replacement of the Instrument by a new Instrument of the same specification and same Capacity, including all taxes and duties.
- 7) Excess: The Excess under the Policy will be 5% of the claim amount subject to a minimum of Rs. 1,000/-.

B. Tender Related Stipulations:

The following points may be kept in view while submitting the bid: -

1. The tender specification as a whole along with other documents as required to be submitted in a sealed cover super scribing the name of work.
2. Tenders shall be opened at the time and date as specified in the tender notice in the presence of such of those Underwriters or their authorized representatives who may be present.
3. All entries in the tender shall either be typed or be written in ink. Erasure and over writings are not permitted and may render such tenders liable to be rejected. All cancellations and insertions shall be duly initialed by the underwriter.
4. Where the tender document is silent on any point, the market conventions will be followed by either side.
5. Unsolicited fresh / revised Price Bid shall not be entertained.
6. The rates are to be quoted net of all discounts.
7. The Policy will be valid for one year from the date of paying premium. Underwriter will not have any option to cancel the Policy during its tenure.
8. It will be for the bidders to comply with all the rules and regulations pertaining to insurance. In case of any violation, the Underwriter will be liable to pay the difference in the premium to the Regulator. The Underwriter will handle the dispute, if any, with the Tariff Advisory Committee DIRECTLY and BHEL, will not be, in any way, party to it. Declaration to this effect will have to be submitted in the attached format.
9. In case you choose not to bid for this tender, you are requested to send us a regret letter for our record.
10. The bidders shall quote the rates both in English words as well as in Figures.
 - a) If, in the price structure quoted for the required goods/ services/ works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the



obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.

- b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of BHEL, the bid is liable to be ignored.

11. BHEL reserves the right to accept / reject, partly or in full, any tender without assigning any reason therefore.

12. If the underwriter deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage or to cancel the contract, if awarded.

13. Canvassing in any form in connection with the tender is strictly prohibited and the tender submitted by the Underwriter who resorts to canvassing is liable to be rejected.

14. Offer of the Underwriters who do not submit "**Certificate of Declaration for confirmation of compliance with IRDA / TAC guidelines**" as per Annexure- A may be rejected.

15. If BHEL and the Underwriter fail to agree on certain issues such as quantum, the matter will be referred to the Sole Arbitrator appointed by the General Manager (Finance), BHEL Corporate Office, New Delhi. The Arbitration shall be conducted with the provisions of the Arbitration and Conciliation Act 1996.

16. The following documents have been annexed to this tender :-

- a. Certificate of Declaration for confirmation of IRDA/TAC guidelines - Annexure A
- b. Deviation Statement – Annexure B. Deviations, if any, are to be mentioned in the deviation statement only. The deviations mentioned elsewhere in the techno-commercial bid or the Price bid shall not be considered by BHEL.
- c. Un-Priced Price Schedule – Annexure C
- d. Price Schedule – Annexure D

17. L1 bidder will be decided on the basis of lowest premium quoted as per Annexure-D.



18. Annexure "A" , Annexure "B" and Annexure "C" shall form part of the Technical Bid

Thanking you,


AGM (Finance)
Phone: +91 11 66337241, 66337253



ANNEXURE A

**CERTIFICATE OF DECLARATION FOR CONFIRMATION OF
IRDA / TAC GUIDELINES**

I,

hereby certify that our offer no.....dated.....against tender specification No. BHEL: CO: FIN: INS: Corp23-24: SCP-M dated 07.03.2023 does not amount to any breach of IRDA / TAC guidelines. I further confirm that in the event of disclosure at a later stage that the same are not in line with IRDA / TAC Guidelines & BHEL is put to any disadvantage or face cancellation of the Policy or any claim becomes substandard/untenable, the whole liabilities arising out of this shall lie squarely on us.

I, further certify that I am the duly authorized representative of the Underwriter and competent to agree as above.

I, further certify that there is no tariff violation. In case some violation is pointed out at a later date, the same shall be taken care of.

(Authorized Representative's Signature
with Name and Address)

ANNEXURE B

Tender No. BHEL: CO: FIN: INS: Corp23-24: SCP-M

DEVIATION STATEMENT

(Pl. strike off the clause which is not applicable and ticks the other)

- 1 THIS IS TO DECLARE THAT WE DO NOT HAVE ANY DEVIATIONS IN THE STIPULATIONS OF YOUR TENDER AND ACCORDINGLY ACCEPT ALL THE STIPULATIONS WITHOUT ANY RESERVATIONS WHATSOEVER.

OR

- 2 WE HAVE THE FOLLOWING DEVIATIONS FROM THE STIPULATIONS OF YOUR TENDER AND ACCORDINGLY WOULD REQUEST YOU TO CONSIDER THEM BEFORE EVALUATING OUR PRICE BID:

- a) Para no.....section
b) Para no..... section
c) Para no..... section

I, _____ hereby certify that except the deviations mentioned above, we do not have any other deviations to the tender no. **BHEL: CO: FIN: INS: Corp23-24: SCP-M** dated 07.03.2023. Deviations, if any, mentioned elsewhere in our bid (whether Techno-commercial bid or Price bid) may be treated as null and void by BHEL.

(Authorized Representative's
Signature with Name and Address)

ANNEXURE C

Tender No. BHEL: CO: FIN: INS: Corp23-24: SCP-M

UN-PRICED Price Schedule

Particulars of Sum insured

Premium (in Rs.)

SCP Policy covering Mobile Phones on All Risk basis

Coverage as per A (1) above and Sum Insured of Rs. 14,35,902/- **XXXXXXXX**
(Rupees Fourteen Lakhs Thirty-Five Thousand Nine hundred and Two only)

Premium In words:- XX

(The Rate Quoted must be excluding GST)

(Authorized Representative's Signature with
Name and Address)

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PRICE BID

FOR

SCP Policy for Mobile Phones

TENDER NO. : BHEL: CO: FIN: INS: Corp23-24: SCP-M

BHARAT HEAVY ELECTRICALS LTD.

CORPORATE FINANCE DEPARTMENT

BHEL HOUSE, SIRI FORT

NEW DELHI – 110049

PHONE: 011-66337241, 66337253

FAX: 011-26001143

E-MAIL: neeraj@bhel.in

Kamlesh.agarwal@bhel.in

ANNEXURE D

Tender No. BHEL: CO: FIN: INS: Corp23-24: SCP-M

Price Schedule

Particulars of Sum insured

Premium (in Rs.)

SCP Policy covering Mobile Phones on All Risk basis

Coverage as per A (1) above and Sum Insured of Rs14,35,902/-
(Rupees Fourteen Lakhs Thirty-Five Thousand Nine hundred and Two only)

Premium In words.....

(The Rate Quoted must be excluding GST)

(Authorized Representative's Signature with
Name and Address)

