



ESI-PGIMSR, ESIC MEDICAL COLLEGE AND
ESIC HOSPITAL & OCCUPATIONAL DISEASE CENTRE (E.Z.)
D.H. ROAD, JOKA, KOLKATA - 700 104
(A statutory body under the Ministry of Labour & Employment, Government of India)
AN ISO 9001:2015 CERTIFIED ORGANIZATION
Fax: (033) 2467 2795, Phone: (033) 2467 1764 / 6280 / 1322/2799
Website - <http://esi-pgimrskolkata.org> Email id- ms-odckolkata@esic.in

No. H.41.D.11/18/96-H.K./Policy

dt. 13.12.2018

Sub: Limited Tender Enquiry – For FIRE, THEFT AND BURGLARY INSURANCE POLICY at ESI-PGIMSR & ESIC Hospital & ODC(EZ), Joka.

Sealed quotations are invited under two bids system (in separate covers) from the following Insurance Agencies for providing FIRE, THEFT AND BURGLARY INSURANCE POLICY at ESI-PGIMSR & ESIC Hospital & ODC(EZ), Joka.

1. National Insurance Company Limited
3151, Ground Floor, Sanjeenvani Apartment, Garia Main Road, Near Jora Petrol Pump, Kolkata-700084.
Mob: 08013893032, Email:-
2. The Oriental Insurance Company Limited
No.10, 6th Floor, Dabirwala House, Middleton Road, Middleton Row, Park Street, Park Street area, Kolkata, West Bengal 700016
Phone: 033-33208485, Email:-
3. United India Insurance Company Limited
2, Gariahat Rd S, Kolkata, West Bengal 700068
Phone: 1800-4253-3333, Email:-
4. The New India Assurance Company
4th Floor, Barick Bhawan, Chittranjan Avenue, Kolkata, West Bengal 700072
Phone: 033-22126514, Email:-

Last date for submission of duly filled in Tender form is : - **28.12.2018 at 12.00 P.M.**

Date of opening tender: - **28.12.2018 at 2.00 P.M.**

ESIC reserves the right to reject any or all tenders without assigning any reasons.

DEAN

Tender issued to -----

1. National Insurance Company Limited
3151, Ground Floor, Sanjeevani Apartment, Garia Main Road, Near Jora Petrol Pump, Kolkata-700084.
Mob: 08013893032, Email:-

2. The Oriental Insurance Company Limited
No.10, 6th Floor, Dabirwala House, Middleton Road, Middleton Row, Park Street, Park Street area, Kolkata, West Bengal 700016
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No. H.41.D.11/18/96-H. K./Policy

dt. 13.12.2018

Tender No. 01/2018

TENDER FORM

FROM:
THE DEAN,
ESI-PGIMSR & ESIC Hospital & ODC (EZ),
Joka, Kolkata-700104

Sub: **FIRE, THEFT AND BURGLARY INSURANCE POLICY** at ESI-PGIMSR & ESIC Hospital & ODC(EZ), Joka
on contract basis.

Sir(s)

Sealed quotations are invited under two bids system (in separate covers) from the following
Insurance Agencies for providing FIRE, THEFT AND BURGLARY INSURANCE POLICY at ESI-PGIMAR & ESIC
Hospital & ODC(EZ), Joka.

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Last date for submission of duly filled in Tender form is : - 28.12.2018 at 12.00 P.M.

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Period of Contract- 01 years. In case of exigency/requirement, the contract is further extendable for a period as required on mutual consent. However, the contract may also be short closed, if the Performance of concerned Agency is not satisfactory or if there is non-compliance with statutory provision/terms and condition of contract agreement.

TENDER NOTICE

TENDER FOR FIRE, THEFT AND BURGLARY INSURANCE POLICY

ESI-PGIMSR & ESIC Hospital & ODC(EZ), Joka invite Sealed Tenders in two bid-system from all the Insurance Companies those are IRDA approved Insurance Companies for coverage of fire, theft & burglary, earthquake insurance for stock kept in. Insurance company should submit their tender directly to the Corporation. Tenders through brokers shall not be accepted.

The Insurance Company, which quotes the lowest premium rate will be considered as L-1 and may be awarded the Insurance business.

The detail of assets and its value are to be insured are furnished as here under:

Sl No	Description of Items/ Properties.	Amt (in Crores)
1	Cost of Hospital & College Building	333.34
2	Cost of Furniture	27.84
3	Cost of Mechanical Items	8.87
4	Cost of Central AC	31.56
5	Cost of Tools & Tackles	57.24
6	Non Medical Store Items(Desktop Comp., Projector, HP Laptop etc.)	1.92
7	Medical Store Items	4.41
8	Cash	.005
Total (Amt)		465.185

The tender documents may be obtained from the above address or can be downloaded from the Corporations' website <http://esi-pgimsrkolkata.org>, www.esic.nic.in or Govt. Tender Portal www.eprocure.gov.in. The Insurance Companies may submit sealed tenders in the prescribed format. Sealed tenders super scribing "TENDER FOR FIRE, THEFT AND BURGLARY INSURANCE POLICY" addressed to at the above-mentioned address should reach latest by 28.12.2018 at 12.00 P.M. The tenders received within the time limit will be opened on 28.12.2018 at 2.00 P.M. in the presence of tenderers who wish to remain present.

Financial Bid-2 shall be opened in respect of those tenderer who technically qualify.

Place: Joka

Date: 13.12.2018

TENDER FOR FIRE, THEFT & BURGLARY INSURANCE POLICY

TECHNICAL BID : 1

(SPECIFICATIONS)

1. Name and address of the Insurance Company (tenderers)
 - i) Contact person
 - ii) Address of office.
(with Phone Nos, Fax Nos & Email ID)

2. Whether the Insurance Company has office at Kolkata Branch.
 - a) If yes, please furnish the following details: Yes/No
 - i) Contact person
 - ii) Address of office.
(with Phone Nos, Fax Nos & Email ID)

 - b) If no, please furnish the following details (local service person details)
 - i) Contact person
 - ii) Address of office.
(with Phone Nos, Fax Nos & Email ID)

3. Furnish following detail of Registered Office of The Insurance Company under whose jurisdiction our Branch Office falls. Yes/No
 - i) Contact person
 - ii) Address of office.
(with Phone Nos, Fax Nos & Email ID)

4. Furnish following detail of Divisional Office of The Insurance Company under whose jurisdiction our Branch Office falls.
 - iii) Contact person
 - iv) Address of office.
(with Phone Nos, Fax Nos & Email ID)

5. Years of Experience in the field of Insurance Business):

6. Whether Insurance Company has experience of dealing with the Govt. Agencies/Companies/Firms who are in business of Hospital/Medical College. Yes/No

If yes, please furnish the list of such Clients:

7. Financial Limit of settlement of claim under Your:
- a) Regional Office
 - b) Divisional Office
 - c) Brach Office

Signature of the Tenderer:.....

Name of the Tenderer:.....

Address & Seal:.....

Place:

Date:

OTHER TERMS

- I) Tenderer should submit the tender as under:
- Envelope A : Envelope A marked as Technical Bid-1, which should contain Technical Bid-1 (Specification).
- Envelope B : Envelope B marked as Financial Bid-2, which should contain Financial Bid-2 (Premium Quotation).
- Envelope C : Envelope C should contain Envelope A and Envelope B duly superscribing "Tender for fire, theft and burglary insurance policy".
- Note: Each envelope should contain the name and address of the tenderer.
- II) Financial Bid-2 for price quotations shall be opened in respect of only those tenderer who qualify Technical Bid-1 for specifications.
- III) Eligibility Criteria for qualifying Technical Bid-1 :
- Insurance Company must have office in the town/city where our Office is located. In case, the tender is submitted by the insurance co. having outside the local area of the branch, in such case Insurance Company submitting the tender should enclose the authority/acceptance letter of the local office of the Insurance company confirming that the local branch accept the terms of tender submitted by their branch and will provide the services to the Corporation.
- IV) Corporation reserves its right not to accept the tender of the Insurance Co. if its performance during past is not found satisfactory.
- V) The tender should be signed by the authorized person of the Insurance Company.
- VI) Tenders containing false, incomplete and/or inadequate information are liable to be rejected.
- VII) Insurance Companies should have an experience of minimum 5 years in the field of Insurance.
- VIII) I/We hereby declare that I/We have downloaded the tender documents from ESI-PGIMSR & ESIC Hospital & ODC(EZ), Joka. website <http://esi-pgimsrkolkata.org> and printed the same. I/We have verified the contents of the printed documents from the website and there is neither any addition nor any deletion nor any alteration to the content of the tender documents.
- IX) I/We declare that the information/tender form downloaded is original and in the event of this being different from the original tender documents, my tender documents may be rejected by the Corporation.
- X) I/We declare that we are not have been blacklisted by any Central Government Department/State Government Department/Central or State PSU during the course of Insurance business in India.
- XI) Date of opening of Technical Bid-1, on **28.12.2018 at 2.00 P.M.** Date and time of opening of the financial bid of the Tenderers who qualify for the Technical Bid will be informed in advance.
- XII) Last date of submission of Tender is **28.12.2018 at 12.00 P.M.**

XIII) The premium rates quoted by the Insurance Co. for the policies undertaken by Branch/Centres under this Branch will be valid for one year . However, the period can be extended further on same terms and conditions.

In case, Insurance Company has any query about the tender/bid condition and /or tender/bid process-may seek clarification from ESI-PGIMSR & ESIC Hospital & ODC(EZ), Joka. During 14.12.2018 to 27.12.2018 (except Sunday and Holiday) Timing- 10 AM to 3 PM (Monday to Friday) , 10 AM to 1 PM (Saturday).

ESIC reserves the right to reject any or all tenders without assigning any reasons.

Signature of the Tenderer:.....

Name of the Tenderer:.....

Address & Seal:.....

Place:

Date:

TENDER FOR FIRE, THEFT & BURGLARY INSURANCE POLICY

FINANCIAL BID : 2

(PREMIUM QUOTATION)

A) For Sum Insured As per Assets value mentioned in the Tender Notice (Page No. 4)

Sl. No	Policy Particulars	Premium Amount	
1			
2	Add: GST (if applicable)		
3	Grand Total		

- B)** Policies for period of less than 12 months shall be covered on pro-rata basis plus loading of 10%.
- C)** In case of cancellation of policies, necessary refunds on pro rata basis of premium should be released within 15 days from the date of cancellation of policies.

Signature of the Tenderer:.....

Name of the Tenderer:.....

Address & Seal:.....

Place:

Date:

GENERAL TERMS & CONDITIONS IN RESPECT OF FIRE, THEFT & BURGLARY INSURANCE POLICY:

1. NATURE OF RISK TO BE COVERED:

The following risk has to be covered:

Fire, Lightning, Explosion/ Implosion, Riot, Strike, Malicious and Terrorist Damage, Mob, Storm, Cyclone, Typhoon, Tempest, Hurricane, Tornado, Flood and Inundation, Earthquake Risk, Spontaneous Combustion and Theft & Burglary.

2. BASIS OF SUM INSURED:

Market value of bales plus 5% to cover market fluctuations and incidental expenses.

3. REFUND OF PREMIUM TOWARDS CANCELLATION OF POLICIES:

In case of cancellation of policies, necessary refunds on pro rata basis of premium should be released within 15 days from the date of cancellation of policies.

4. SURVEY & CLAIM SETTLEMENTS:

a) In the event of occurrence of an Accident, The Dean would intimate to the Insurance Company for appointment of surveyor for assessment of loss. Assessment to be completed by the Surveyor on priority basis within 24 hours of the incident and the surveyor has to submit his final survey report within one week. The payment of the claim should be released by the Insurance Co. within 30 days from the date of incident. In case payment is expected to be delayed beyond 30 days, Insurance Co. should make on the Account payment of 75 % of claim amount.

5. EXCESS CLAUSE:

Excess clause (in case of claim) must be given in the tender documents in conformity with IRDA regulations.

6. TRANSFER OF POLICIES:

If required the Insurance policy can be transferred one location to other location within the city, for which intimation will be given by the Centre/Branch to the Insurance Company. For change in location insurance company shall issue necessary endorsement.

7. SETTLEMENT OF DISPUTES, IF ANY:

As per standard policy terms.

8. TENDER SUBMITTED BY THE INSURANCE COMPANY THROUGH THEIR OFFICE OUTSIDE THE LOCAL AREA OF THE BRANCH:

➤ Insurance Company must have office in the town/city where our Branch office is located. In case, the tender is submitted by the insurance co. having outside the local area of the branch, in such case Insurance Company submitting the tender should enclose the authority/acceptance letter of the local office of the

Insurance company confirming that the local branch accept the terms of tender submitted by their branch and will provide the services to the Corporation.

9. In case, Insurance Company has any query about the tender/bid condition and or tender/ bid process-may seek clarification from ESI-PGIMAR & ESIC Hospital & ODC(EZ), Joka. During 14.12.18 to 27.12.2018 (except Sunday and Holiday) Timing- 10 AM to 3 PM (Monday to Friday) , 10 AM to 1 PM (Saturday).

ESIC reserves the right to reject any or all tenders without assigning any reasons.

Signature of the Tenderer:.....

Name of the Tenderer:.....

Address & Seal:.....

Place:

Date: