

APUIAML invites

**NOTICE INVITING TENDERS/ REQUEST FOR QUOTATION**

on behalf of

**ANDHRA PRADESH STATE HOUSING CORPORATION LIMITED**

Inviting quotations from insurance companies/ insurance intermediaries for providing insurance against AoG Perils such as STFI, Burglary (with Add-on Theft) and Employee Fidelity – to various stocks of building materials stored in hired/ rented godowns of APSHCL at different locations across the state of Andhra Pradesh, for a period of one year, extendable for a further period of three years.

<b>NIT/ RFQ reference no: <u>APUIAML/APSHCL-11/10/2022-RH SEC-APSHCL</u></b>	
<b>Name of Work:</b> Providing insurance against AoG Perils such as STFI, Burglary (with Add-on Theft) and Employee Fidelity – to various stocks of building materials stored in hired/ rented godowns of APSHCL at different locations across the state of Andhra Pradesh, for a period of one year, extendable for a further period of three years.	<b>Tender Category:</b> Services
<b>Tender Type:</b> Open	<b>Estimated Contract Value:</b> Rs. 5000000/-
<b>Bid Submission Closing Date:</b> 10:30 Hrs. on 21-07-2022	<b>Tender Evaluation Type:</b> Open

Bids invited on APUIAML website <https://www.apurban.com/tenders.php>

**ADMINISTRATION DEPARTMENT**  
**4th FLOOR, NTR ADMINISTRATIVE BLOCK, PANDIT NEHRU BUS**  
**STATION, VIJAYAWADA, ANDHRA PRADESH - 520013.**  
 Ph: (0866)-2527709 || E-mail: [info@apurban.in](mailto:info@apurban.in)

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**SECTION: 1: DEFINITIONS, ABBREVIATIONS AND ACRONYMS**

- 1.1. RFQ/NIT: Request for Quotations/ Notice Inviting Tender (Tender Document)
- 1.2. Tender Evaluation Committee (TEC): The committee constituted by the CEO, APUIAML vide e-Office Computer No: 1785369 and File No: MAU65-COOR0NINT/1/2022-ADMIN
- 1.3. Purchaser/ Insured/ Corporation: Andhra Pradesh State Housing Corporation Limited (or) APSHCL having its Regd. Office at Plot No: 11 & 12, Behind BSNL Telephone Exchange, Auto Nagar, Vijayawada, Andhra Pradesh, 520007.
- 1.4. APUIAML: Andhra Pradesh Urban Infrastructure Asset Management Private Limited
- 1.5. SFSP Policy: Standard Fire and Special Perils Policy
- 1.6. STFI: Storm, Tempest, Flood and Inundation
- 1.7. RSMD: Riot, Strike and Malicious Damage
- 1.8. TAT: Turn Around Time
- 1.9. IRDAI: Insurance Regulatory and Development Authority of India
- 1.10. IIB: Insurance Information Bureau
- 1.11. TAC: Tariff Advisory Committee
- 1.12. ECV: Estimated Contract Value
- 1.13. PQB: Pre-Qualification Bid
- 1.14. IGMS: Integrated Grievance Management System of IRDAI

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**SECTION – II: NOTICE INVITING QUOTATIONS and IMPORTANT INSTRUCTIONS TO THE BIDDERS**

**2.1. Tender No:** APUIAML/APSHCL-11/10/2022-RH SEC-APSHCL

**2.2. Purchaser:** APSHCL

**2.3. Department:** Head Office

**2.4. Tender Subject:** Providing insurance against AoG Perils such as STFI, Burglary (with Add-on Theft) and Employee Fidelity – to various stocks of building materials stored in hired/ rented godowns of APSHCL at different locations across the state of Andhra Pradesh, for a period of one year, extendable for a further period of three years.

**2.5. Estimated Contract Value:** Rs. 50,00,000/-

**2.6. Tender Type:** Open

**2.7. Evaluation:** L1 Bidder

**2.8. Processing Fee (Non-Refundable):** Rs. 10,000/- (Rupees Ten Thousand Only).

**2.8.1. Payable to:** Bank account details as mentioned below

<b>Table: 2</b>	
Name of the Beneficiary	ANDHRA PRADESH URBAN INFRASTRUCTURE AND ASSET MANAGEMENT LIMITED
Account Number	034311100004067
IFSC	UBIN0803430
Name of the Bank and Branch	Union Bank of India, Labbipet, Vijayawada.

**2.8.2. Mode of Payment:** IMPS/ NEFT/ Intra Bank transfer.

**2.8.3.** The bidder should submit, along with the Technical/ Pre-Qualification Documentation, the copy of Bank Pay-in Slip/ Transaction Receipt etc., as a proof of payment of tender fee.

**2.9. EMD/ Bid Security (Refundable): Rs. 1,00,000/- (2% of ECV)**

2.9.1. Mode of Payment: FDR (or) Account Payee DD (or) Banker's Cheque only in favour of Andhra Pradesh Urban Infrastructure Asset Management Limited, Vijayawada.

2.9.2. The offers without EMD/ Bid Security will be summarily rejected.

2.9.3. The original instrument of EMD/ Bid Security must be submitted in a sealed cover duly mentioning the details of the bidder to Administration Department, APUIAML, 4th Floor, NTR Administrative Block, Pandit Nehru Bus Station, Vijayawada 520 013, Andhra Pradesh; before the due date and time of opening of Technical/ Pre-Qualification Bids.

2.9.4. The Bid security of the unsuccessful bidders will be returned upon finalization of the tender, at the earliest. In case of the successful bidder(s), the same shall be returned after submission of original insurance policy copy/ copies.

2.9.5. APUIAML/ APSHCL shall not be liable to pay any interest on the bid security deposit so made.

2.9.6. The bid security shall be forfeited by the Department/s in the following events:

**2.9.6.1.** If a Bidder varies/modifies the bid during the bid validity period/ extension period, as agreed between the Bidder and Purchaser; (or)

**2.9.6.2.** If a Bidder engages in a Corrupt Practice, Fraudulent Practice, Coercive Practice, Undesirable Practice or Restrictive Practice; (or)

**2.9.6.3.** If a Bidder withdraws the bid during the period of bid validity as specified in this RFQ/ NIT Document or

**2.9.6.4.** If a Bidder withdraws the bid, during the extension period by mutual consent of the respective bidder(s) and Purchaser; (or)

**2.9.6.5.** In the case of Successful Bidder, if the bidder fails within the specified time limit to furnish the “Risk Held Covered” Letter within the period prescribed in this Tender Document; (or)

**2.9.6.6.** If a bidder does not accept the Purchase Order (PO) or fails to sign the Contract or abide by any other terms and conditions of the Purchase Order (PO).

**2.10.** Time Schedule of Tender/ RFQ (Important Dates): The tender document can be downloaded from the APUIAML website <https://www.apurban.com/tenders.php>

<b>Table: 3</b>	
Date of Publishing	17:30 Hrs of 15.07.2022
Date from which the RFQ/ Tender document can be downloaded from AP e-Procurement portal	17:30 Hrs of 15.07.2022
Pre-Bid Meeting (Virtual)	11:00 Hrs. on 16.07.2022
Cut of time for download of RFQ/ Tender Document	10:00 Hrs. on 21.07.2022
Bid submission closing date	10:30 Hrs. on 21.07.2022
Date of Opening of Technical Bid/s	11:00 Hrs. on 21.07.2022
Date of Opening of Financial Bid/s	12:30 Hrs. on 21.07.2022

**2.11.** NIT/ RFQ Document:

**2.11.1.** The Bidder (Insurance Company/ Insurance Intermediary) may read all the terms and conditions mentioned in the NIT/ RFQ document and seek clarification, if any, from APUIAML, prior to submission of bid. APUIAML/ APSHCL will not be responsible for any delay/ difficulty/ inaccessibility of the RFQ Document for any reason whatsoever.

**2.11.2.** The Bidder has to keep track of any changes by viewing the extension of due dates, Addendum/ Corrigendum issued by APUIAML, from time to time @ <https://www.apurban.com/tenders.php> The Department Inviting quotations will not be responsible for any claims/problems arising out of this.

- 2.11.3.** The bidder should fulfil any other pre-requisites mentioned in the RFQ document/s. The tenderer should read and understand clearly the General, Special and Technical terms and conditions of the RFQ/ NIT document before submission of the Bid Responses in sealed cover/s.
- 2.12. Bid Submission Procedure:** Two cover system.
- 2.12.1.** All documents pertaining to technical bid should be placed in separate sealed cover clearly superscribed as “Pre – Qualification Bid” along with name, contact details of the bidder.
- 2.12.2.** All documents pertaining to price bid should be placed in separate sealed cover clearly superscribed as “Price Bid” along with name, contact details of the bidder.
- 2.12.3.** Bidder need to submit their response/quotations in sealed covers by hand/ post/ courier at the below address on or before the due date and time. APUIAML/ TEC/ APSHCL will not be responsible for any delays whatsoever caused by postal or courier delays as well as force majeure.
- 2.13.** Place of tender opening and evaluation: Administration Department, APUIAML, 4th Floor, NTR Administrative Block, Pandit Nehru Bus Station, Vijayawada 520 013, Andhra Pradesh
- 2.14.** Officer Inviting Bids: HEAD-HR &ADMIN
- 2.15.** Validity of Tender: 90 days from the date of opening of the Price Bid.
- 2.16. Disclaimer:**
- 2.16.1.** APUIAML/ APSHCL reserves the right to change or alter the bid conditions before the final date of submission of the bids by issuing an addendum/ corrigendum. The RFQ/ NIT and any subsequent addendum/ amendment/ corrigendum etc., will be made available at <https://www.apurban.com/tenders.php>. The bidders shall be solely responsible, for ensuring that their bids/ bid responses are completely in line with the requirements stipulated in this RFQ.
- 2.16.2.** It is the responsibility of the bidder, before submitting their bids, to ensure the suitability of coverage offered against the coverage solicited through this tender.

- 2.16.3.** Any discrepancies in the requirements stipulated in these documents, shall be brought to the notice of the Administration Department of APUIAML and TEC for obtaining clarifications prior to submission of the bids.
- 2.16.4.** APUIAML/ APSHCL reserves right, without prejudice to other rights under terms and conditions of RFQ/ NIT, without prejudice to documents or other remedies available, to cancel tenders without assigning any reasons, and will not entertain any correspondence in the matter. APUIAML/ APSHCL accepts no liability whatsoever and will not be liable for any loss or damage arising directly or indirectly (including special, incidental or consequential loss or damage) from cancellation of RFQ/ NIT. TEC/ APSHCL also reserves the right to split the order on more than one bidder, in any manner or reject any or all tenders without assigning any reason.
- 2.16.5.** Bidders are advised not to make any assumptions or inferences, on their own.
- 2.16.6.** APSHCL at its sole discretion unilaterally may change the Sum Insured values. The successful bidder shall be bound to issue policy for the revised values at the same rate and terms & conditions. Insurers /Bidders are requested to enclose duly signed and stamped copy of RFQ document along with their Technical Bid.
- 2.16.7.** The General Insurance companies, if required, shall inspect the proposed risk in full shape before quoting the insurance premiums.
- 2.16.8.** Addition/ Alterations/ Modifications: The Corporation reserves the right to make additions/ alterations/ modifications to the quantity/ volume of items in the purchase order. The Insurer shall insure such quantities also at the same rate as originally agreed to and incorporated in the purchase order.



2.16.9. Scheme of RFQ/ NIT: Table:4

<b>SCHEME</b>	Providing insurance against AoG Perils such as STFI, Burglary (with Add-on Theft) and Employee Fidelity – to various stocks of building materials stored in hired/ rented godowns of APSHCL at different locations across the state of Andhra Pradesh, for a period of one year, extendable for a further period of three years.
<b>Objective</b>	Shortlisting of Insurance Company/ Insurance Intermediary after evaluation of proposals received for Insurance Company/ Insurance Intermediary.
<b>Type of Bids/ Proposals to be submitted</b>	Pre-Qualification Bid and Price Bid
<b>Type of Evaluation</b>	All companies are invited to tender, provided they meet all the Prequalification requirements. The qualified L1 price bid, upon opening of the commercial stage of technically qualified bidders, will be awarded as L1 Bidder.

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### **3. SECTION-II: PRE-QUALIFICATION REQUIREMENTS**

The tenderer/ bidder shall submit/ upload the satisfactory documentary evidence to establish the following PRE-QUALIFICATION REQUIREMENTS requirement without any ambiguity.

#### **(Pre-Qualification Bid/ Technical Bid/ PART-1 of Bid Response)**

#### **3.1. Pre-Qualification Requirements for Insurance Companies:**

**3.1.1.** Insurance Company should be registered with IRDAI (Insurance Regulatory Development Authority of India) as General Insurance Company

**3.1.2.** Insurance company should not have withdrawn already submitted quotations thereby causing undue delay in insurance procurement process to/for any of the Andhra Pradesh Governments' Departments/ Organizations/ Institutions etc. Insurance company should not have been blacklisted (in the past or present) by any of the Governments' Departments/ Organizations/ Institutions etc. A self-declaration has to be submitted by the participating insurance company in this regard.

#### **3.2. Pre-Qualification Requirements for Insurance Intermediary:**

**3.2.1.** Insurance intermediary should be registered & licensed by IRDAI as Direct/ Composite Insurance Broker.

**3.2.2.** Insurance intermediary should have a minimum of 5 Years of experience as an IRDAI licensed Direct/ Composite Broker as on the date of calling of this tender.

**3.2.3.** Insurance intermediary should be servicing during the current financial year, at least 2 (Two) Andhra Pradesh State Government departments/ entities/ PSUs etc.,

**3.2.4.** As per latest audited financial statements, the revenue from insurance intermediation (Direct Broking) of insurance intermediary should be at

least Rs.5 Crores in any of the preceding three Financial Years i.e., FY19-20, FY20-21 & FY21-22.

**3.2.5.** Insurance intermediary should not have withdrawn already submitted quotations thereby causing undue delay in insurance procurement process to/for any of the Andhra Pradesh Governments' Departments/ Organizations/ Institutions etc. Insurance company should not have been blacklisted (in the past or present) by any of the Governments' Departments/ Organizations/ Institutions etc.

**3.2.6.** Insurance intermediary should have a professional indemnity insurance policy, as stipulated by IRDAI (Insurance Brokers) Regulations, 2018.

**3.3.** Offers submitted by intermediaries should be backed by Schedule – A of Part – 1 as well as duly signed and stamped quotation on the letter head of the insurance company.

**3.4.** Tenders received from those not having the required qualification criteria will not be considered.

**3.5.** Notwithstanding anything stated above, APUIAML/ APSHCL reserves the right to assess the tenderers'/ bidder's capability to execute the contract, should the circumstances warrant such assessment in the overall interest of the Government. In respect of qualification of the tenderers, the decision of APUIAML/ APSHCL is final.

**Price Bid/ PART-2 of Bid Response)**

**3.6.** The Pre-Qualification/ Technical Bid of the bidder should be qualified in order to be considered for evaluation of such bidder's commercial/ price bid.

**3.6.1.** The price bid of the such technically qualified bidders should submit the PRO-FORMA for PRICE BID on the insurance company's letter head duly signed by the insurance company's authorized representative/ duly constituted attorney.'

**3.6.2.** If the bidder is an insurance intermediary, then the PRO-FORMA for PRICE BID should be submitted on the insurance intermediary's letterhead duly signed by the Principal Officer with seal along with the price bid of insurance company as specified in section 3.6.1.

**3.6.3.** Direct offers/ quotations submitted by the insurance intermediaries will not be accepted.

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**4. SECTION – IV: SUBMISSION and EVALUATION OF BIDS**

- 4.1. Help Desk: For any queries, please contact APUIAML at Ph: (0866)-2527709 || E-mail: info@apurban.in
- 4.2. Online bids (by mail/ fax etc.,) shall not be entertained for the tenders published in <https://apurban.com/tenders.php>
- 4.3. The bidder shall submit his/ her/ it's/ their response/s as mentioned in section 2.12 of this NIT/ RFQ document.
  - 4.3.1. The bidders shall submit their eligibility and qualification details, Pre-Qualification Bid, Price-Bid documents as per Section-X.
  - 4.3.2. TEC may reject any bid that is not complete in terms of submission of the documents mentioned above and the decision of TEC shall be final and binding in this regard.
  - 4.3.3. The bidders shall sign on the statements, documents, certificates, submitted by them, owning responsibility for their correctness/authenticity. Digital signatures will not be accepted. Every page of each and every bid document should be stamped and signed by the bidder.
  - 4.3.4. The authorized person/ employee of bidder who self attests various bid document /s shall submit adequate proof of authority to sign/ proof of duly constituted attorney.
  - 4.3.5. TEC may reject, any Bid unsupported by the adequate proof of the signatory's authority. In this regard, the decision of TEC is final and binding on the bidder.
  - 4.3.6. The bidders shall submit the Price Offer in the PRICE BID format provided in Section-IX of this RFQ/ NIT . The price bid of only the eligible technically qualified bidders shall be opened.

4.3.7. The bidders shall quote an all-inclusive rate (Including Taxes). This rate will be the sole bid parameter for commercial evaluation.

4.3.8. The quotation/s shall be submitted, in Two Parts, viz.,

4.3.8.1. Part-I: Technical Bid/ Pre-Qualification Bid (PQB)

4.3.8.2. Part-II: Price Bid

4.3.9. Price Bid (or) Price Components should not be placed/ submitted in the Technical/ Pre-Qualification Bid.

**4.4. OPENING OF BIDS:**

4.4.1. The Department/s shall open the technical bids on the technical bid due date as specified in the tender document.

4.4.2. The department/s shall initially evaluate only the technical bids and the price bids of only the technically qualified bidders shall be opened

**4.5. Bid Evaluation:**

4.5.1. The lumpsum rate quoted for the complete scope of RFQ/ Tender shall be the sole criteria for bid evaluation and the L1 bidder shall be adjudged the preferred bidder subject to General, Special & Technical Terms and Conditions mentioned in this document.

4.5.2. Pre-Qualification Bid, will be opened, at the time and place that is already specified in this RFQ Document.

4.5.3. Only those tenders which contain full information and comply with the requirements of Pre-Qualification (PQB) Requirements and other terms (Forming Part – 1) will qualify for opening of Part- II: ‘Price Bid’.

4.5.4. Only in such case of those bidders who are found to be eligible in accordance with the prescribed Pre-Qualification eligibility conditions in the tender document and whose bids meet the

requirements under this Tender shall be declared as the “Technically Qualified Bidders”.

**4.5.5.** Upon opening of the Price Bids, only in such case of those bidders whose Price Bid documents are found to be complete and valid in accordance with the prescribed format/ terms and conditions in the RFQ/ NIT document shall be declared as the “Qualified Financial Bidders” and the lumpsum price quoted by “L1 Bidder” will be considered for onward processing.

**4.5.6.** The details of L1 Bidder will be intimated to all the Technically Qualified Bidders through the communication details mentioned in Schedule – A.

**4.6.** The bid evaluation criteria as adopted by the department/s deemed fit is final and binding on the bidders.

**4.7.** “PQB” is separate from “Price Bid”.

**4.8.** Technical Bid will be opened before the price bid and hence the documents related to the Price/ Commercial Bid, should not be placed in the Pre-Qualification/ Technical Bid. If Price Bid/ Price Components is/ are placed in the Pre-Qualification/ Technical Bid then such Bid Response/s will be disqualified.

**4.9.** The bidders need to submit the required documents in compliance with the Pre-Qualification requirements stipulated in this tender duly signed on each page with seal. Bids, if any, received by Fax/ e-mail or other modes of communication, including but not limited to any offline submission of the bid/ quote will not be entertained by the TEC. Such bids/ responses will be rejected and action deemed fit will be taken against the bidder.

**4.10.** The successful bidder (L1 Bidder) will be required to accept the purchase order within 1 working day from the date of receipt of purchase order and should issue the “Risk Held Covered” Letter within 1 working day from the date of receipt of Premium.

**4.10.1.** If the Tenderer fails to accept the Purchase Order within the above said period or backs out when his Tender is accepted, his EMD/ Security Deposit will be forfeited to APSHCL and his Bid/ Bid Response will be held void. The decision of TEC is final in this regard

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## **5. SECTION-V: PROPOSAL FORM**

- 5.1. SCOPE OF OFFER:** Providing insurance coverage, on Market Value basis, for stocks of various building materials (including but not limited to Cement and Steel - Light Gauge, Structural, Mild an Rebars) stored in hired/ rented godowns hired/ rented by APSHCL across the state of Andhra Pradesh against Fire, various AoG Perils such as STFI, Tornado, Hurricane, Whirlwind and Burglary with Add-On of Theft for a period of one year.
- 5.2. Insured:** APSHCL
- 5.3. Type of Policies:**
- 5.3.1. Standard Fire and Special Perils (Floater Declaration) Policy
  - 5.3.2. Burglary (First Loss @ 10%) Insurance with Add-On Theft
  - 5.3.3. Employee Fidelity Insurance for stocks
- 5.4. No of Locations:** 1000 Locations (Approximately)
- 5.5. Single Location Top Sum Insured:** Rs. 1 Crore
- 5.5.1. Not exceeding 5000 Bags of cement
  - 5.5.2. Not exceeding 500 Tons of Steel
  - 5.5.3. Other materials: Not exceeding Rs. 5 Lakhs
- 5.6. Floater Sum Insured for SFSP Floater Declaration Policy:** Rs. 500,00,00,000/-
- 5.7. Type of Storage:**
- 5.7.1. Risk Code: 19 and Occupancy Code: 4001 (All materials stored in godown) with a floater Sum Insured of Rs. 450 Crores
  - 5.7.2. Risk Code: 19 and Occupancy Code: 4012 (Materials stored in open – excluding cement) with a floater Sum Insured of Rs. 50 Crores

**5.8. Construction of Godowns:** RCC structures, pucca structures, non-pucca structures, temporary storage structures in hired premises, temporary storage structures in construction sites, temporary Godowns, premises occupied/ rented/ hired to be used as Godowns, Godowns in permanent nature and Godowns that are temporary in nature.

**5.9. Documentation at the time of claims:**

**5.9.1.** Duly filled in Intimation Form (For all claims)

**5.9.2.** Duly filled in Claim Form (For all claims)

**5.9.3.** FIR (For Theft and Burglary Claims)

**5.9.4.** For all other claims including Fire and STFI allied perils: Revenue Panchanama conducted by VRO and counter verified by Tehsildar.

**5.9.5.** For fire claims Fire Brigade Report will be submitted, if available. Otherwise, the documents mentioned in section 5.9.4 shall be sufficient.

**5.9.6.** Survey report may be obtained by the insurance company for assessing the extent of loss and arriving at their liability Cost of survey and investigation to be borne by the insurance company only.

**5.10. Detailed description of Coverage Required:**

<b>Table: 5</b>	
<b>S. No</b>	<b>COVERAGES (For Stocks)</b>
<b>1</b>	<b>As per Standard Fire &amp; Special Perils Floater Declaration Policy:</b> Fire & Special Perils, Lightning, Explosion/ implosion, Aircraft damage, Riot, strike and malicious damage (RSMD), Subsidence and landslide including rockslide, Bursting and/or overflowing of water tanks, apparatus and pipes, Missile testing operations, Leakage from automatic sprinkler installations, Bush fire etc.
	<b>Add-Ons Required:</b> STFI including Tornado, Hurricane and Whirlwinds
	<b>Free Add-Ons required:</b> <ul style="list-style-type: none"> <li>• Removal of Debris in excess of Standard Coverage</li> </ul>

	<ul style="list-style-type: none"> <li>• Fire Fighting Expenses, Deliberate Damage</li> <li>• Expenses for Loss Minimization or Loss Prevention</li> <li>• Any other Free- Addons that are appropriate for the proposed risk.</li> <li>• Under Insurance Waiver up to 15%</li> </ul>
	<b>Clauses Required:</b> On Account Payment, Designation of Property, 72 Hours Clause, Floater Clause.
2	<b>Burglary First Loss Policy with First Loss Percentage = 10%</b>
	<b>Add-On:</b> Theft
3	<b>Employee Fidelity Insurance:</b> <ol style="list-style-type: none"> <li>a) Rs. 1,00,00,000/- per location on Stocks.</li> <li>b) Stocks Sum Insured is on Market Value basis.</li> <li>c) <u>No of Employees Per Location:</u> 2 (Two)</li> </ol>

5.11. The claim(s) shall be settled as per the “Market value”.

5.12. APSHCL reserves the right to alter or revise the stock values or declaration of stock values that may occur due to oversight i.e., clerical/ typographical mistakes for which the insurance company shall accept such revisions as valis.

5.13. The insurance company shall accept the stock declarations sent within 30 days of the closure of previous month by H.O of APSHCL or the data may be obtained from their website. Appropriate login will be provided for the purpose of the same.

5.14. Claims intimated, if any, by APSHCL should be settled with in TWO weeks from the date of receipt of all required documents.

5.15. The Insurer within 30 days of commencement of Insurance Policy shall provide a comprehensive claims procedure and list of documents required for each type of claim.

5.16. A panel of approved Surveyors acceptable to APSHCL has to be drawn up in consultation with Insurance company & Insurance Intermediary (If any). They are to

be utilized in case of all Losses/Damages, Reported, against which claims would be lodged.

- 5.17.** In the event of a Loss, APSHCL would give immediate intimation to the Insurer, and a Surveyor shall be appointed from the approved panel within 24 Hrs from receipt of such notification. If a surveyor is NOT deputed within 24 Hrs, depending on exigency where conditions warrant, APSHCL will go ahead with the repairs & claim submitted by APSHCL should be accepted by the Insurer.
- 5.18.** At the time of site visit or immediately thereafter, the surveyor shall be advised to give a complete list of documents/requirements of claim and APSHCL shall furnish these expeditiously. APSHCL shall also nominate an official who shall co-ordinate with the surveyor. When material information is requested, the same should be provided within deadline specified and every conceivable effort shall be made to ensure deadlines are met in this regard. If deadlines cannot be met, a full and detailed explanation should be provided.
- 5.19.** All claims lodged with the Insurer shall be promptly settled as per the following understanding:
- 5.19.1.** Claims shall be settled on the basis of the Survey Report and necessary Documentation - within 7 working days of their receipt.
- 5.19.2.** “On Account Payment” (i.e., 50% of the Assessed Loss), shall be released by the Insurer within 10 working days of receipt of the Final Report of the Surveyors recommending such payment. However, documents required to be obtained from Government agencies like FIR, Final Report from Police/Local Authorities and Fire Brigade Report shall not be insisted for release of “On Account Payment”, where liability is clear and admitted.
- 5.19.3.** Final payment of the claim shall be made within 15 days of receipt of Final Survey Report and all necessary supporting documents/information from APSHCL for claims which are within the Limits to be specified as may be applicable at the time of settlement, and 30 days for claims which require Approval of Head Office of insurance company.

**5.19.4.** The Insurer will also be responsible for Settlement of Survey Fees for all claims.

**5.20. Panel of Surveyors:** Request list of local surveyors (Category – A&B) who may be utilized for recording preliminary evidence in case of exigencies requiring immediate repair/replacement, shall be furnished.

**5.21.** In case claims are not settled by the Insurance Company within the prescribed time limit, the Insurance Company shall pay prevailing RBI Bank Rate, till the time of payment. Interest shall be calculated from the day on which the payment falls due.

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## **6. SECTION-VI: GENERAL TERMS & CONDITIONS**

- 6.1.** General Terms & Conditions, Special Terms & Conditions and Timelines, for those participating in the e-tender shall be as provided in this RFQ/ NIT document. Additionally, Terms & Conditions of <https://www.apurban.com/tenders.php> shall also apply, if any.
- 6.2.** Pre-Qualification/ Eligibility Criteria: As per Section-III of RFQ/ NIT document.
- 6.3.** Request for participation in Pre-Bid meeting should be sent to [info@apurban.com](mailto:info@apurban.com) at least one hour before the scheduled time of the meeting.
- 6.4.** Responsibility for the correctness of the information submitted in the bid lies with the bidder only. If any information furnished in the bid is proved to be false at any later date, the bid will not only be rejected but also the bidder will be BLACKLISTED by the TEC from participating in future procurement/s of APUIAML/ APSHCL for a period of 3 years.
- 6.5.** TEC reserves the right to accept or reject any tender without assigning any reasons thereof and is not bound to accept the lowest or any other quote submitted.
- 6.6.** Jurisdiction: All and any disputes or difference arising out of or touching the purchase order shall be decided only by the Courts or Tribunals situated in VIJAYAWADA/ AMARAVATI (Andhra Pradesh) only.
- 6.7.** Reference: After placing of purchase order, the purchase order number must appear on all the correspondence, Invoices, Policy Copies, Endorsements and such other document/s or communication/s relatable with the purchase order.
- 6.8.** Waiver: Any waiver by the TEC/ APUIAML/ APSHCL, if any, for any breach of the terms & conditions of the RFQ/ NIT Document/ Purchase Order shall not constitute any right for subsequent waiver for breach of any other terms or conditions RFq/ NIT Document/ Purchase Order.
- 6.9.** Sub-letting and Assignment: The insurance company, unless with prior consent in writing from the APSHCL, shall not assign the Purchase Order (or) Contract or any

part thereof or interest therein or benefit or advantage thereof in any manner, whatsoever. Provided nevertheless that any such consent shall not relieve the insurer from any obligation, duty or responsibilities under the contract.

**6.10. Information Provided to the Bidder/s, Insurance Company/ Insurance Intermediary/:**

All data and documentation that would be given to the Insurance Company/ Insurance Intermediary/ Bidder/s by concerned department/s for the servicing of various insurance requirements of APSHCL and execution of the purchase order is/ are proprietary information of Govt. of Andhra Pradesh and should not be disseminated to unauthorized recipients. Such data/ documentation should be returned immediately upon the request of APUIAML/APSHCL, when demanded.

**6.11.** Except for the purpose of servicing the insurance policy i.e., for executing the purchase order, Insurance Company/ Insurance Intermediary/ Bidder/s should ensure that the information provided (data & documents) is/ are not used for any other purpose. The Insurance Company/ Insurance Intermediary/ Bidder/s should ensure that the information given by the department/s is not disclosed to any unintended person, firm, body, corporate and/or authority and make every effort that the data/ information is kept confidential.

**6.12. Prices:** Price(s) mentioned in the purchase order shall be firm and is/ are not subject to escalation on any account, till the purchase order is executed in full.

**6.13. Taxes, Levies and Duties:** Goods and Service Tax payable shall be shown separately in the invoice against the purchase order. Similarly, GST will be paid as per the rate applicable at the time of billing.

**6.14. Variation in Statutory Levies:** An upward variation/ revision in statutory levies (or) introduction of new levy, after opening of the bids/ issuance of purchase order/ purchase of the policy, shall be accounted to the purchaser/ proposer. Similarly, the purchaser/ propose should be given the advantage of reduction/ refund to the extent of any downward variation/ revision in levies after opening of the bids/ issuance of purchase order/ purchase of the insurance policy.

**6.15. Terms of Payment:** Payments will be made through Account Payee Cheques or by Electronic Transfer only. In case of erroneous payment/ remittance of excess to the insurance company, the same shall be refunded immediately upon the reconciliation of premiums paid or upon the request of the purchaser.

**6.16.** The TEC/ APSHCL reserves the right to split the tender in whole or in parts at its sole discretion without assigning any reason/s and can place the Purchase Order(s) on more than one bidder.

**6.17. Prices:**

**6.17.1.** All prices shall be firm and shall be indicated in the Commercial/ Price Bid. Variable prices will not be accepted.

**6.17.2. Taxes and duties:** GST payable shall be shown separately in the offer and invoice.

**6.17.3.** It is the responsibility of the Insurer/Bidder, to ascertain and ensure that all taxes/ duties, charges etc., are included in the Price/ Commercial Bid without fail.

**6.18. Payment terms:**

**6.18.1.** The Total Premium (including GST) will be paid, before the scheduled commencement of Insurance Cover, subject to submission of the Invoice. The Invoice in original, in the name of Managing Director, APSHCL, Plot No: 11 & 12, Behind BSNL Telephone Exchange, Auto Nagar, Vijayawada, Andhra Pradesh, 520007 shall be submitted, immediately on receipt of purchase order, for arranging payment.

**6.18.2.** In case, any excess payment is made to the insurer, erroneously or for any other reason(s), the bidder shall refund the amount received in excess of premium payable as per Purchase Order. Any delay in such refund, beyond 15 days from the date of request for repayment/ refund/ recovery, will attract an interest as per prevailing Bank Rate.



**6.18.3.** Any incidental charges, such as bank charges etc., incurred by the insurer during the execution of the contract shall be to the Insurer's/ Bidder's account only.

**6.18.4.** The insurance company (or) the insurance intermediary shall make its/ their own arrangement/s to ensure the collection of declarations, collection of premiums on submission of bills and to claim bills along with documents from respective departments/ locations of APSHCL and also handing over the insurance policies, proceeds on claim settlement and to submit other documents if any to APSHCL.

**6.19. Risk Purchase:**

**6.19.1.** TEC/ APSHCL reserves the right either to accept or to reject the bid response/s without assigning any reasons whatsoever. In case the successful participant/s fails to execute the contract as per the stipulated schedule, TEC/ APUIAML/ APSHCL reserves the right to place orders from the open market or by floating another tender, and recover the additional expenditure so incurred from the insurer. This is without prejudice to any/all other rights of TEC/ APUIAML/ APSHCL, as indicated in this Specification.

**6.19.2. Validity Of offer:** The Offers shall be valid for a period of 90 days from the date of opening of Price/ Commercial Bids. The period of validity cannot be counted from any other date other than the date of opening of the price bids.

**6.20. Extension and Termination:**

**6.20.1.** APSHCL reserves the right, to seek extension of insurance cover, for a specific period, if necessitated. The Insurer/ Insurance Company shall arrange extension of the insurance coverage for the period as sought by APSHCL on Prorata basis. Such extension, if requested, shall be for a period not more than 3 months per instance and limited to 2 (Two) instances after end of an insurance policy period.

- 6.20.2.** APSHCL reserves the right to cancel the order either in part or in full, by giving 15 (Fifteen) days of notice, if the Bidder/ Insurance Intermediary/ Insurer/ Insurance Company/ Service Provider fails to comply with any of the terms of the RFq/ NIT/ Purchase Order/ Insurance Policy/ MoU/ MoA/ SLA.
- 6.20.3.** Any Purchase Order/ Contract/ MoU/ MoA/ SLA/ Insurance Policy that may arise out of this RFQ/ NIT will initially be for a period of 1 (One) year, which can further be renewed up to 3 (Three) years (year after year), as decided by the APSHCL, before the end of each policy year.
- 6.20.4.** Notwithstanding anything to the contrary, if there is any change in policy decision, neither extension nor renewal of the insurance policy shall be considered.
- 6.20.5.** Under any circumstances whatsoever, the Insurer/ Insurance Company shall not cancel the insurance policy without the concurrence of the APSHCL.
- 6.21.** Any further communications, amendments etc. shall be available on the website of APUIAM <https://www.apurban.com/tenders.php>. TEC reserves the right to (i) reject any or all bids with or without assigning any reasons whatsoever, (ii) reschedule / postpone the bid date(s) due to any unforeseen circumstances at any stage of the bid process (iii) cancel or annul the entire bid process without assigning any valid reasons whatsoever.
- 6.22.** The terms and conditions contained in this RFq/ NIT document will be converted into contract/ MoU/ MoA/ SLA along with servicing parameters and qualifiable timelines.

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## **7. SECTION-VII: SPECIAL TERMS AND CONDITIONS**

- 7.1.** In case of ambiguity, the Special Terms and Conditions shall supersede (will take precedence over) the General Terms and Conditions that are mentioned in Section-VI of this RFQ/ NIT.
- 7.2.** The General Insurance companies, if required, shall acquire all/ any relevant and material information pertaining to various underwriting factors and factors attributable to the rating of the proposed risk before quoting the insurance premiums.
- 7.3.** Addition/ Alterations/ Modifications: The purchaser reserves the right to make additions/alterations/ modifications to the Sums Insured in the purchase order. The Insurer shall insure such additions/ enhancements also at the same rate as originally agreed to and incorporated in the purchase order.
- 7.4.** Co-Insurance: The shortlisted insurance intermediary, if any, inter alia 'L1 Bidder', is authorized to handle all issues pertaining to Co-Insurance, Placement and Allocation of Premium. Nevertheless, any such co-insurance/ co-sharing will not relieve the leader insurer from any obligation, duty or responsibilities under the MoU/ MoA/Contract/ Insurance Policy Purchased for this RFQ/ NIT. The suggestions of such intermediary are final in all respects in this regard.
- 7.5.** No invoice shall be raised by the insurance intermediary/ insurance broker to the APSHCL/ APUIAML, as their commission/ remuneration/ reward, if any, will be paid by insurance companies as per IRDAI (Payment of remunerations to insurance Intermediaries) Regulations, 2016 that are amended from time to time.
- 7.6.** The insurer and the intermediary will be held responsible for any unpaid, underpaid and improperly repudiated claims through IRDAI – IGMS, IRDAI (Protection of Policyholders' Interests) Regulations, 2017, Insurance Ombudsman etc. In addition to it, the Insurance Intermediary will be held responsible along with insurance company for delay in settlement of claims beyond the timelines as agreed in MoU. Penalty clauses, as agreed in MoU, will be strictly implemented for inordinate delay of claim settlements.

- 7.7. Modifications:** This Insurance order if placed, shall constitute an entire agreement between the parties hereto. Any modification to the purchase order shall become binding only upon the same being confirmed in writing duly signed by both the parties.
- 7.8. Acceptance of order:** The Purchase Orders will be sent to supplier in duplicate and they shall return one copy along with enclosures, duly signed and stamped, within 1(One) working day in token of having received and accepted the order.
- 7.9.** The Purchaser reserves the right to reduce the Sums Insured, within the scope of this RFQ/ NIT, during the insurance policy period. The proportionate premium shall be refunded by the insurance company to APSHCL, Vijayawada at the end of policy period, based on the declaration submitted, within 15 days from the date of intimation of such final declaration.
- 7.10.** The insurance company and/ or the intermediary to whom the purchase order is awarded will be responsible for settlement of claims as agreed in the MoU. The performance of the insurance company as well as the insurance intermediary which doesn't settle the claims in a fair manner within stipulated TAT from the date of submission of all the necessary documents, will be recorded and considered for general evaluation of insurance company for any future participation in tenders under GoAP.
- 7.11.** The insurer and the intermediary will be held responsible for any unpaid, underpaid and improperly repudiated claims through IRDAI – IGMS, IRDAI (Protection of Policyholders' Interests) Regulations, 2017, Insurance Ombudsman etc.,
- 7.12. Documentation:**
- 7.12.1.** The insurance company should issue the premium receipt and the policy documents within 7 days after receipt of requisite premium. The complete policy document will therefore be made available to APSHCL, within 7 working days of commencement of coverage.

**7.12.2.** Any amendments required to the policies shall be confirmed by issuing endorsement within 5 working days of the receipt of the necessary information from the purchaser/ proposer.

**7.12.3.** Letters, Faxes, Telephonic Messages and e-Mail should be acknowledged and answered immediately.

**7.13. Claims:**

**7.13.1.** The Insurance Company or Insurance Intermediary or both, at the time of MoU/ MoA/ SLA, commencement of Insurance Policy shall provide a comprehensive claims procedure and list of documents required for each type of claim.

**7.13.2.** A panel of approved insurance surveyors acceptable to the purchaser has to be drawn up in consultation with Insurance Intermediary and APSHCL. They are to be utilized in case of all claims. The details regarding insurance surveyors should be shared with the APSHCL within 3 weeks of tender finalization.

**7.13.3.** In the event of a claim, APSHCL would arrange immediate intimation either to the insurance intermediary or to the insurance company, and surveyors should be appointed within 24 Hrs. of such intimation.

**7.13.4.** All claims lodged with the Insurer shall be promptly settled on the basis of the necessary documentation as per MoU/ MoA/ SLA

**7.14.** When material information is requested pertaining to the status of claim/ reasons for rejection/ closure/ investigation/ payment, the same should be provided within deadline specified and every conceivable effort shall be made to ensure deadlines are met in this regard. If deadlines cannot be met, a full and detailed explanation should be provided.

**7.15.** The Insurance Company, if required, shall appoint the investigator nominated by APSHCL and Insurance Intermediary, immediately upon identification of such need for investigation and shall settle the claim expeditiously as per the timelines of MoU.

- 7.16.** A copy of investigation report/s, if any, should be submitted to APSHCL.
- 7.17.** By responding to this RFQ/NIT, the insurer confirms/ accepts that the premium quoted is final and that there will be no revision, unless there is a revision in the proposed coverage and sum insured.

**ADMINISTRATION DEPARTMENT**

Andhra Pradesh Urban Infrastructure Asset Management Limited,  
4th Floor, NTR Administrative Block, Pandit Nehru Bus Station,  
Vijayawada 520 013, Andhra Pradesh.

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**8. SECTION: VII: SCHEDULE-A****GENERAL DETAILS OF THE BIDDER/S.**

**8.1.** Pre-Qualification/ Technical Bid and Price/ Commercial Bid documents to be Submitted are as per Section-X: Schedule-B: Check List

<b>Table: 6</b>		
1(a)	Name and address of the insurance company, Name and designation of the authorized person, Contact Number & e-Mail of the authorized person to whom reference shall be made for expeditious technical co-ordination, in the event of placement of order.	:
1(b)	Name and address of the insurance intermediary, Name and designation of the authorized person, Contact Number & e-Mail of the authorized person to whom reference shall be made for expeditious technical co-ordination, in the event of placement of Order.	:
2)	Offer/Quotation Ref. No of the insurance company/ companies:	:
3)	Type of company	:
5)	GST Registration Number (Insurance Company/ Companies)	:
7)	PAN No (Insurance Company/ Companies)	:

**9. SECTION-IX: PRO-FORMA for PRICE BID:****(Price/ Commercial Bid: PART-2 of Bid Response)**

**9.1.** Not to be submitted with the PQB/ Technical Bid/ Part -1 Documents. Failure to comply will result in rejection of Bid Response.

**9.2.** To fulfil the checklist as per Section-10.4 of the RFQ/ NIT document

**Table: 7**

<b>S. No</b>	<b>Description</b>	<b>Sum Insured &amp; Coverage Required</b>	<b>Net Premium</b>
1	Standard Fire & Special Perils Floater Declarations Policy for various stocks of building materials stored in hired/ rented godowns of APSHCL at different locations across the state of Andhra Pradesh for a period of 1 (One) year	AS PER PROPOSAL FORM PROVIDED IN THE RFQ/ NIT DOCUMENT	
3	Burglary First Loss Policy (First Loss 10%) on Floater Basis for various stocks of building materials stored in hired/ rented godowns of APSHCL at different locations across the state of Andhra Pradesh for a period of 1 (One) year		
4	Employee Fidelity Insurance		
Total Net Premium:			
GST:			
Gross Premium Payable:			
Gross Premium payable in words:			



- 9.3.** The lumpsum rate quoted for the complete scope of RFQ/ Tender shall be the sole criteria for bid evaluation and the L1 bidder shall be adjudged subject to General, Special & Technical Terms and Conditions mentioned in this document.
- 9.4.** The Participating Insurance company may, in their own interest, quote the rates and premium for policy items in line with Rules, Regulations and Applicable Guidelines of Statutory Bodies such as IRDAI / TAC/ IIB.
- 9.5.** Notwithstanding anything to the contrary, if the PRICE BID submitted by the insurance company/ insurance intermediary is inclusive of any deviations, discounts, rebates etc.
- 9.5.1.** The same should not be charged upon Purchaser/ Insured at any time during the policy period.
- 9.5.2.** The same should not be recovered from the claims payable, if any, resulting from insured perils of the policies issued under this RFQ/ NIT.
- 9.5.3.** The same cannot be carried forward to future policies purchased by APSHCL
- 9.6.** Conditional quotations will not be accepted. If the conditional quotations happen to be 1<sup>st</sup> or 2<sup>nd</sup> lowest, they will be treated as invalid and the next lowest quotation will be treated 1<sup>st</sup> or 2<sup>nd</sup> lowest as the case may be.

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**10. SECTION-X: SCHEDULE – B: CHECK LIST**

**10.1.** The Bidders (either Insurance Company or the Insurance Intermediary) are requested to check that the following documents are submitted:

**10.2. Pre-Qualification documents common to all bidders (Insurance Company & Insurance Intermediary)**

10.2.1. Copy of IRDAI renewal fee receipt of insurance company for the FY 22-23

10.2.2. Copy of GST Form-6 of the insurance company pertaining to the state of Andhra Pradesh

10.2.3. Copy of PAN card

10.2.4. Duly stamped and signed copy of RFQ/ NIT document (each and every page) by the authorized representative/ duly constituted attorney of the insurance company, as a token of acknowledgement of having read and accepted all terms and conditions therein.

10.2.5. Self-declaration to the extent of Section 3.1.2.

10.2.6. Duly filled in Schedule – A.

10.2.7. Any other document/ information relevant to this RFQ/ NIT document.

**10.3. Pre-Qualification documents to be submitted by the insurance intermediary:**

10.3.1. All documents of insurance company/ companies as per Section:10.2

10.3.2. Copy of current License/ Certificate of Registration issued by IRDAI

10.3.3. Copy of inception License/ Certificate of Registration issued by IRDAI

10.3.4. Copy of GST Form-6 of the insurance intermediary, preferably of the state of Andhra Pradesh.

10.3.5. Copy of PAN card

10.3.6. Copy of Purchase Order (or) Policy Copy (or) MoU (or) MoA (or) SLA (or) such other documents as a proof of satisfying the requirement/s of Section-3.2.3 of this RFQ/ NIT document.

- 10.3.7. Copy/ Copies of audited financial statements as a proof of satisfying the requirement/s of Section-3.2.4 of this RFQ/ NIT document.
- 10.3.8. Self-declaration to the extent of Section 3.2.5.
- 10.3.9. Copy of professional indemnity insurance policy of insurance intermediary.
- 10.3.10. Duly counter stamped and counter signed copy of RFQ/ NIT document (each and every page) by the authorized representative/ duly constituted attorney of the insurance intermediary, as a token of acknowledgement of having read and accepted all terms and conditions therein. The sign and stamp shall be affixed on the RFQ/ NIT document which will be signed by the authorized representative/ duly constituted attorney of the insurance intermediary as per Section-10.2.4.

**10.4. Price/ Commercial Bid Document/s:**

- 10.4.1.** Price/ Commercial Bid documents to be submitted by Insurance Company:
- 10.4.1.1.1.** Duly filled in, signed and stamped copy of Price Bid on the letter head of the insurance company.
- 10.4.2.** Price/ Commercial Bid documents to be submitted by Insurance Intermediary:
- 10.4.2.1.1.** Duly filled in, signed and stamped copy of Price on the letter head of the insurance company/ companies.
- 10.4.2.1.2.** Duly filled in, signed and stamped copy of Price Bid on the letter head of the insurance intermediary.
- 10.4.2.1.3.** Comparison statement, if any.

Sd/-

**HEAD HR & ADMIN.**

Andhra Pradesh Urban Infrastructure Asset Management Limited,  
4th Floor, NTR Administrative Block, Pandit Nehru Bus Station,  
Vijayawada 520 013, Andhra Pradesh.

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