Bihar State Power Transmission Company Limited

(Department of Finance)

Short Tender Notice No.-324/PR/BSPTCL/2013

Tenders are invited for providing Insurance services for the Company's Assets and Properties from Insurance Companies working in public/private sector (under guidance of Insurance Regulatory and Development authority, Govt. of India.)

Cost of BOQ	EMD	Sale of BOQ	Submission and opening of tender
Rs. 5,000/- (Cash/ BD in favour of Accounts Officer, BSPTCL, Patna Payable at Patna	Rs. 50,000/-	Working day from 19.08.13 at 11.30 AM To 26.08.2013 at 1.00 PM	26.08.2013 up to 2.30 PM & 26.08.2013 at 3.00 PM

The tender document is available in the office of the undersigned (Accounts Officer, BSPTCL, 4th floor, Vidyut Bhavan, Patna) and also available in downloadable form at website **www.bsphcl.bih.nic.in**. Downloaded tender document must be accompanied with Demand Draft, towards the cost of BOQ failing which the tender shall be rejected.

Dy. General Manager (Finance)

Bihar State Power Transmission Company Limited
(Department of Transmission)

General Terms & Conditions

for

Insurance Coverage of Assets And Properties of Bihar State Power Transmission Company Limited

NIT No.- 324/PR/BSPTCL/2013

Cost of BOQ Rs. 5,000/-

Bihar State Power Transmission Company Limited
(Department of Transmission)

General Terms & Conditions of Insurance Coverage of Assets And Properties of Bihar State Power Transmission Company Limited.

Tenders are invited from Insurance Companies working under Public/ Private Sector under guidance of Insurance Regulatory and Development Authority, Govt. of India for Insurance Coverage of Assets and Properties of Bihar State Power Transmission Company Limited.

1. SCOPE :

All properties situated anywhere in Bihar under the ownership of Bihar State Power Transmission Company Limited (BSPTCL) viz. Company Office buildings, residential colonies, stores, entire line & cables, PSS/GSS/Other installations, etc. shall be included for insurance coverage. The value of different assets given below is based on the unaudited Annual Accounts (O/B) of the BSPTCL for the Financial Year 2012-13:-

Sl. No.	Description	Risk	Sum to be insure (Rs. in crore)
1	Buildings	Fire & Earthquake, Riot and Ransom	40.75
2	Others Civil Works	Fire & Earthquake, Riot and Ransom	143.82
3	Plant and Machinery	Fire & Earthquake, Burglary, Riot and Ransom	852.30
4	Lines and Cable Network	Fire & Earthquake, Burglary, Riot and Ransom	565.37
5	Furniture and Fixtures	Fire & Earthquake, Burglary, Riot and Ransom	0.08
6	Office Equipment	Fire & Earthquake, Burglary, Riot and Ransom	0.18
7	Stock (Spare Units/Service Units etc.)	Fire & Earthquake, Burglary, Riot and Ransom	50.66

8	All Purchase/Procurement of Materials	Marine (From anywhere in India to BSPTCL areas in Bihar	25.50 (Floater)
9	Cash in Hand/safe/Transit	Loot, Theft, Fire etc. under Money Policy	6.92

2. SUBMISSION OF TENDER DOCUMENTS:

Tender in duplicate should be submitted in two parts i.e. Part-I i.e. Technical & Commercial Part **(ANNEXURE "A")** and Part-II i.e. Price Part **(ANNEXURE "B")** in separate sealed envelopes marked clearly "Original" and "Duplicate" and in case of discrepancies between them original shall prevail. The tenderer must mention Part-I for Technical & Commercial Part and Part-II for Price Part on the sealed envelopes. The tenderer should also mention the name of the Agency/ Firm/ Company/ State Government/ Central Government/ State & Central Govt. Undertakings with address, telephone no., Mobile no., Fax no., NIT No., applied for, due date of opening of the tender and details of the Earnest Money deposited on the cover of both the sealed envelopes. Tender received in unsealed/ open envelopes will be rejected. The tenderer should also submit **ANNEXURE "C"** along with other documents**.**

Sealed tender (in duplicate) shall be submitted in the office of the Dy. General Manager (Finance), Bihar State Power Transmission Company Limited, Vidyut Bhavan, Baily Road, Patna latest by **26.08.2013 up to 2.30 PM**. The tender document will be available for sale from **19.08.2013 at 11.30 AM** to **26.08.2013 at 1.00 PM**. The last date of submission of tender (Part-I and Part-II) will be **26.08.2013 up to 2.30 PM**. The tender documents received after 2.30 PM on 26.08.2013 even due to postal delay will not be accepted by the Company. The Part-I i.e. Technical & Commercial Part will be opened on **26.08.2013 at 3.00 PM** in presence of tenderers or their authorised representatives. Part-II i.e Price Part of the valid tenderers will be opened on **27.08.2013 at 3:00 PM** in presence of the tenderers or their authorised representatives.

3. COST OF BOQ:

Tender documents containing Terms & Conditions along with prescribed format for furnishing required information/details can be obtained from the office of the Accounts Officer, Bihar State Power Transmission Company Limited, 4 th floor, Vidyut Bhavan, Patna on any working day from **19.08.2013 at 11.30 AM to 26.08.2013 at 1:00 PM** on payment of Rs.5000/- (Rs. Five thousand) only (non-refundable) either in cash or Bank draft drawn in favour of Bihar State Power Transmission Company Limited, payable at Patna.

The tender documents are also available in downloadable form at websites **http://bsphcl.bih.nic.in** Download tender documents must be accompanied with Demand Draft in favour of Bihar State Power Transmission Company Limited, Patna payable at Patna toward the cost of BOQ failing which the tender shall be summarily rejected.

4. VALIDITY OF TENDER:

The offer of the tender should be valid for at least 90 days from the date of opening of the Part-I i.e. Technical and Commercial Part.

5. EARNEST MONEY:

(a) Tender must be accompanied with non interest bearing Earnest Money of Rs. 50,000/- (Rupees fifty thousand only) failing which tender will not be considered for opening of the Price Part.

(b) The Earnest Money should be deposited either in cash with Accounts officer, Bihar State Power Transmission Company Limited, Patna and reference of Money Receipt no. and date to be mentioned in the tender or in form of Bank Draft issued by a Nationalised Bank/Scheduled Bank only, drawn in favour of, Bihar State Power Transmission Company Limited, payable at Patna.

(c) Cheques will not be accepted.

(d) No Earnest Money will be accepted after the due date and time of submission of tender document.

(e) Earnest Money deposited with other NIT will not be adjustable with this NIT.

(f) No Bank commission or interest will be paid on the Earnest Money.

6. EXEMPTION FROM DEPOSITING OF EARNEST MONEY:

State Government, Government of India and State Govt. & Central Govt. Undertakings are exempted from deposit of Earnest Money.

7. FORFEITURE OF EARNEST MONEY:

(a) If a tenderer withdraws its offer after opening of Technical & Commercial Part (Part-I) or Price Part (Part-II) before validity period of the tender, the earnest money deposited by them will be forfeited.

(b) If a successful tenderer fails to deposit requisite amount towards the Performance Security within specified time as per intimation/ request of company.

(c) If a successful tenderer fails to execute an Agreement within specified time as per intimation/request of the company.

8. PERFORMANCE SECURITY:

The successful tenderer will deposit Rs. 2,50,000/- (Rupees two lacs and fifty thousand) as Performance Security which is non interest bearing either in cash or in form of Bank Draft issued by a Nationalised Bank/Scheduled Bank only drawn in favour of Bihar State Power Transmission Company Limited, payable at Patna or in the shape of Bank Guarantee of Nationalised Bank/ Scheduled Bank only in favour of Accounts Officer, Bihar State Power Transmission Company Limited.

9. REFUND OF EARNEST MONEY AND PERFORMANCE SECURITY:

Earnest Money deposited by the unsuccessful tenderer will be refunded to the tenderer immediately after finalisation of the tender. Earnest Money will be refunded to the successful tenderer on receipt of Performance Security. Further, the Performance Security will be refunded/ returned to the successful tenderer after successful completion of the Contract Agreement and settlement of accounts within six (6) months of completion of contractual period.

10. FORFEITURE/ ENCASHMENT OF PERFORMANCE SECURITY:

The Performance Security will be forfeited/ encashed in case of unsatisfactory performance of the successful tenderer. The decision of the BSPTCL shall be final and binding on successful tenderer.

11. ELIGIBILITY CRITERIA:

(i) The tenderers should be a Company registered under the Company Act 1956.

(ii) The tenderers, other than the Govt. owned Insurance Company should have to submit latest necessary documents in support of their entry into Insurance Sector, which they possess from Insurance Regulatory Development Authority of India.

(iii) The tendrer should have registration with Service Tax Authority.

(iv)The tendrers should have experience of Public Utility related insurance works.

(v)The tenderers will have to indicate the time they require for settlement and payment of claim(s).

12. FINANCIAL CAPABILITIES:

The tenderer should have a Minimum Average Annual Turnover of Rs. 100.00 crore (Rs. one hundred crore) for best 3 (three) Financial Years out of 5 (five) years.

13. SETTLEMENT/PAYMENT OF CLAIM :

The tenderers will have to indicate the time they require for settlement and payment of claim(s).

14. DEPUTATION OF SURVEYERS :

To facilitate early survey/assessment of the loss/damage in case of any claim, the tenderers will have to depute the surveyor at the site of loss/damage within 72 hours from the time of intimation by the Claim Officer of BSPTCL about the claim.

15. RATES:

The Tenderer must quote rates in figures and words in the prescribed format **(ANNEXURE-"B")** and in case of any discrepancy rates quoted in word will prevail.

16. EVALUATION OF PART-II i.e. PRICE PART:

The Part-II i.e. Price Part will be evaluated on the basis of the rates offered by the tenderers for all the assets and properties and accordingly the L-1 rate will be ascertained.

17. ALLOTMENT OF THE WORK:

The successful L-1 tenderer shall be allotted the work.

18. CONTRACT PERIOD:

The Contract Period will be for 1 (one) year. However, the same shall be extended after reviewing of the performance. The BSPTCL will have the authority to terminate the contract of successful tenderer and allot the same to any other willing valid tenderer in case of unsatisfactory performance of the successful tenderer and the Performance Security will also be forfeited. Further, contract shall be prematurely terminated in case of change in system.

19. AGREEMENT:

The successful tenderer will have to execute an Agreement with the Dy. General Manager (Finance) after depositing the amount/submission of B.G. against Performance Security within 15 days of the issuance of LOA. However the risk of the assets and properties of the BSPTCL will be covered from the date of the LOA.

20. EXECUTION OF THE WORKS NOT COVERED IN THE AGREEMENT:

Any other work not covered under this scope of tender document may be assigned to successful tenderer with mutually agreed terms & condition.

21. BLACK LISTED FROM ANY SEBS/ POWER SECTOR/ STATE GOVT./CENTRAL GOVT/ STATE AND CENTRAL GOVT. UNDERTAKINGS AND CONVICTED BY COURT OF LAW:

Tender submitted by any Agency/ Firm/ Company/ State Govt/ Central Govt./ State and Central Govt. Undertakings who had been blacklisted by any State Electricity Board/ Power Sector Company/ State Government/Central Government/ State and Central Undertakings and/or convicted by a Court of law will be rejected. An affidavit to this effect that they were not blacklisted and convicted by any Court of Law has to be submitted.

22. AUTHENCITY OF THE DOCUMENTS:

Every page of tender document along with enclosure must be signed by the tenderer.

23. JURISDICTION OF THE COURT:

In case of any legal dispute arising out of this tender/ contract, the jurisdiction shall be the Courts at Patna only.

24. BASIS OF INDEMNITY :

Basis of indemnification would be based on Reinstatement or Replacement of the property lost or damaged.

In cases where damage to an insured item can be repaired the insurer shall pay expenses necessarily incurred to restore damaged machine to its former state of serviceability plus the cost of dismantling and re-erection incurred for the purpose of effecting the repairs as well as ordinary freight to and from a repair shop, customs duties and dues, if any. If the repairs are executed at a workshop owned by the insured, the Insurer shall pay the cost of materials and wages incurred for the purpose of repairs plus a reasonable percentage to cover overhead charges. No deduction shall be made for depreciation in respect of parts replaced, but the value of any salvage shall be taken into account. If the cost of repairs as detailed herein above equals or exceeds the actual value of the machinery insured immediately before the occurrence of the damage, the item shall be regarded as destroyed and settlement shall be made on the basis provided for in

25. CHECK LIST :

Insurer in consultation and agreement with BSPTCL shall prepare standard checklist of documentation required for early settlement and on-account payment of claims and time frame for settlement of claim.

26. CHIEF CLAIM OFFICER OF BSPTCL

Dy. General Manager (HR), BSPTCL, Patna will be the Chief Claim Officer.

27. PAYMENT OF PREMIUM :

You will have to submit Bill in duplicate to the Chief Claim officer, BSPTCL, Patna who after due checking and Verification will send to the Accounts Officer, Bihar State Power Transmission Co. Ltd., Patna for pass and payment.

28. GENERAL:

(i) The tenderers, other than the Govt. Owned Insurance Company will have to submit latest necessary documents in support of their entry into Insurance Sector, which they possess from Insurance Regulatory Development Authority of India and submit the paper in support of their financial soundness.

(ii) The tenderers who are not having their office located in Patna will have to open their office or post their representative in Patna for smooth functioning of the works.

(iii) The undersigned reserves the right to enhance or reduce the amount of sum insured or reject or accept the tender in part or full or distribute the works amongst the tenderers without assigning any reason.

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Tender Notice No.324/PR/BSPTCL/2013

ANNEXURE-"A"

PART-1 i.e. TECHNICAL AND COMMERCIAL PART

Sl	Information/Documents	Supporting documents to be submitted	Page
1.	NIT No.		
2.	Name of the Bidders		
3.	Full Address of Office		
4.	Tel./ Mobile/Fax No./E-mail		
	Validity of the Tender		
5.	The responding Company/Agency should have made a payment of Rs. 5000/- (Rs. Five thousand) for the tender document.	Proof of payment of Rs.5000/- DD for Rs. 5000/-(if tender Document is downloaded) must be furnished.	
6	Details of the Earnest Money : (a) In case of Bank Draft i. Name of the Bank : ii. B.D.No. & date : iii. Amount (b) In case of Exemption (Supporting documents enclosed) :		
7	Performance Certificate of Public Utility related insurance works :	Self attested xerox copy Public Utility related insurance works to be enclosed	
8	The bidder should have registration with Service Tax Authority.	Self attested Xerox copy of Service Tax Registration	
9	Whether blacklisted by any SEBs/ Power Sector Companies, State Govt./ Central Govt./State and Central Govt. Undertakings and whether convicted by any court of Law? If so, indicate details.	Submit the affidavit about non blacklisting and non-conviction	
10	The tenderers will have to indicate the time they require for settlement and payment of claim(s).		
11	The tenderers, other than the Govt. owned Insurance Company will have to submit latest necessary documents in support of their entry into Insurance Sector, which they possess from Insurance Regulatory Development Authority of India.	Self attested Xerox copy latest necessary documents in support of their entry into Insurance Sector, which they possess from Insurance Regulatory Development Authority of India.	

12	The bidder should be a Company registered under the Company Act 1956	Self attested Xerox copy of Certificate of incorporation.	
13	The tendrer should have a Minimum Average Annual Turnover of Rs. 100.00 crore (Rs. one hundred crore) for best 3 (three) Financial Years out of 5 (five) years.	Self attested Xerox copy of Audited Profit & Loss A/c and Balance Sheet/Income Tax Return of the last 3 (three) years in supports of their Annual Turnover.	

Date : _____

Name and Signature of Tenderer with Seal

Tender Notice No.324/PR/BSPTCL/2013

ANNEXURE –"B"

PART-II i.e. PRICE PART

Sl.	Properties	Types of Insurance	Sum Insured (Rs.in Crore)	Rate of Premium	Amount of Premium against each risk
1	Buildings	Fire & Earthquake, Riot and Ransom	40.75		
2	Others Civil Works	Fire & Earthquake, Riot and Ransom	143.82		
3	Plant and Machinery	Fire & Earthquake, Burglary ,Riot and Ransom	852.30		
4	Lines and Cable Network	Fire & Earthquake, Burglary, Riot and Ransom	565.37		
5	Furniture and Fixtures	Fire & Earthquake, Burglary, Riot and Ransom	0.08		
6	Office Equipment	Fire & Earthquake, Burglary ,Riot and Ransom	0.18		
7	Stock (Spare Units/Service Units etc.)	Fire & Earthquake, Burglary ,Riot and Ransom	50.66		
8	All Purchase/ Procurement of Materials	Marine (From anywhere in India to BSPTCL areas in Bihar	25.50 (Floater)		
9	Cash in hand/ safe / Transit	Loot, Theft etc under Money Policy	6.92		
			Total amount of Premium		

Date-

Signature of Tenderers
with Name Designation & Seal of the Company

ANNEXURE –"C"

The Notary (Public)
Civil Court .....

I ..... aged about ..... years, Son of ..... R/O Moh./Vill. ..... P.S ..... Distt. ..... do hereby solemnly affirm state as follows :

1. That I am the Authorised Representative of M/s .....
2. That my Agency/ Firm/ Company/ Registered Societies/ State and Central Government Undertakings has been allowed to participate in the Tender for for providing Insurance services for the BSPTCL Assets and Properties ..... vide NIT No. ...../PR/BSPTCL/2013 by the Bihar State Power Transmission Co. Ltd., Patna.
3. That, our company have neither been convicted nor any cognizance has been taken against me by any Court of Law till date.
4. That, my Agency/ Firm/ Company/ Registered Societies/ State and Central Government Undertakings has not blacklisted from any State Electricity Board/ Power Sector / State Government/ Central Government / State & Central Government Undertakings.

   The above statement is true to the best of my knowledge and belief.

Witness **Depondent**

1..... .....