



**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**  
Chennai 600 036



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The Senior Manager (Project Purchase)

Date: 11.03.2024

Open Tender Reference No: **ICSR/MANU/148/2024/MARINECARGO**

GEM ID: GEM/GARPTS/07032024/O1M5OIA8RHK8

Due Date/Time: 25.03.2024@ 3:00 PM

Dear Sir/Madam,

On behalf of the Office of Industrial Consultancy and Sponsored Research, Indian Institute of Technology Madras, digitally signed online bids are invited in two bid system from Class I & Class II and Non local suppliers, for the service of: **“Marine Cargo Open Cover Insurance Policy** Conforming to the specifications given in **Annexure -A**.

Tender Documents may be downloaded from Central Public Procurement Portal <https://etenders.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <https://etenders.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at **“Help for Vendors”**. [Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal”]

Bidders can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type ‘IIT Madras’. Thereafter, click on “GO” button to view all IIT Madras tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <https://etenders.gov.in/eprocure/app> as per the schedule attached.

**No manual bids will be accepted.** All tender documents including Technical and Financial bids should be submitted in the E-procurement portal.

1)	<b>Pre-bid Meeting Details</b>	:	If required will be intimated
2)	<b>ICSR Vendor Registration</b>	:	<p><b><u>Vendor registration Id:</u></b> Vendor registration with IC&amp;SR (IITM) is mandatory for bidders to participate in tenders.</p> <p><b>** <u>For Vendor Registration &amp; Guidelines, Please follow the website:</u></b>  <a href="https://icandsr.iitm.ac.in/vendorportal">https://icandsr.iitm.ac.in/vendorportal</a>;                      Helpdesk: <a href="mailto:vendorhelpdesk@icsrpis.iitm.ac.in">vendorhelpdesk@icsrpis.iitm.ac.in</a></p>

<b>Last date for receipt of tender</b>	:	<b>25.03.2024 @ 3:00 PM</b>
<b>Date &amp; time of opening of Technical Bid</b>	:	<b>26.03.2024 @ 3:00 PM</b>

### 3. Instructions to the Bidder:

A)	<b>Searching for tender documents</b>	:	<ul style="list-style-type: none"> <li>• There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.</li> <li>• Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “<b>My Tender</b>” folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.</li> <li>• The bidder should make a note of the <b>unique Tender ID</b> assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.</li> </ul>
B)	<b>Assistance to bidders</b>	:	<ul style="list-style-type: none"> <li>• Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.</li> <li>• Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120-4001002, 0120-4001005]</li> </ul>
C)	<b>Enrolment Process to Bidders</b>	:	<p><b><u>REGISTRATION</u></b></p> <ul style="list-style-type: none"> <li>• Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal <a href="https://etenders.gov.in/eprocure/app">URL:https://etenders.gov.in/eprocure/app</a> by clicking on “Online Bidder Enrolment”. Enrolment on the CPP Portal is free of charge.</li> <li>• As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.</li> <li>• Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.</li> <li>• Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.)</li> <li>• Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.</li> </ul>

			<ul style="list-style-type: none"> <li>• Bidder then may log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.</li> <li>• Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a></li> <li>• Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> under the “Information about DSC”.</li> </ul>
D)	Preparation of bids	:	<ul style="list-style-type: none"> <li>• Bidder should take into account any corrigendum published on the tender document before submitting their bids.</li> <li>• Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.</li> <li>• Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option.</li> <li>• To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “<b>My Documents</b>” area available to them to upload such documents. These documents may be directly submitted from the “<b>My Documents</b>” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.</li> </ul>
E)	Submission of bids	:	<ul style="list-style-type: none"> <li>• Bidder should log into the site well in advance for bid submission so that he/she can upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues.</li> <li>• The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.</li> <li>• Bidder has to select the bid security declaration. Otherwise, the tender will be summarily rejected.</li> <li>• A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective</li> </ul>

		<p>financial quotes and other details (such as name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected.</p> <ul style="list-style-type: none"> <li>• The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.</li> <li>• The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.</li> <li>• The uploaded tender documents become readable only after the tender opening by the authorized bid openers.</li> <li>• Upon the successful and timely submission of bids, the portal will give a successful bid submission message &amp; a bid summary will be displayed with the bid no. and the date &amp; time of submission of the bid with all other relevant details.</li> <li>• Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.</li> <li>• More information useful for submitting online bids on the CPP Portal may be obtained at: <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a>.</li> <li>• All tender documents including pre-qualification bid, Technical Bid &amp; Financial Bid should be submitted separately in online CPP portal as per the specified format only. Right is reserved to ignore any tender which fails to comply with the above instructions. <b>No manual bid submission will be entertained.</b></li> </ul>
F)	Marking on Technical Bid	<ul style="list-style-type: none"> <li>• The bidder eligibility criteria, technical specification and supply of item for this tender is given in Annexure A.</li> <li>• The Bidders shall go through the specification and submit the technical bid.</li> <li>• The Technical bid should be submitted in the proforma as per Annexure-B in pdf format only through online (e-tender). No manual submission of bid will be entertained.</li> <li>• The technical bid should have a page-wise heading as "Technical Bid" and page no. in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents.</li> <li>• The technical bid should consist of bidder eligibility criteria, EMD payment proof details and all technical details along with catalogue/ pamphlet which will give a detailed description of product with technical data sheet so that technical compliance can be verified.</li> </ul>
G)	Marking on Price Bid	<ul style="list-style-type: none"> <li>• Financial bid (BoQ) should be submitted in the prescribed proforma format as per Annexure-C in xls format through e-tender only. No manual or other form of submission of Financial Bid will be entertained.</li> </ul>

4)	<p><b>Preparation of Tender:</b> The bidders should submit the bids in two bid system as detailed below.</p> <p><b>Bid I _Technical Bid</b></p> <p>Technical Bid and Annexures dully filled in, signed, and stamped on each page by the tenderer/ authorized representative of the tenderer.</p> <p>The technical bid should consist of bidder eligibility criteria and technical specification compliance sheet as per the <b>Technical Bid Proforma (Annexure-B)</b>.</p> <p><b>Bid II _Price Bid</b></p> <p>The price bid should be submitted in the Tabular format (BoQ) as per the Proforma (Annexure -C) uploaded in the e-Tender web site. The Quoted price should be inclusive of all cost and statutory levies at IIT Madras.</p>
5)	<p><b>Price:</b></p> <p>a) The rate quoted shall be in INR inclusive of all taxes and no extra payment will be made other than statutory revisions as per the terms and conditions stipulated in this contract document.</p> <p>b) The offer/bids should be submitted through online only through Single Stage Two Envelops System (Two Bid System). i.e., Technical Bid and Financial Bid separately.</p>
6)	<p><b>Tenderer shall submit along with this tender:</b></p> <p>(i) Name and full address of the Banker and their swift code and PAN No. and GSTIN number.</p> <p>(ii) GST registration proof showing registration number, area of registration etc.</p> <p>(iii) All of your future correspondences including Invoices should bear the GST No. and Area Code.</p>
7)	<p><b>Period for which the offer will remain open:</b></p> <p>The offer shall remain Valid for 120 days from the date of opening of the tender. However, the day up to which the offer is to remain valid being declared closed holiday for the Indian Institute of Technology Madras, then the offer shall remain valid till the next working day.</p>
8)	<p><b>EMD: NA</b></p>
9)	<p><b>Performance Security: -</b></p> <p>The successful bidder should submit <b>Performance Security for an amount of 5% (As per Dept. of Expenditure OM No. F.1/2/2023-PPD dated 03.04.2023)of the basic invoice value of the contract/supply.</b> The Performance Security may be furnished in the form of an Insurance Surety Bond, Account Payee DD, FD Receipt in the name of “The Registrar, IIT Madras” from any scheduled commercial bank or Bank Guarantee from any scheduled commercial bank in India or online payment in an acceptable form. The performance security should be furnished within 14 days from the date of the purchase order.</p> <p>Performance Security in the form of Bank Guarantee: - In case the successful bidder wishes to submit Performance Security in the form of Bank Guarantee, the Bank Guarantee should be routed directly to IIT Madras from the Bank.</p> <p>The Performance Security Deposit should remain valid for a period of sixty days beyond the date of completion of all contractual obligations.</p>
10)	<p><b>Risk Purchase Clause:</b> In the event of failure of contractual obligation during the schedule, the Office of Industrial Consultancy and Sponsored Research, Indian Institute of Technology Madras has all the right to engage other sources on the total risk of the sanctioned vendor under risk purchase clause.</p>
11)	<p><b>Payment:</b></p> <p>(i) The payment shall be made on monthly basis of the order value on submission of duly signed invoice copy</p>

	<p>(ii) Advance Payment: No advance payment is generally admissible. In case a specific percentage of advance payment (not more than 30%) is required, the Vendor has to submit a Bank Guarantee from a scheduled commercial bank in India equivalent to the amount of advance payment.</p>
12)	<p><b>Acceptance and Rejection:</b></p> <p>Failure to comply with any of the instructions stated in this document or offering unsatisfactory explanations for non-compliance will likely to lead to rejection of offers.</p> <p>I.I.T. Madras has the right to accept the whole or any part of the Tender or portion of the quantity offered or rejects it in full without assigning any reason.</p>
13)	<p><b>Debarment from Bidding:</b></p> <p>In case of breach of Terms &amp; Conditions, Bidder may be suspended from being eligible for bidding in any contract with the IIT Madras up to 2 Years [as per Rule 151(iii) of GFR] from the date as fixed by IIT Madras.</p>
14)	<p><b>Disputes and Jurisdiction:</b></p> <p><b>Settlement of Disputes:</b> Any dispute, controversy or claim arising out of or in connection with this PO including any question regarding its existence, validity, breach or termination, shall in the first instance be attempted to be resolved amicably by both the Parties. If attempts for such amicable resolution fails or no decision is reached within 30 days whichever is earlier, then such disputes shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996. Unless the Parties agree on a sole arbitrator, within 30 days from the receipt of a written request by one Party from the other Party to so agree, the arbitral panel shall comprise of three arbitrators. In that event, the supplier will nominate one arbitrator and the Project Coordinator of IITM shall nominate on arbitrator. The Dean IC&amp;SR will nominate the Presiding Arbitrator of the arbitral tribunal. The arbitration proceeding shall be carried out in English language. The cost of arbitration and fees of the arbitrator(s) shall be shared equally by the Parties. The seat of arbitration shall be at IC&amp;SR IIT Madras, Chennai.</p> <p>a. <b>The Applicable Law:</b> The Purchase Order shall be construed, interpreted and governed by the Laws of India. Court at Chennai shall have exclusive jurisdiction subject to the arbitration clause.</p> <p>b. Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.</p>
15)	<p><b>Force Majeure:</b> The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <p>For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.</p> <p>If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p>
16)	<p><b>Eligibility Criteria:</b></p> <ul style="list-style-type: none"> <li>➤ <b>As per the Government of India Order, only "Class - I &amp; II" and "Non Local suppliers" <u>can also participate in this tender.</u></b></li> <li>➤ <b><u>Bidder should confirm their acceptance that they comply with the provisions with report to "Guidelines for eligibility of a bidder from a country which shares a land border with India as detailed at Annexure-E. The bidder should submit Certificate for "Bidder from/ Not from Country sharing Land border with India &amp; Registration of Bidder with Competent Authority" as per Order of DoE F.No.6/18/2019-PPD dated 23.07.2020 and No.F.7/10/2021-PPD(1) dated 23.02.2023.</u></b></li> </ul>

	<p>➤ <b>Selection of Successful bidder and Award of Order - Evaluation and Award of contract will be done as per GOI MOCI Order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 &amp; P-45021/102/2019-BE-II-Part(1) (E-50310) Dt.4th March 2021 and any subsequent Modifications/Amendments and latest orders if any issued by Govt. of India.</b></p>
17)	<p><b>Preference to “class I Local Suppliers”:</b> preference will be given to “<b>class 1 local suppliers</b>” (subject to class - I local supplier’s quoted price falling within the margin of purchase preference ) as per public procurement (preference to make in India) order 2017 .O.M No P- 45021/2/2017 – pp(BE - 11) dt 04/06/2020 subject to the conditions that the “class 1 Local Supplier” should agree to supply goods / provide service at L1 rate and furnish a certificate with the technical bid document that the goods/service provided by them consists local content equal to or more than 50%.( certificate from Chartered Accountant in case value of contract exceeds Rs 10 crore).</p> <p>➤ <b>“Class - I local supplier”</b> means a supplier or service provider whose goods, services or works offered for procurement consists of local content equal to or more than 50% as defined under the above said order.</p> <p>➤ <b>“Class - II local supplier”</b> means a supplier or service provider whose goods, services or works offered for procurement consists of local content equal to 20% but less than 50% as defined under the above said order</p> <p>➤ <b>“Non – local supplier”</b> means a supplier or service provider whose goods, services or works offered for procurement consists of local content less than 20% as defined under the above said order.</p> <p>➤ <b>“Margin of purchase preference”:</b> - The margin of purchase preference shall be 20%. The Definition of the margin of purchase preference is defined in the Govt. of India Order No: <b>P-45021/12/2017-PP (BE-II) Dt.4th June, 2020) Order 2017. As per the Government of India Order – “Margin of Purchase Preference”</b> means the maximum extent to which the price quoted by a “Class-I local supplier” may be above the L1 for the purpose of purchase preference.</p> <p><b>**Note: Local content percentage to be calculated in accordance with the definition provided at clause 2 of revised public procurement preference to Make in India Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 &amp; P- 45021/102/2019-BE-II-Part(1) (E-50310) Dt.4th March 2021</b></p>
18)	<p><b>Evaluation of Bids</b> Bid evaluation will take place in two stages. <b>Stage I Technical Bid evaluation</b> All bids received within due date and time will be opened for technical evaluation as per scheduled time. All bidders who have fully complied with bidder eligibility criteria I, II and technical Specification (<b>Annexure B</b>) will only be considered for opening of Financial bid. <b>Stage II: Financial Bid Evaluation</b> The Financial bid evaluation will be based on price quoted by the bidder. The rate quoted for <b>Marine Cargo Open Cover Insurance Policy</b> will alone be taken up for arrival of Lowest Bid (L1) value.</p>
19)	<p>In accordance with the Rule 173 of GFR,2017 and relevant provisions thereof in Procurement Manuals, 2022, IC&amp;SR, IITM reserves the right to carry out the negotiation process through its purchase/technical committee with L1/H1 (as applicable) vendor to ensure price reasonability before final recommendation to the Competent Authority. The negotiation details, if any, on case-to-case basis shall be recorded in minutes of meetings suitably for records.</p>
20)	<p><b>Selection of successful bidder and Award of Order</b> The order will be directly awarded to the technically qualified bidder as per the condition in para 3A of DIPP, MoCI Order No. 45021/2/2017-PP (BE II) dated 16th September 2020.</p>

21)	<b>Period of Service:</b> The period of the Insurance from 01/04/2024 to 31/03/2025 (which may be extended for further one plus one year subject to vendor's performance and approval of the competent authority of Indian Institute of Technology Madras) at same price.
22)	All information including selection and rejection of technical or financial bids of the prospective bidders will be communicated through e-Tender portal. In terms of Rule 173(iv) of General Financial Rule 2017, the bidder shall be at liberty to question the bidding conditions, bidding process and/or rejection of bids.
23)	The tenderer shall certify that the tender document submitted by him / her are of the same replica of the tender document as published by IIT Madras and no corrections, additions and alterations made to the same. If any deviation found in the same at any stage and date, the bid / contract will be rejected / terminated, and actions will be initiated as per the terms and conditions of the contract.
24)	The bidders will not be entertained to participate in opening of Bids. Since the tender is e-tender, the opening of the bids may be checked using the respective logins of the bidders.
25)	Clarification to the queries and doubts raised by the bidders will be issued as a corrigendum/addendum in the e-tenders portal.
26)	In the e-tender process, participation of bidders after the due date is not possible. The eligible bidders can login to the e-Procurement portal to ascertain the tender status.



**ACKNOWLEDGEMENT**

It is hereby acknowledged that I/We have gone through all the points listed under “Specification, Guidelines, Terms and Conditions” of tender document. I/We totally understand the terms and conditions and agree to abide by the same.

**SIGNATURE OF TENDERER ALONG WITH SEAL OF  
THE COMPANY WITH DATE**

## Bidder Eligibility Criteria and Technical Specification for Marine Cargo Open Cover Insurance Policy

Tender No. ICSR/MANU/148/2024/MARINECARGO

### Bidder Eligibility Criteria – I (Public Procurement – Preference to Make in India)

Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE-II) dated 16<sup>th</sup> September 2020 and other subsequent orders issued therein.

Participation of Non-local supplier may be subject to the limitation provided in para 4 (Exemption of Small Purchases) of DPIIT circular No. P-45021/2/2017-PP(BE-II) Dt 16.Sep.2020 (ANNEXURE – D)

### Bidder Eligibility Criteria – II

1. Vendor Registration ID/Proof.
2. Land Border Certificate (ANNEXURE – E).
3. IRDA Registration certificate (copy of the same to be attached).
4. Non- Debarment Declaration (ANNEXURE – G).

## III. Technical Specification for Marine Cargo Open Cover Insurance Policy

S. No.	Particulars	Description	
1	Name of Insured	Industrial Consultancy and Sponsored Research(ICSR), Indian Institute of Technology Madras	
2	Nature of Business	Teaching and Research.	
3	Period of Insurance	One Year.	
4	Subject Matter	Research related Sophisticated Scientific Equipment's & Accessories, Various Chemicals, Consumable Materials, Dangerous and Perishable Materials etc.	
5	Nature of Packing	Standard/Customary/Professional Packing.	
6	Voyage Details:	From:	To
	Inland	Any where in India	Any where in India
	Import	Any where in World	Any where in India
	Export	Any where in India	Any where in World
7	Policy Type	Import & Re-Export.	
8	Mode of Transit	Sea, Air, Rail, Road, Courier, Registered	
9	Estimated Annual Import Value	Rs. 15 Crore.	
10	Initial Sum Insured	Rs.15 Crore and it will be further enhanced as per requirement.	
11	Per Bottom Limit	Rs. 10 Crore.	
12	Per Location Limit	Rs. 30 Crore.	
13	Basis of Valuation of Consignments	EXW, FOB, FCA, CPT, FAS, CFR & Invoice Value	
14	Incidental Expenses	10%	

<b>15</b>	Cover Terms	All Risks [ICC (A) + War + SRCC].
<b>16</b>	Coverage	Warehouse to Warehouse
<b>17</b>	Transshipment Coverage	Transshipment will be covered under the policy.
<b>18</b>	Claim Payable at	Chennai.
<b>19</b>	Agent's/Broker Quote is not acceptable.	
<b>20</b>	Survey will be arranged by the bidder at their own cost.	
<b>21</b>	Bidders must have a branch office at Chennai. Details of Branch (location, Contact, etc.) should be provided.	
<b>22</b>	The bidder has to refund the balance premium towards unutilized sum insured.	
<b>23</b>	Institute reserves the right to accept or reject any quotation without assigning any reasons, whatsoever and the decision of the Director shall not be subject to any challenge in any manner nor would the firm be entitled for any claim in this regard.	
<b>24</b>	The offered premium rates must be in conformity with IRDA guidelines. Any consequences arising due to any deviation in the premium rate(s) quoted by you shall be on your account and we will not, in any way, be held responsible for such deviation(s).	
<b>25</b>	Online Portal Access for: <ol style="list-style-type: none"> <li>1. Applying Marine Insurance Coverage</li> <li>2. Online Portal status tracking facility is must</li> </ol>	

## DECLARATION

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- 1) I \_\_\_\_\_ Son/Daughter of  
Shri \_\_\_\_\_ Proprietor/Partner/Director/Manager/ \_\_\_\_\_ /Authorized  
Signatory of \_\_\_\_\_ am competent to sign this declaration and execute this tender document.
- 2) I have carefully read and understood the scope and all the other special terms and conditions of the tender and hereby convey my acceptance and compliance of the same.
- 3) The information/document furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person.

Date:

Place:

Company's seal

**Note:**

A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed along with proposal.

**TECHNICAL BID PROFORMA**

Tender No. ICSR/MANU/148/2024/MARINECARGO

Tender Name: ICSR/MANU/148/2024/MARINECARGO Marine Cargo Open Cover Insurance Policy

**1.0 Bidder Eligibility Criteria:**

I	<b>Bidder Eligibility Criteria-I (Public Procurement – Preference to Make in India)</b>	<b>Class I / Class II</b>	<b>Local Content Percentage</b>	<b>Reference, Page No.</b>
I	<p>Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE II) dated 16<sup>th</sup> September 2020 and other subsequent orders issued therein</p> <p>Participation of Non local supplier may be subject to the limitation provided in para 4 (Exemption of Small Purchases) of DPIIT circular No.P-45021/2/2017-PP(BE-II) Dt 16.Sep.2020 (ANNEXURE – D)</p>			

II	<b>Bidder Eligibility Criteria-II</b>	<b>Complied/Not Complied</b>	<b>Ref Page No.</b>
1	Vendor Registration ID/Proof		
2	Land Border Certificate (ANNEXURE – E)		
3	<b>IRDA</b> Registration Certificate (copy of the same to be attached)		
4	Non- Debarment Declaration (ANNEXURE – G).		

## 2.0 Technical Specification:

S. No.	Particulars	Description	Complied / Not complied	Ref. Pg no.
1	Name of Insured	Industrial Consultancy and Sponsored Research(ICSR), Indian Institute of Technology Madras.		
2	Nature of Business	Teaching and Research.		
3	Period of Insurance	One Year.		
4	Subject Matter	Research related Sophisticated Scientific Equipment's & Accessories, Various Chemicals, Consumable Materials, Dangerous and Perishable Materials etc.		
5	Nature of Packing	Standard/Customary/Professional Packing.		
6	Voyage Details:	From:	To	
	Inland	Any where in India	Any where in India	
	Import	Any where in World	Any where in India	
	Export	Any where in India	Any where in World	
7	Policy Type	Import & Re-Export.		
8	Mode of Transit	Sea, Air, Rail, Road, Courier, Registered		
9	Estimated Annual Import Value	Rs. 15 Crore.		
10	Initial Sum Insured	Rs.15 Crore and it will be further enhanced as per requirement.		
11	Per Bottom Limit	Rs. 10 Crore.		
12	Per Location Limit	Rs. 30 Crore.		
13	Basis of Valuation of Consignments	EXW, FOB, FCA, CPT, FAS, CFR & Invoice Value		
14	Incidental Expenses	10%		
15	Cover Terms	All Risks [ICC (A) + War + SRCC].		
16	Coverage	Warehouse to Warehouse		
17	Transshipment Coverage	Transshipment will be covered under the policy.		
18	Claim Payable at	Chennai.		
19	Agent's/Broker Quote is not acceptable.			
20	Survey will be arranged by the bidder at their own cost.			
21	Bidders must have a branch office at Chennai. Details of Branch (location, Contact, etc.) should be provided.			
22	The bidder has to refund the balance premium towards unutilized sum insured.			
23	Institute reserves the right to accept or reject any quotation without assigning any reasons, whatsoever and the decision of the Director shall not be subject to any challenge in any manner nor would the firm be entitled for any claim in this regard.			

24	The offered premium rates must be in conformity with IRDA guidelines. Any consequences arising due to any deviation in the premium rate(s) quoted by you shall be on your account and we will not, in any way, be held responsible for such deviation(s).		
25	Online Portal Access for: <ol style="list-style-type: none"> <li>1. Applying Marine Insurance Coverage</li> <li>2. Online Portal status tracking facility is must</li> </ol>		

(Note: It is mandatory for the bidders to provide the compliance statement (Complied/Not Complied) for the above points with document proof as required). If the compliance statement (Complied /Not Complied) is not furnished for the evaluation. Bidders will be disqualified.

**SIGNATURE OF BIDDER ALONG WITH  
SEAL OF THE COMP**

**FINANCIAL BID (PROFORMA) - BILL OF QUANTITIES (BOQ)****Tender Name: Marine Cargo Open Cover Insurance Policy****Tender No. ICSR/MANU/148/2024/MARINECARGO**

<b>It. No</b>	<b>Description of Position</b>	<b>Quantity</b>	<b>Units</b>	<b>Basic Rate in INR</b>	<b>GST Value</b>	<b>Total Amount with taxes in INR</b>
1	Marine Cargo Open Cover Insurance Policy	1	No.			
	<b>GRAND TOTAL</b>					

Total Amount Rupees in words \_\_\_\_\_

Note:

1. Price bid as per this format to be uploaded only at the financial document column in CPP Portal. Price disclosure at the technical bid will result in disqualification.
2. Technical Bid Should NOT Contain Price Bid/Financial Bid details (or) Indication. If the price Details are indicated, mentioned inside the technical bid, then bid will be disqualified and neither the Technical Bid nor the Price Bid/Financial Bid will be considered.

I/We the bidder accept all the terms and conditions as per tender including all technical &amp; commercial conditions.

Date:  
Place:Authorized Signatory  
(\_\_\_\_\_  
Seal and signature



**ANNEXURE – D**

**FORMAT FOR AFFIDAVIT OF SELF-CERTIFICATION UNDER PREFERENCE TO MAKE IN INDIA – PER ITEM**

This letter should be on the letterhead of the quoting firm and should be signed by a competent authority. Non-submission of this will lead to Disqualification of bids.

**Tender Reference Number:**

**Name of the item / Service:**

Date: \_\_\_\_\_  
 I/We \_\_\_\_\_ S/o, D/o, W/o, \_\_\_\_\_ Resident  
 of \_\_\_\_\_

Hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P-45021/102/2019-BE-II-Part (1) (E-50310) Dt. 4th March 2021 and any subsequent modifications/Amendments, if any and

That the local content for all inputs which constitute the said item/service/work has been verified by me and I am responsible for the correctness of the claims made therein.

<b>Tick (✓) and Fill the Appropriate Category</b>	
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 50% and come under “ <b>Class-I Local Supplier</b> ” category.
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to 20% but less than 50% and come under “ <b>Class-II Local Supplier</b> ” category.
<input type="checkbox"/>	I/We _____ [name of the manufacturer] hereby confirm in respect of quoted items that Local Content is less than 20% come under ‘ <b>Non – Local Supplier</b> ’ category

- The details of the location (s) at which the local value addition is made and the proportionate value of local content in percentage

Address \_\_\_\_\_ Percentage of Local content: \_\_\_\_\_ %  
 \_\_\_\_\_ Country of Origin of Goods: \_\_\_\_\_

For and on behalf of ..... (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation and Contact No.>

[Note: In case of procurement for a value in excess of Rs. 10 Crores, the bidders shall provide this certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant

or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.

ANNEXURE – E

**Land Boarder Sharing Declaration**

(To be given on the letter head of the bidder)

In-line with Department of Expenditure's (DoE) Public Procurement Division Order vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020

Tender No. \_\_\_\_\_

Dated: \_\_\_\_\_

**CERTIFICATE**

*(Bidders from India)*

"I/ we have read the clauses pertaining to Department of Expenditure's (DoE) Public Procurement Division Order (Public procurement no 1, 2 & 3 vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020) regarding restrictions on procurement from a bidder of a country which shares a land border with India.

I/We hereby certify that I/ we \_\_\_\_\_ (Name of the bidder) is/are

a) Not from such a country and eligible to be considered for this tender.

**OR**

*(Bidders from Country which shares a land border with India)*

I/We \_\_\_\_\_ (Name of the bidder) is/are from \_\_\_\_\_ (Name of the Country) and has been registered with the Competent Authority. I also certify that I fulfil all the requirements in this regard and is eligible to be considered. (Copy/ evidence of valid registration by the Competent Authority is to be attached)

Place:

Signature of the Bidder

Date:

Name & Address of the Bidder with Office Stamp

**TENDER CHECKLIST – To be filled Mandatorily and sent (inside the Main Bid Cover) along with Bidding Document.**

- (1) I have registered as a Vendor with IC&SR. (Proof to be enclosed)  
To submit document proof pertaining to point.no: 6 of tender  
ISO certificate, Active GSTIN certificate, valid PAN details.
- (2) Technical bid cover and Financial Bid cover are submitted separately.
- (3) Completed and Signed the Tender Form. The Form of Tender document was  
signed by a legally authorized person. (Proof of Authorization to be enclosed)
- (4) Completed Technical Compliance Statement. (**Annexure – B**)
- (5) Certification of Class I / Class II Local Supplier (Goods, Services, or Works) is  
submitted as part of the Technical bid. (Annexure – D)
- (6) Land Border sharing declaration document is submitted. (Annexure – E)

The bid will be valid only if all the above documents are provided. Bidders are asked to supply and tick off the required information. Failure to provide any of the stated documents as per tender norms may result in the bid being considered non-compliant and rejected.

**Signature of the Bidder**

**FORM - A  
NON- DEBARMENT DECLARATION**

**Date: XXXX**

To,  
The Indian Institute of Technology Madras,  
Sardar Patel road,  
Guindy, Chennai - 600036

**Subject: Non-debarment declaration in connection with tender RFF No: XXXXXX for procurement of  
“XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX”**

Dear Sir,

This is to notify you that our Firm/Company/Organization <provide Name of the Firm/Company/Organization> intends to submit a proposal in response to the invitation for procurement of “XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX” In accordance with the above we declare that:

- a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
  
- b. We are not debarred by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities in last XX years.

Sincerely,

[BIDDERS NAME]

Name

Title Signature