

TENDER DOCUMENT

Comprehensive Insurance of Satellite
Communication Equipment and other Studio
equipment installed at Punjab Edusat Society in
the premises of Punjab School Education
Board, Ph-VIII, Mohali and Receive Only
Terminals (ROTs) as well as other Computer
peripherals installed in various Government
Schools in Punjab

THROUGH

DIRECTOR GENERAL SCHOOL EDUCATION
CUM PROJECT DIRECTOR PUNJAB EDUSAT SOCIETY
TEXT BOOK CELL, E&F BLOCK, PHASE VIII, MOHALI.

TENDER SUMMARY

1. Tender No :
2. Total Pages : 14
3. Description : Comprehensive Insurance of Satellite Communication Equipment and other Studio equipment installed at Punjab Edusat Society in the premises of Punjab School Education Board, Ph-VIII, Mohali and Receive Only Terminals (ROTs) as well as other Computer peripherals installed in various Government Schools in Punjab
4. EMD : Rs. 1,00,000.00.
5. Last Date of Submission : 27th Oct 2014 upto 3:00PM
6. Date of Opening of technical bid: 27th Oct 2014 at 3:30PM
7. Date of Opening of Financial bid: 30th Oct 2014 at 3:00PM

INVITATION FOR BIDS

1. **Background**

Punjab Edusat Society intends to invite tenders for Comprehensive Insurance of Satellite Communication Equipment and other Studio equipment installed at Punjab Edusat Society in the premises of Punjab School Education Board, Ph-VIII, Mohali and Receive Only Terminals (ROTs) as well as other Computer peripherals installed in various Government Schools in Punjab. Insurance cover is required for Theft, Burglary, Dacoity, Fire Malicious Damage, Riots, Floods and breakdown. Rates of depreciation of equipment may also be quoted.

2. Bidders are advised to study the Tender Document carefully. Submission of Tender shall deemed to have been done after careful study and examination of the Tender Document with full understanding of its implications.

3. Sealed offers should be submitted to Director General School Education cum Project Director, Punjab EDUSAT Society E& F Block, 1st floor, text book cell bldg., Vidya Bhawan, Phase- VIII, SAS Nagar not later than the last date & time of submission.

4. All bids must be accompanied by an Earnest Money of Rs.1,00,000/- (Rs. One Lac only) to be paid through online mode only (IPG, Net banking, NEFT/ RTGS, OTC)

5. Schedules for Invitation to Tender:

- a) Latest time and date for receipt of Tender: 27th Oct 2014 upto 3:00PM
- b) Date, Time & Place of opening of technical bids: 27th Oct 2014 at 3:30PM
- c) Date, Time of opening of Financial bids: 30th Oct 2014 at 3:00PM

SECTION – II

INSTRUCTIONS TO BIDDERS

2.1 PROCEDURE FOR SUBMISSION OF BIDS:

2.1.1 Pre-qualification cum Technical Bids will be opened on the prescribed date and time and checked for submission of EMD and other applicable documents specified.

2.2 TENDER EVALUATION

2.2.1 The Technical Bid will be opened and checked for eligibility criteria.

2.2.2 The EMD of the bidders who do not qualify in the Technical Bid, shall be returned and their bids shall not be processed any further.

2.2.3 Financial Bids of only those bidders who qualify the Eligibility Criteria will be processed further. The financial bids shall be opened in the presence of such bidders or their representatives, on a date and time notified to them by the Society.

2.2.4 The successful bidder(s) shall be issued a Letter of Intent/order by the Society, detailing therein the contract rate, rates accepted. Pursuant to this, the successful bidder(s) shall return a signed copy of the letter of intent/order in token of its acceptance, within 4 days of its issue, failing which his EMD shall stand forfeited. The successful bidder(s) will sign a contract with the Society within 7 days of the acceptance of the LOI/order.

2.3 Cost of submission of Tender document

2.3.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the Society, and the Society will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

2.3.2 The Bidder is expected to carefully examine all instructions, forms, terms and specifications in the Tender Document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender Document in every respect will be at the Bidder's risk and may result in the rejection of the bid.

2.4 Clarification regarding Tender Document

3.4.1 A prospective Bidder requiring any clarification of the Tender Document may contact the office of the Punjab EDUSAT Society personally. The Punjab EDUSAT Society will try to respond to the query there and then. However, submission of

request for clarification will not entitle the Bidder for any extension of time in submission of the Tender Document.

2.5 Amendments in the Tender Document.

2.5.1 At any time up to the last date for receipt of bids, the Punjab EDUSAT Society Punjab may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by an amendment at e-tender portal.

2.5.2 The amendment will be notified by general advertisement or on e-tender portal or through letter or by FAX or Email to the prospective Bidder/Bidders who have received the Tender Documents and the same will be binding on them.

2.5.3 In order to afford prospective Bidder/Bidders reasonable time, or otherwise for any other reason, in which to take the amendment into account in preparing their bids, the PUNJAB EDUSAT SOCIETY Punjab may, at its discretion, extend the last date for the receipt of Bids.

2.6 Language of Bids

2.6.1 The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and the PUNJAB EDUSAT SOCIETY Punjab, shall be written in the English language, provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

2.7 Document Comprising the Bids

2.7.1 The Bids prepared by the Bidders shall comprise of following components:

(a) Pre Qualification cum Technical Bid – consisting of the following:-

- i) Bid Proposal sheet duly filled in, signed and complete in all respects (Proforma – I) along with bid document.
- ii) Declaration, typed on Company Letter Head, and signed by Authorized signatory (Proforma –II).
- iii) Proforma III duly filled in and signed by the Authorized signatory of the Bidder.
- iv) Certified Copy of Certificate of Incorporation and Memorandum and Articles of Association of the party/ firm.
- v) Copy of latest Income Tax clearance certificate or copy of latest Income Tax return, PAN No.
- vi) General Power of Attorney executed in favour of person (s) authorized to sign the tender bid and contract and all correspondence/documents thereof.

- vii) Documentary Evidence (Signed by the Authorized Signatory) proving that Bidder fulfills the Eligibility Criteria as stated in Section IV, Article 4.1
Documentary Evidence should be provided as per Proforma – III
- viii) Earnest Money of Rs. 1,00,000 (Rs. One Lac Only) to be paid through online mode only (IPG, Net banking, NEFT/ RTGS, OTC)

Commercial Bid – consisting of the following:-

- (i) The Bidder shall indicate the firm rate as per Commercial Offer Format in Section V “COMMERCIAL OFFER”, for indicated Tasks in the scope of work.

SECTION - III

TERMS AND CONDITIONS OF THE BIDDER

3. Bidders Qualifications:
 - 3.1 The Bidder should be incorporated as a Private/Public Limited Company/ Nationalized firm fulfilling the following preconditions, and must also submit documentary proof in support of fulfilling these conditions while submitting the technical bid. The bidder must be reputed company/firm with relevant experience of insurance.
 - 3.2 The bidder must be in existence for last five years (Documentary evidence must be attached or produced as and when required).
 - 3.3 The annual turnover of the bidder for last 3 years must be Minimum 1000 Crore each year. Documentary evidence must be attached or produced as and when required by the society.
 - 3.4 The bidder must quote the depreciated rate of equipment installed at Punjab Edusat Society as well as different institutions of Punjab State.
 - 3.5 The bidder should have experience of handling insurance services under the aegis of any State/Central Government. (Copy of the Purchase order/work order and year wise no. of claims settled and its amount should be attached for last 3 years).

Other Terms and conditions

1. The bidder shall furnish a Performance Security to the tune of 10% of the total annual value of the Contract in the shape of Demand Draft/Bank Guarantee in favour of Director General School Education cum Project Director, Punjab Edusat Society. The said performance security shall be refunded after the completion/termination of the Contract.
2. The bidder will submit the bill of Annual Premium to be paid within 7 days by the society.

3. The Punjab Edusat Society shall have absolute rights and powers for the revocation of the said Performance Security, in default of any clause of this contract, without any prior notice.
4. The decision of the Punjab Edusat Society with regard to the determining of quality of work/services done by the bidder shall be final and acceptable to the bidder. The Punjab Edusat Society shall also reserve the rights to get the work/services (so rejected done) replaced at his own level at the risk and costs of the bidder, after giving him a notice in writing and the expenditure incurred on this account shall be recovered from its performance security.
5. The inspection of work/ claim settled during particular period will be supervised regularly on monthly basis by inspecting team comprising of Punjab Edusat Society or his or her representative(s).
6. For the purposes of proper identification of the employees of the bidder deployed at various points for the purpose of survey or any other, the bidder shall himself issue them the identity card/identification documents and they shall be duty bound to display the identity cards at the time of duty.
7. The bidder shall carry out the directions/instructions given to him by the Punjab Edusat Society or any Officer authorized to do so by time to time.
8. The persons so deployed for survey in various institutions shall be under the overall control and supervision of the bidder and the bidder shall be liable for payment of their wages etc and all other dues, which the bidder is liable to pay under the various labour Laws Regulations and other statutory provisions.
9. Any obligation and formalities which are required to be fulfilled under the contract for the purposes of entering into and execution of this Contract shall be carried out by the bidder at his own expenses etc.
10. The contract period of insurance may be renewed with the mutual understanding of Punjab Edusat Society as well as the bidder.
11. The contract may be terminated on any of the following contingencies:-
 - (a) On the expiry of the contract.

- (b) A notice at any time during the tenure of contract, if services rendered by the the bidder are not found satisfactory and in conformity with the General norms and the standards prescribed for the service; or
- (c) For committing breach of any of the terms and conditions of the contract by the The bidder; or
- (d) On assigning the Contract or any part thereof or any benefit or interest therein or there under by the The bidder to any third person or sub letting whole or part of the Contract to any third person; or
- (e) On The bidder being declared insolvent by competent court of law.

11. **Standard of Performance:**

The qualified Bidder shall carry out the services and carry out its obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted norms techniques and practices used in the industry. The Bidder/bidders shall also adhere to professional standards recognized by international professional bodies. The Bidder/bidders shall employ appropriate advance technology and safe and effective equipment, machinery, material and methods. The Bidder/Bidders shall always act in respect of any matter relating to this contract, as faithful advisors to the Project Director cum DGSE, Punjab Edusat Society and shall, at all times support and safeguard the DGSE's legitimate interests in any dealings with the third party.

12. **Arbitration:**

All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator i.e. the Administrative Secretary/ Principal Secretary to Government of Punjab, Department of School Education. This is notwithstanding the fact that the sole arbitrator may be connected in any manner with the official process of finalizing the Contract. The award of the sole arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Conciliation Act, 1996 or by statutory modification re-enactment thereof for the time being in force. Such arbitration shall be held at Chandigarh.

13. **Jurisdiction:**

In all matters and disputes arising hereunder the appropriate Courts at Chandigarh alone shall have jurisdiction to entertain and try them.

SECTION - IV

PRE QUALIFICATION CUM TECHNICAL BID PROFORMAE

PROFORMA - I

1. Name of the Company/Firm: -----

2. Nature of the Company/Firm: -----
(Govt./Public/Nationalized/ Private)
3. Address : -----

4. Contact Information : STD Code : -----
 Phone No. : -----
 Fax No. : -----
 E-Mail-ID: -----
5. Number of Years of Operation : -----
(Proof should be furnished in the form of documentary evidence)
6. Indicate the financial Status of the Company/Firm: -----
(Audited financial statement for last 3 years be attached).
7. Any other details in support of your offer:

8. Annual turnover of the bidder for last Three years
(In Indian Rupees) Year Annual Turnover (in Rs.) (As per terms and conditions)
9. Details of work undertaken by the organization/Firm during the last five years.

Sr.No. Nature of Work Undertaken*

11. Year wise detail of claim settled during last 3 years

*Certified that the above work has been undertaken by us in our individual capacity

As of this date the information furnished in all parts of this form is accurate and true to the best of my knowledge

Company Seal
(With name & designation of the authorized signatory)

PROFORMA - II

DECLARATION

(To be typed on Company Letter Head)

To

The Project Director cum DGSE
Punjab EDUSAT Society
E& F Block, 1st floor, text book cell bldg.,
Vidya Bhawan, Phase- VIII, SAS Nagar

Subject: Comprehensive Insurance of Satellite Communication Equipment and other Studio equipment installed at Punjab Edusat Society in the premises of Punjab School Education Board, Ph-VIII, Mohali and Receive Only Terminals (ROT) as well as other Computer peripherals installed in various Government Schools in Punjab

Dear Sir,

We, the undersigned Bidder, having read and examined in detail the specifications and all bidding documents in respect of for Comprehensive Insurance of Satellite Communication Equipment and other Studio equipment installed at Punjab Edusat Society in the premises of Punjab School Education Board, Ph-VIII, Mohali and Receive Only Terminals (ROT) as well as other Computer peripherals installed in various Government Schools in Punjab do hereby propose to provide services as specified in the bidding document.

- 1 All the rates mentioned in our proposal are in accordance with the terms as specified in bidding documents.
- 2 We have studied the Clauses relating to Income Tax Act and hereby declare that if any Income Tax, Surcharge on Income Tax and any other Corporate Tax is altered under the law, we shall pay the same, however the service tax as applicable will be extra

EARNEST MONEY

We have enclosed the earnest money to be paid through online mode only (IPG, Net banking, NEFT/RTGS, OTC) amounting to Rupees
_____ bearing number _____ dated

BID PRICING

We further declare that the RATES stated in our proposal are in accordance with your terms & conditions in the bidding document.

QUALIFYING DATA

We confirm having submitted qualifying data as required by you in your tender document. In case you require any further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction. We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge & belief.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid you may receive.

Thanking you,

Yours faithfully,

(Signature)

SECTION - V

COMMERCIAL BID

Name of Department: Project Director cum DGSE, Punjab EDUSAT Society, E& F Block,
1st floor, text book cell bldg., Vidya Bhawan, Phase- VIII, SAS Nagar

Name of work: **Comprehensive Insurance of Satellite Communication Equipment and other Studio equipment installed at Punjab Edusat Society in the premises of Punjab School Education Board, Ph-VIII, Mohali and Receive Only Terminals (ROTs) as well as other Computer peripherals installed in various Government Schools in Punjab.**

The rates are quoted in the prescribed format given below:

A.

Srl No	Cover	Premium per thousand
1.	Electronic equipment insurance policy includes Theft, Burglary, Dacoity, Fire Malicious Damage, Riots, Floods and breakdown.	
2.	Mechanical breakdown insurance policy for Gensets and other mechanical equipments (Fire and allied perils, earthquake, burglary)	

B.

Srl No	Particulars	% Age
1.	Rate of depreciation of an equipment	

Signature of the bidder with seal