



भारतीय लघु उद्योग विकास बैंक

Small Industries Development Bank of India

पहला तल, परिसर उद्-भाग, सिडबी टावर 15 अशोक मार्ग, लखनऊ – 226001
1st Floor, Premises Vertical, SIDBI Tower, 15 Ashok Marg, Lucknow- 226001

सिडबी लखनऊ के विभिन्न अचल सम्पत्तियों का विस्तृत बीमा नवीनीकरण
वित्तीय वर्ष 2021-22

Renewal of various insurance policies of fixed assets of the
Bank at Lucknow for the FY 2021-22

निविदा संख्या : 314/2021/1616/HO1/Premises दिनांक: 24/02/2021

Tender No. : 314/2021/1616/HO1/Premises Dated: 24/02/2021

यह दस्तावेज़ भारतीय लघु उद्योग विकास बैंक (सिडबी) की सम्पत्ति है। इसका सिडबी से लिखित अनुमति प्राप्त किए बिना, प्रतिलिप्यंतरण, वितरण या इलैक्ट्रॉनिक या अन्य, किसी भी माध्यम में अभिलेखन नहीं किया जा सकता। इस दस्तावेज़ में दी गई सामग्री का उपयोग, यहां तक कि प्राधिकृत कार्मिकों/एजेंसियों द्वारा भी, यहां इसमें विनिर्दिष्ट प्रयोजन के अतिरिक्त अन्य प्रयोजनों के लिए उपयोग किया जाना, सर्वथा वर्जित है क्योंकि यह भी कॉपी राइट का उल्लंघन माना जाएगा तथा इस कारण दंडनीय होगा।

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1. BID CALENDER		
1.	Date of commencement of bidding	24/02/2021
2.	Availability of Tender Document	24/02/2021 – 15/03/2021
3.	Last date and time for closure of bidding and receipt of Bid Documents	15/03/2021 1500 Hrs
4.	Date and Time of Prequalification and Technical Bid Opening	15/03/2021 1530 Hrs
5.	Place of opening of Bids	SIDBI Tower, 15 Ashok Marg, 1 st Floor, Premises Vertical, <u>Lucknow- 226001</u>

Note:-

1. If Holiday is declared in any of the dates given above, the next working day shall be treated as the revised date.
2. Technical Bids will be opened in the presence of Bidders who choose to attend as above.

TENDER NOTICE

Sealed tenders are invited by SIDBI for their Package Policy for renewal of various insurance policies for fixed assets of the Bank at **Lucknow Only** for the FY 2021-22. SIDBI has authorized Marsh India Insurance Brokers Pvt Ltd to solicit proposals through a bidding process (comprising of technical bid + financial bid) only from IRDAI licensed Public and Private sector general insurance companies operating in India, having claim paying ability of A and above.

Interested agencies may obtain the tender documents at the following address:

**The Dy. General Manager
SIDBI TOWER,
1st Floor, Premises Vertical,
15 Ashok Marg
Lucknow - 226001
Phone No. 0522 4261 633/ 4261 688**

The tender document can also be downloaded from our website www.sidbi.in or from CPP Portal <http://eprocure.gov.in/cppp>.

Clarifications to the tender may be sought from:

- a) Mr. Jigar Parikh |**Sr. Vice President | National Sales Leader – GBG & Consumer**, from M/s Marsh India Insurance Brokers Ltd, he can be contacted on +91- 9820647052, Email-ID-jigar.parikh@marsh.com
- b) Mr. Shrikant Gavimath, |**Vice President Corporate Segment**|, from M/s Marsh India Insurance Brokers Ltd, he can be contacted on +91- 7045940828, Email-ID-Shrikant.gavimath@marsh.com

If required, the Bank may issue an addendum/corrigendum which will be posted on SIDBI's website and CPP portal. All the interested parties should see the same before submitting the offers.

- Tenderers are advised to go through this tender document carefully as well as visit the Bank's Office as well as residential premises at LUCKNOW and acquaint themselves with the site conditions, scope of work as well as the present condition of building and fittings, equipments etc. before submission of tender.
- The duly filled in and sealed tender documents including complete set of supporting documents in three separate envelopes as indicated below may be submitted to the Dy. General Manager (Premises), SIDBI at the address indicated above.
- **Envelope-1 (Superscribed "RENEWAL OF VARIOUS INSURANCE POLICIES OF FIXED ASSETS OF THE BANK AT LUCKNOW – Technical Bid")**
 - a. Complete set of Tender documents Part I (i.e. Technical Bid) as issued, duly filled in and signed by the authorized signatory of the tenderers on all pages along with all supporting documents, etc. Technical bid should contain

- ✓ **Proposal Compliance Letter** (as per Annexure I to this RFP)
A letter signed by an authorized officer of your organization conforming your proposal's complete compliance to the RFP
- ✓ **Terms & conditions of policy**– (as per this RFP – to be declared under Annexure II to this RFP)
- **Envelope-2 (Superscribed "RENEWAL OF VARIOUS INSURANCE POLICIES OF FIXED ASSETS OF THE BANK AT LUCKNOW – Financial Bid")**
 - a. The Complete set of tender document Part II (Financial bid) duly signed by the tenderer and rates quoted strictly in the specified format. Premium quotes should be mentioned separately for base cover and add on covers, including overall policy rates. (as per Annexure III to this RFP)
- The above two envelopes duly sealed and kept in a bigger envelope **superscribing "RENEWAL OF VARIOUS INSURANCE POLICIES OF FIXED ASSETS OF THE BANK AT LUCKNOW"**, duly sealed should be dropped in the tender box kept at Ground Floor at **SIDBI Tower, 15 Ashok Marg, Lucknow** near reception before the due date and time. If it is voluminous, the same can be handed over in person before the scheduled date & time at the Security Gate at above mentioned address.
- The selection process consists of two phases viz., 1) Technical Evaluation and 2) Commercial Evaluation.
- Envelope No 2 will be evaluated of only eligible insurance companies who have qualified in the technical bid i.e. accepted the terms and conditions in the specified format. Decision of SIDBI will be final in this regard.
- SIDBI reserves the right to reject any / all tenders without assigning reason thereof.
- Tenders received late on account of any reason or by courier/post will not be entertained.
- Please note that the preferred insurer will be the L1 bidder for all the above policies in totality. However, the SIDBI reserves the right to cancel the bid, if not found according to the proposal made.
- Please note to submit the technical bid papers duly signed by an authorized signatory on each page of RFP in token of having accepted the terms and conditions.

Only IRDAI approved Insurance Companies are eligible to participate in the tender process.

Date: 24/02/2021

Dy. General Manager-APV

DETAILS OF LOCATIONS AT LUCKNOW TO BE INSURED AND COVERAGE REQUIRED

Locations to be insured at Lucknow are as below:

1. SIDBI Head Office Building at SIDBI Tower, 15 Ashok Marg, Lucknow
2. SIDBI Officers Flats at 16 MMM Marg, Lucknow
3. SIDBI Officers Flats, Kings Apartment, Mall Avenue, Lucknow
4. SIDBI Officers Flats, Chitrashila Apartment, 2/GH/101, Indira Nagar, Lucknow

Below are the package policy details which is due for renewal on 27th March 2020

1. Material Damage (fire) incl terrorism for (Bldg.+ Contents + Dead Stock + Public liability + money in safe + fidelity) (Details As per Annexure)
2. Burglary and Housebreaking (Details As per Annexure)
3. Plate Glass (Details As per Annexure)
4. Breakdown of Electrical/Mechanical Appliances (Details As per Annexure)
5. Money Insurance (Details As per Annexure)
6. Infidelity/Dishonesty of Employees (Details As per Annexure)
7. Public liability (Details As per Annexure)

SPECIAL CONDITIONS**1. Introduction**

Small Industries Development Bank of India (SIDBI) is a development financial institution in India, headquartered at Lucknow and having its offices all over the country. Its purpose is to provide refinance facilities and short-term lending to industries and serves as the principal financial institution in the Micro, Small and Medium Enterprises (MSME) sector. SIDBI also coordinates the functions of institutions engaged in similar activities. It was established on 2 April 1990, through an Act of Parliament. It is headquartered in Lucknow. SIDBI operates under the Department of Financial Services, Government of India.

SIDBI has authorized Marsh India Insurance Brokers Pvt Ltd to solicit proposals, through a bidding process (comprising of Technical Bid + Financial Bid) from IRDAI Licensed General Insurance companies including PSUs operating in India to insure the financial losses which are likely to be sustained by SIDBI through Package policy during the policy period 27/03/2021 00:01 hrs. To 26/03/2022. Bidders are invited to submit their proposal in accordance with the enclosed Request for Proposal (RFP) terms.

Complete confidentiality should be maintained with respect to the contents of this RFP and all supporting documents to be submitted by Insurers. Information provided here should be used for its intended scope and purpose only. Retention of this RFP signifies your agreement to treat the information as confidential. Successful Insurance company shall sign a Non-Disclosure Agreement as per **Annexure-II**.

Duly filled and signed Bid shall be submitted at SIDBI Tower, 15 Ashok Marg, Lucknow. All other terms and conditions are detailed in the following sections of this document

The following sections include the information necessary for your organization to respond to this RFP.

Failure to submit the proposal within the stipulated time will result in disqualification.

2. General Information

The objective is to ensure that these policies are managed at a high service level and in the most cost-effective manner. The insurer must have the flexibility, necessary to respond to the Bank's current and changing needs.

The primary objective in conducting this RFP is to contract with an insurer who can:

- ✓ Match the desired plan design and contract provisions
- ✓ Demonstrate the ability to deliver high quality services & claims paying ability at a competitive price

This RFP provides following information to enable you to prepare and submit proposals for consideration:

- ✓ Proposed Plan design
- ✓ Details required for underwriting the risk

The following timetable has to be followed for this RFP process:

Time Table

Task	Completion Date
Request for proposal released by SIDBI to Insurance companies	24 th February, 2021
Proposal Submission Due Date	15 th March 2021, by 1500 HRS
Date of Opening of Technical + Financial bid	15 th March 2021, 1530 HRS
Policy Effective Date	Midnight of 27 th March, 2021

Please submit your proposal response in separate sealed envelopes to the authorized representative of the Bank as mentioned in Page No.1 as per timelines mentioned earlier. Technical Bid and Price Bid are to be sealed in separate envelopes and both envelopes are to be placed in a third envelope duly sealed before submission.

No extension will be granted for submission.

SIDBI & Marsh India Insurance Brokers Ltd assume no responsibility or liability for any costs you may incur in responding to this RFP, including travel costs, attending meetings, etc.

RFP Specifications

It is mandatory that you should conform to all the tender specifications in full and provide a declaration for the same.

Do not quote any alternative plan designs. Any deviation will make you liable to be disqualified. Your company will be bound to comply with the provisions set forth in this RFP.

3. Proposal Instructions

(A) Proposal Requirements

You may note that for the purpose of the appointment of insurance company for the renewal of these policies, a bidding process will be followed.

Your response should be organized into the following sections:

Technical Bid:

The technical bid envelope should contain the following document:

- **Proposal Compliance Letter** (as per Annexure III to this RFP)
A letter signed by an authorized officer of your organization conforming your proposal's complete compliance to the RFP
- **Terms & conditions of policy**- (as per this RFP – to be declared under Annexure IV to this RFP)

Financial bid

The financial bid envelope should contain only premium.

- Premium quotes should be mentioned separately for base cover and add on covers, including overall policy rates. (as per Annexure V to this RFP)

The bids received, will be opened in front of a committee constituted by the Bank for this purpose.

(B) Important Terms:

The rates quoted must be final and considered firm regardless of actual claims experience as on the policy effective date.

- ✓ Proposal must not have any Premium Review clause.
- ✓ Proposal must not have any Claims Review clause: Irrespective of potential / actual claims / loss experience under the policy, there would no changes allowed to be made mid-term to any terms and conditions and premiums paid for the policy.
- ✓ There will be no adjustments/additional premium charged for adverse claims ratio post inception of the policy
- ✓ Insurance company will not be allowed to modify any terms and conditions of the policy post inception of the policy
- ✓ Cancellation Clause – The policy cannot be cancelled.
- ✓ Insurance company must accept all new asset additions, whether added organically or acquired/merged inorganically, on pro rata basis, i.e., the policy rates must remain unchanged for any such asset additions.
- ✓ Loss Notification under All Policies – All loss notifications must be accepted within a period of 60 days from the date of incident, excluding losses relating to natural calamities. All loss intimations related to natural calamities must be accepted without any subjectivities, terms and conditions, irrespective of date of intimation.

(C) Bank reserves the right to:

- Reject any or all responses received in response to the RFP without assigning any reason whatsoever.
- Cancel the RFP / Tender at any stage, without assigning any reason whatsoever.
- Select the next most responsive bidder if the first most responsive bidder evaluated for selection fails to result in an agreement for any reasons whatsoever.

4. RFP Terms & Conditions

(a) Bidder warranties - By submitting a Response, bidder represents and warrants to Bank that, as at the date of submission:

- i. the Bidder has fully disclosed to Bank in its Responses all information which could reasonably be regarded as affecting in any way Bank evaluation of the Response;
- ii. All information contained in the Bidder's Response is true, accurate and complete
- iii. And not misleading in any way;

iv. no litigation, arbitration or administrative proceeding is presently taking place, pending or to the knowledge of the Bidder threatened against or otherwise involving the Bidder which could have an adverse effect on its business, assets or financial condition or upon Bank's reputation if the Response is successful;

v. The Bidder will immediately notify Bank of the occurrence of any event, fact or circumstance which may cause a material adverse effect on the Bidder's business, assets or financial condition, or Bank's reputation or render the Bidder unable to perform its obligations under the Policy contract / Service level agreement, if any or have a material adverse effect on the evaluation of the responses by SIDBI; and

vi. The Bidder has not and will not seek to influence any decisions of Bank during the evaluation process or engage in any uncompetitive behavior or other practice which may deny legitimate business opportunities to other Bidders. In the event any such activities are detected at any time, the Bank reserves the right to cancel the invitation extended to such Bidder(s).

(b) Confidentiality - Bidder must keep confidential, any information received from or about Bank as a result of or in connection with the submission of the Response. All information contained in the Response, or in subsequent communications shall be deemed confidential and may be used only in connection with the preparation of Bidder's Response. Unless expressly agreed in writing, prior to submissions, responses are not confidential and may be used by Bank in whole or part. Bank, however, will not disclose the information provided by Bidder in a Response other than to its affiliates or to its professional advisors, unless required otherwise by any provisions of law.

(c) This RFP is not an offer to contract, nor should it be construed as such; it is a definition of specific Bank's requirements and an invitation to recipients to submit a responsive proposal addressing such requirements. Bank reserves the right to make no selection and enter into no agreement as a result of this RFP.

(d) It should be understood that your response to this RFP constitutes an offer to do business on the terms stated in your response and that, should a contract be awarded to you, Bank may, at its option, incorporate all or any part of your response to this RFP in the contract. Bank reserves the right to accept your offer without further discussions and without any additional opportunity for you to amend, supplement or revise your submitted offer.

(e) Financial documents- Bank may request additional financial/business information from the Bidder at its discretion.

(f) Selection criteria- The selection criteria, inquiries, questions or information put forth in the Response are meant to be provided on the aforesaid and established through the details submitted by the bidder in the Bid.

(g) Termination/or suspension of evaluation process – Bank reserves the right to suspend or terminate the Bidder evaluation process (in whole or in part) at any time in its absolute discretion and without liability to the Bidder or any third party. Bidders will be notified if any suspension or termination occurs but Bank is not obliged to provide any reasons.

(h) Other Rights- Without limiting its rights under any other clause of this evaluation process or at law, and without liability to the Bidder or any third party, SIDBI may at any stage of the evaluation process:

- i. Require additional information from a Bidder;
- ii. Change the structure and timing of the evaluation process;
- iii. Terminate further participation in the evaluation process by a Bidder;
- iv. Negotiate with more than one Bidder;
- v. Terminate negotiations being conducted with a Bidder;
- vi. Vary or extend the timetable and evaluation process

(i) Responsibility for Costs - Bidder is responsible for all costs, expenses or liabilities incurred by them or on their behalf in relation to the evaluation process (including in relation to providing SIDBI with the response, the revised response or any additional information).

(j) Non-Reliance by Bidder - Bidder, by submitting a Response, acknowledges that:

- i. it does not rely on any information, representation or warranty, whether oral or in writing or arising from other conduct, other than that specified in this RFP or otherwise provided by Bank in writing;
- ii. it has made its own inquiries as to regarding the risks, contingencies and other circumstances that may have an effect on the Bidder's Response as well as the accuracy, currency or completeness of such information; and
- iii. Information provided in its Responses are based on historical trends does not constitute a representation that such trends will continue into the future or occur again and nothing contained in its Response can be relied upon as a commitment, guarantee or representation regarding future events or performance.

(k) Bank's right to vary – SIDBI reserves the right to vary any aspect of this evaluation process, without liability to Bidder. Where Bank varies any aspect of this evaluation process or the agreement, SIDBI shall notify the Bidder of that variation as far as possible.

(l) Incorporation of Responses into agreement- The successful Bidder as concluded by the Bank shall sign a service level agreement. Bank will incorporate the successful Response of a successful Bidder in to the final service level agreement.

(m) Precedence of Documents- If there is any inconsistency between the terms of this RFP and any of its appendices, schedules or attachments then, unless the contrary is explicitly stated in this RFP, the terms of the RFP will prevail to the extent of any inconsistency.

(n) Governing Laws & Dispute Resolution-

1. Except where otherwise provided for in the contract, all questions and disputes relating to the provisions of this contract shall be settled under the Rules of Indian Arbitration and Conciliation Act, 1996, within thirty (30) days (or such longer period as may be mutually agreed upon from the date that either party notifies in writing that such dispute or disagreement exists.
2. All disputes and differences arising out of, or in any way, concerning this agreement (except those, the decision whereof is otherwise, hereinbefore provided for) shall be referred for sole arbitration by any person to be nominated by the Chief General Manager, APV, SIDBI. The venue of Arbitration shall be Lucknow, India. The award of the arbitrator so appointed shall be final and binding on both the parties and judgment may be entered

thereon, upon the application of either party, by any court having jurisdiction.

3. Indian laws shall govern this contract.

4. The existence of any dispute(s) or difference(s) or the initiation or continuance of the arbitration proceedings shall not permit the Parties to postpone or delay the performance by the parties of their respective obligations pursuant to this Contract. The venue of the arbitration shall be Lucknow.

(o) In the event that you elect not to respond to this RFP, then the restrictions shall continue to apply to the use or disclosure of the information. Additionally, Bidders must immediately return this document and certify in writing to Bank, that all copies have been returned to Bank, or destroyed.

(p) Bank reserves the right to accept bids for all or some/any of the locations, in its sole discretion, depending on business considerations. Bank's decision in this regard will be final.

(r) Communication in this regard, if any, may be addressed at the following address:

**The Dy. General Manager
SIDBI Tower,
1st Floor, Premises Vertical,
15 Ashok Marg
Lucknow - 226001**

The Commercial Bid submitted by the bidders must conform to the following terms & conditions in totality:

Section - I
PACKAGE POLICY

Name of Insured: SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA(SIDBI)

Communication Address: SIDBI TOWER, 1ST FLOOR, PREMISES VERTICAL, 15,
ASHOK MARG, LUCKNOW, UTTAR PRADESH,
LUCKNOW,226001

Period of Insurance: From 27/03/2021 00:01 hrs. To 26/03/2022 Midnight

Description of Property: All types of Civil Work, plinth and foundation, compound wall, renovation, alteration etc. Contents of every description from owned buildings as well as rented premises, including plant, machinery, accessories, electrical/electronic installation, lifts, DG Sets, AC equipment, furniture, fixtures, fittings, office equipments etc.

Any other real and personal property of any kind, nature or description including but not limited to buildings, plant and machinery, furniture, fixtures and fittings, improvements and stocks including raw materials, work in progress and finished goods, owned by the Insured or held in their custody for which the Insured is responsible or in which the Insured has an insurable interest, including contractual obligation, or any other property in connection with the Insured's business.

Addition of Assets will be submitted on quarterly basis (or as agreed by the Insured) to the insurer and the Insurer will issue an endorsement for the said addition from upfront premium payment/Premium Deposit (C.D.) of the Insured with the insurer on pro rata basis. The balance of the C.D. will be communicated by the insurer after all additions. Effective date will be the date of acquisition or purchase of asset or declaration date, whichever is earlier, irrespective of the date of premium payment.

Locations to be covered:
As mentioned above.

Scope of Coverage:

This is Standard Fire & Special Perils cover. This cover following perils

- Fire
- Lightning
- Explosion/Implosion
- Aircraft Damage
- Riot, Strike and Malicious Damage

- Storm, Cyclone, Typhoon, Tempest, Hurricane, Tornado, Flood and Inundation
- Impact Damage
- Subsidence and Landslide including Rockslide
- Bursting and / or overflowing of Water Tanks, Apparatus and Pipes
- Missile Testing Operations
- Leakage from Automatic Sprinkler Installations

Add-On Covers/ Policy Extensions:

- Earthquake
- STFI
- Terrorism
- Designation of Property Clause
- Removal of debris in excess of 1 percent of claim amount
- LOCAL AUTHORITIES CLAUSE
- TERRORISM DAMAGE COVER ENDORSEMENT (MATERIAL DAMAGE ONLY)
- REINSTATEMENT VALUE CLAUSE
- Omission to insure clause @5% of TSI
- EARTHQUAKE (FIRE AND SHOCK) (WHEN STORM, TEMPEST, FLOOD, INUNDATION PERILS ARE COVERED)
- **Additional Expenses of Rent for Alternate Accommodation INR 60,000,000 Crs ; 12 months I.P (TENANT OR OWNER - OCCUPANT)**
- START UP EXPENSES (INR 2,500,000)
- ARCHITECTS', SURVEYORS' AND CONSULTING ENGINEERS' FEES CLAUSE:(Up to 3% of the Claim Amount)
- Goods held in trust/commission
- Including basement exposure
- Loss Minimization Costs/ Fire Fighting Exps / Protection and Preservation of Property 15 lacs
- Claims Preparation Clause - 10 lacs
- Technological Advancement Clause/ Involuntary Betterment/ Obsolete Parts - 10 lacs
- Expediting Expenses - 10 lacs
- Immediate Repairs - 10 lacs
- Minor Works Extension - 10 lacs
- Valuable Plans and Documents/ Cost of Rewriting and Compiling Records - 10 lacs
- Accidental Damage - 25 lacs
- Smoke Damage Clause
- Landscaping costs covered up to INR 10 lacs
- Sprinkler upgradation cost - 10 lacs
- On Account Payment - 75% of Estimated Loss
- Nominated Adjuster Clause
- **Escalation Clause 5%**
- **Waiver of underinsurance**

- Impact Damage due to own vehicles.

Burglary and Housebreaking

- First Loss Endorsement
- Theft Extension Clause
- RIOT & STRIKE DAMAGE CLAUSE

ADDITIONAL CLAUSE

- Replacement of Locks including Repair to Damaged Property
- Loss following an event covered in SFSP policy

Breakdown of Electrical and Mechanical Appliances

Additional clause

- MBD DG SET ENDORSEMENT FOR 'LOSS MINIMISATION'
Asset Register clause
- Waiver of serial no

Money Insurance

Additional clause

- Riot And Strike Damage Clause
- Damage to safe and strong room - INR 50,000
- Usage of public transport
- Cover for Contractual Employees

Fidelity Guarantee

- 12 Months Discovery
- Cover for Contractual Employees

General Clauses

- Plate Glass Section - Riot and Strike Damage Clause and Accidental Damage.

Additional Clauses

- The insurance by this policy will not be prejudiced in the event of any building remaining unoccupied for a period greater than 30 days_
- **Basement Cover** – No warranty to be included for the same in the policy.
- Mid-term Addition/Deletion of Assets on Pro Rata Basis
- Debris definition to include windblown and/or foreign debris
- Goods held in trust will include physical damage to property not belonging to the insured but which is under the care custody or control of the insured or which they are responsible to insure

Clauses:

- Designation of Property Clause
- Reinstatement Value Basis – not applicable for Stocks
- Local Authorities Clause
- Market Value Clause for Stocks, Stationery etc.
- 72 Hours Clause
- Basis of Valuation – Reinstatement Value Basis
- Basis of Claim Settlement – Reinstatement Value Basis

- Adjoining Building Clause: The insurance by each item under Buildings is understood to include walls, gates and fences, small outbuildings, extensions, annexes, exterior staircase, fuel installations, steel or iron frameworks and tanks in the said premises and the insurance by each item under Contents extends to include the contents of each of the buildings covered hereby.
- Sprinkler Upgradation Cost

Claim history:-

Please note that there are NIL claims from past 03 years under the said policy

Excess:

SECTION I: Material Damage (Fire)

As per GI council as on the date of submission of bid, which are as under:

- Policies having Sum Insured up to INR 10 Cr per location – 5% of claim amount subject to a minimum of INR 10000/-.
- Policies having Sum Insured above INR 10 Cr per location up to INR 100 Cr per location – 5% of claim amount subject to a minimum of INR 25000/-
- Policies having Sum Insured above INR 100 Cr per location up to INR 1500 Cr per location – 5% of claim amount subject to a minimum of INR 5 Lakhs
- Policies having Sum Insured above INR 1500 Cr per location up to INR 2500 Cr per location – 5% of claim amount subject to a minimum of INR 25 Lakhs
- Policies having Sum Insured above INR 2500 Cr per location– 5% of claim amount subject to a minimum of INR 50 Lakhs

SECTION II: Burglary and Housebreaking

- 5% of claims amount subject to minimum of Rs. 10,000/-

SECTION III: Plate Glass

- 5% of claims amount subject to minimum of Rs. 2500/-

SECTION V: Breakdown of Electrical/Mechanical Appliances

- 1% of sum insured for each machine subject to a minimum of Rs 2,500/-;Note: Sum Insured of the machine should be declared as a whole and should not be apportioned towards parts of machine.

SECTION VIII: Money Insurance

- 5% of Claims Amount subject to a minimum of Rs. 5000/-

SECTION VIII: Infidelity/Dishonesty of Employees



Renewal of various insurance policies of fixed assets of the
Bank at Lucknow for the FY 2021-22

- 5% of Claims Amount subject to a minimum of Rs. 5,000/-

Exclusions:

As per All India Fire Tariff

Warranty:

Nil

Non-Disclosure Agreement

(Sample Format – To be executed on a non-judicial stamped paper of requisite value)

WHEREAS, we, _____, having Registered Office at _____, (hereinafter referred to as the Insurance company, which expression shall include its successor and permitted assignees) are agreeable to work as Insurance Broker for “**Renewal of various insurance policies of fixed assets of the Bank at Lucknow for the FY 2021-22.**” as per scope defined in the **Request for Proposal (RfP) No: _____ dated _____** for Small Industries Development Bank of India, having its Head office at SIDBI Tower, 15 Ashok Marg, Lucknow, 226001, (hereinafter referred to as the BANK) and,

WHEREAS, the INSURANCE Company understands that the information regarding the Bank’s Infrastructure shared by the BANK in their Request for Proposal is confidential and/or proprietary to the BANK, and WHEREAS, the **Renewal of various insurance policies of fixed assets of the Bank at Lucknow for the FY 2021-22** understands that in the course of submission of the offer for the said RFP and/or in the aftermath thereof, it may be necessary that the Insurance company may perform certain jobs/duties on the Bank’s properties and/or have access to certain plans, documents, approvals, data or information of the BANK;

NOW THEREFORE, in consideration of the foregoing, the Insurance Company agrees to all of the following conditions, in order to induce the BANK to grant the Insurance Company specific access to the BANK’s property/information, etc.;

The Insurance company will not publish or disclose to others, nor, use in any services that the Insurance company performs for others, any confidential or proprietary information belonging to the BANK, unless the Insurance company has first obtained the BANK’s written authorization to do so;

The Insurance company agrees that information and other data shared by the BANK or, prepared or produced by the Insurance company for the purpose of submitting the offer to the BANK in response to the said RFP, will not be disclosed to during or subsequent to submission of the offer to the BANK, to anyone outside the BANK;

If a court finds any provision of this agreement invalid or un-enforceable, the remainder of this agreement shall be interpreted so as best to affect the intent of the parties.

The Insurance company shall not, without the BANK’s written consent, disclose the contents of this Request for Proposal (Bid) or any provision thereof, or any specification, plan, pattern, sample or information (to be) furnished by or on behalf of the BANK in connection therewith, to any person(s) other than those employed/engaged by the Insurance company for the purpose of submitting the offer to the BANK and/or for the performance of the Contract in the aftermath. Disclosure to any employed/ engaged person(s) shall be made in confidence and shall extend only so far as necessary for the purposes of such performance.



Yours sincerely,

Date

Signature of Authorised Signatory ...

Place

Name of the Authorised Signatory ...

Designation ...

Name of the Insurance Company ...

Seal ...

Annexure III

<<<< On the Letterhead of Insurance Company >>>>

Technical Bid

Proposal Compliance Declaration

To,
The Dy. General Manager
SIDBI TOWER,
1st Floor, Premises Vertical,
15 Ashok Marg
Lucknow - 226001

Dear Sir / Madam,

We, _____ (name of Insurance Company), hereby confirm that our bid conforms to all the proposed terms, conditions of this RFP including but not limited to proposed covers, additional covers, limits of insurance, deductibles, additional clauses as mentioned in the section

Yours truly,

Name:
Designation:
Name of Company:

<<< On the Letterhead of Insurance Company >>>>

Technical Bid

Terms & conditions of policy as per this RFP

<<< On the Letterhead of Insurance Company >>>>

Financial Bid

Tender no. 314/2021/1616/HO1/ PREMISES

Premium for Policy Period - 27/03/2021- 26/03/2022

Section	SUM INSURED	Overall Policy Rate	Premium before Tax	GST	Total
Material Damage (Fire)	903,588,426				
Terrorism (Building, Interior, Wood work & Machinery Dead Stock Public Liability & Misc Insurance)	795,585,455				
Burglary and Housebreaking	152,495,462				
Plate Glass	35,00,000				
Breakdown of Electrical/Mechanical Appliances	80,282,441				
Money Insurance	65,000				
Infidelity/Dishonesty of Employees	50,000				
Public Liability AOA:AOY-1:4	42,000,000				
TOTAL					

* The bidder who quotes the lowest total premium will be considered as the L1 bidder.

It is mandatory that you should conform to the specifications stated in full, and provide a declaration for the same.

*Net Premium quoted above should be valid for a period of 1 year and inclusive of maximum brokerage as stipulated by IRDA.

Disclaimer

The information contained in this document or information provided subsequently to bidder(s) or applicant(s) whether verbally or in documentary form by or on behalf of SIDBI, is provided to the bidder(s) on the terms and conditions set out in this document and all other terms and conditions subject to which such information is provided. This document is not an agreement and is not an offer or invitation by SIDBI to any parties other than the applicant(s) who are qualified to submit the bids (hereinafter individually and collectively referred to as —Bidder or —Bidders respectively). The purpose of this document is to provide the Bidders with information to assist the formulation of their proposals. This tender does not claim to contain all the information each Bidder require. Each Bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this document. SIDBI makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document. The information contained in the document is selective and is subject to updating, expansion, revision and amendment. It does not purport to contain all the information that a Bidder require. SIDBI does not undertake to provide any Bidder with access to any additional information or to update the information in the document or to correct any inaccuracies therein, which may become apparent. Past claim data may not be a guiding factor for claims in future.

SIDBI reserves the right of discretion to change, modify, reject, add to or alter any or all of the provisions of this document and/or the bidding process, without assigning any reasons whatsoever.

SIDBI in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this document. SIDBI reserves the right to reject any or all proposals received in response to this document at any stage without assigning any reason whatsoever. The decision of SIDBI shall be final, conclusive and binding on all the parties.

The bidder shall bear all the costs associated with or relating to the preparation and submission of the bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Bank or any other costs incurred in connection with or relating to the bid. All such costs and expenses will remain with the bidder and the Bank shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the bidding process.