



AEPC/HO/AHM/Insurance/2018/174

Tender Notice

Apparel Export Promotion Council, having its head office at “Apparel House”, Sector-44, Institutional Area, Gurgaon-122003, Haryana invites Tender in a sealed envelope from registered and reputed Insurance Companies having valid license issued by the IRDA for providing insurance policy for Building, inventories, Glasses, sanitary fittings, public liability etc. against fire and allied perils, natural calamity such as earthquake etc including terror attack. The particulars are given below:-

I) Under Standard Fire and Special Perils Policy:

S.N.	Description	Type of Insurance covered	Sum Insured (Rs.)
1.	“Apparel House” building (Head office of Apparel Export Promotion Council)	Fire, STFI, Earthquake and Terrorism	91,34,53,200.00
2.	All Plant & Machinery including accessories, electrical installations, components, office equipments and other inventories etc. as detailed in Annexure-II	All risks including Fire, STFI, Earthquake, Burglary, Terrorism, Machinery breakdown and any other accidental loss or damage	10,95,35,541.00
Total Amount (Rs.)			1,02,29,88,741.00

II) Plates, Glasses and neon Sign:

S.N.	Description	Type of Insurance covered	Sum Insured (Rs.)
1.	Plates, Fixed glasses, Neon sign with or without letter, Aluminum Composite Penal with frame, Ornamentation and Framework (MS trust) of the building.	All risks including Fire, STFI, Earthquake, Burglary, Terrorism and any other accidental loss or damage	1,78,19,260.00

III) Public Liability Insurance Policy (Non-industrial and Storage Risks):

S. No.	Description	Sum Insured (Rs.)
1.	Public liability including users of lifts and escalators	5,00,00,000.00

Premium Amount	Standard Fire and Special perils insurance policy	Plates, Glasses and Neon Sign Insurance	Public liability Insurance
Gross premium amount (Rs)			
Add Service tax			
Add other tax, if any			
Less discount, if any			
Total Premium payable(Rs)			

Note: All criteria and limiting factors detrimental in the claim processes shall be clearly mentioned . A separate sheet , if required, may be used.

Contd.2/-

General terms and conditions:-

- i) The Insurance Company should be registered, licensed by IRDA for providing policy.
- ii) The Insurance Company should have a paid up capital of at least Rs. 100 crores.
- iii) The Insurance Company should submit a list of 5 (five) reputed Government/Public sector enterprises clients where such insurance policy is provided.
- iv) The Insurance Company should submit a copy of audited accounts for financial year 2017-18.
- v) The Insurance Company should have sufficient number of management staff.
- vi) The Insurance Company shall submit a copy of GST Certificate, Tax compliance certificate, Certificate of Registration/Incorporation and ESI, PF etc.
- vii) **AEPC will accept only one quote per Insurance Company. One most competitive offer from empanelled Insurance Company located in New Delhi would be accepted.**
- viii) **The Insurance Company shall furnish a declaration as per Annexure-I along with the duly filled up and signed tender documents.**
- ix) Tenderer has to submit declaration along with bid stating that they have not been Black-Listed/De-listed by any Indian Institutional Agency/Government Department/ Public Sector Undertaking in the last three years.
- x) The tender should be accompanied by an authorization letter signed by Regional/Divisional officers authorized to submit offers. In case of multiple quotes participated directly by same Insurance Company, AEPC reserves the right to reject any/all quotes.
- xi) The Insurance Company so appointed for the above tender would ensure submission of insurance certificate, bills and other related documents within 24 hours from the date and time of placement of Insurance Business.
- xii) The surveyor will be deputed within 24 hours to inspect the site for loss assessment. The insurance claim, if any, would also be settled within 15 days after submission of documents by AEPC to Insurance Company.
- xiii) **The Council will not entertain any broker or intermediaries.**
- xiv) The policy will be for One Year only and the expiry date will be from the date of inception.
- xv) The Council reserves the right to reject any or all tenders without assigning any reasons thereof.
- xvi) In case of any dispute, decision of Secretary General, AEPC or anyone appointed by him will be binding on all and final. The venue of arbitration will be AEPC, Head Office, Gurgaon.
- xvii) Payment will be made on submission of Insurance Certificate and on receipt of original bill complete in all respect or as agreed to.
- xviii) The tenderers are advised to visit the premises before submission of tender document. Inspection of premises can be done on any working days between 10 AM to 4 PM to ascertain and understand the tender requirement.

Contd...3/-

xix) The tender shall be accompanied with an EMD of Rs.20,000/-(Twenty thousand only)in the form of DD/PO from any Scheduled Banks in favour of **Apparel Export Promotion Council payable at Gurgaon**. Tender without EMD or incomplete in any respect shall be summarily rejected and no tenderer shall have any right to represent in this regard. EMD of the unsuccessful bidders shall be released **without any interest** on finalization of the bid. EMD of successful bidder will also be released without any interest upon completion of the Insurance coverage tenure and receipt of the original Insurance certificate/documents.

xx) All criteria and limiting factors detrimental in claim processes shall be specified clearly.

The tender document complete in all respect duly filled up and signed (all pages) along with required supporting documents should be submitted in a sealed envelope. The sealed envelope must be superscribed "**Tender for Building Insurance**" and the last date of submission of quotation is **10/08/2018 on or before 4 PM**. The tender may be sent by hand/post addressed to the Joint Director (AHM) at the following address:-

Dated the 1st August, 2018

(J. S. Rana)

Jt. Director (AHM)

Apparel Export Promotion Council

"Apparel House", Sector-44, Institutional Area,

Gurgaon-122003, Haryana

Telephone(O):0124-2708191

E-mail: jsrana@aepecindia.com

Encls: as above.

DECLARATION SHEET

I, _____
hereby certify that all the information and data furnished by me with regard to this tender specification are true and complete to the best of my knowledge. I have gone through the specification, conditions and stipulations in detail and agree to comply with the requirements and intent of specification.

I, further certify that I am the duly authorized representative of the under mentioned tenderer.

I, further certify that my company meets all the conditions of eligibility criteria laid down to take part in the tender.

I, further specifically certify that my company has not been Black listed / De listed or put to any Holiday by any Institutional Agency / Government Department / Public Sector Undertaking in the last three years (Clause ix of General Terms and Conditions)

(Signature of Tenderer)

Name and Designation

Name of the Insurance Company

Email : _____

Tel/Mob No. _____

Dated the _____

List of items

1	Furniture & Fixture	Total
1	Chair (Staff)	78
2	Chair (Officer)	70
3	Chair (computer)	20
4	Chair (Visitor)	38
5	Table (staff)	81
6	Table (Officer)	16
7	Almirah (steel)	82
8	Sofa (Leather-1 seat)	25
9	Sofa (Leather-2 seat)	10
10	Sofa (Leather-3 seat)	7
11	Sofa (Leather-4 seat)	42
12	Sofa Cloth (2 seat)	3
13	Sofa (cloth-1 seat)	1
14	Centre Table(Glass)	12
15	Centre Table(wooden)	32
16	Corner Table (glass)	4
17	Drawer(wooden)	83
18	Cupboard (wood-2&3 cabin)	135
19	Book Shelf (Glass)	1
20	Filing cabinet (steel)	3
21	Filing Cabinet (Wooden)	10
22	Steel chair	49
23	Steel Table	19
24	Notice Board	21
25	Leather box seat for visitor	27
26	Side Table (wooden)	4
27	Showcase (Glass)	3
28	UC Storage	2
29	Dining table with 4 chairs	1
30	Dining table	7
31	Dining Chairs	29
32	Racks (steel)	523

2	Miscellaneous Items	Total
1	Telephone (Ordinary)	83
2	Telephone (Digital)	19
3	Wall Clock	17
4	LCD (55")	5
5	LCD(52") LG	1
6	LCD (46")	6
7	LCD(40") LG	2
8	LCD (32")	9
9	Mirror (1ch.rm+2 L/toilet-1st fl.)	3
10	Fridge (65 ltr)	1
11	Padestal Fan	43
12	Hanger (Coat)	13
13	Hot Case Oven (Steel -Big)	1
14	Microwave Oven(small)	1
15	Cooking Gas Cylinder (Coml.)	2
16	Cooking stove (4 Burners)	1
17	Refregerator (230 ltr)	1
18	Water Cooler(Hot & cold)	1
19	Mike (Conference room)	36
20	Sound System	2
21	Projector	4
22	Temperature Meter	32
23	Dias (Podium stand-Steel)	1
24	RO	14
25	Water Cooler(Steel)	14
26	Fire Alarm System Set & Accs.	1
27	CCTV camera	24
28	AEPC signage	3
29	Fire Extinguisher	383
30	Digital Camera with charger	1
31	Digital Video Recorder	3
32	Television (21")	1
33	Scaffolding (50 ft.)	1
34	Console panel	1
35	Light System (Stage)	1
36	Attendance Machine	2
37.	AEPC Signage (Apparel House Bldg.)	1
38.	AEPC Signage (Exhibition Hall)	1

3	Wash room items	Total
1	W/C seat cover	101
2	W/C cistem	101
3	Taps (W/C)	103
4	Jet Spray	101
5	Dustbin(Plastic)	48
6	Dustbin (steel)	39
7	Wash basin	95
8	Taps (washbasin)	95
9	Liquid dispenser	30
10	Paper Hand towel box	37
11	Urinal	85
12	Urinal connection bend	83
13	Air Freshner	2
14	Urinal water spray	85
15	Shower	1
16	Paper roll hanging clip	15
17	Towel hanging Rod(steel)	2
18	Bottle trap	91
19	Angle Trap	182
20	Mirror	44
21	Connection pipe	184
22	Hand Drier	21

4	Lights	Total
1	Power Lamp	232
2	150 watt Halogen light	64
3	250 Halogen light	52
4	400 watt halogen light	18
5	Tube light (36 watt)	90
6	Tube light (single)	53
7	Tube light (double)	399
8	Tube light (28 watt)	590
9	50 Halogen tubes(500W)	8
10	Lamp (12/50 w)	44
11	CFL (9 watt)	196
12	CFL (18 watt)	3638
13	CFL (26 W)	2470
14	CFL (36 watt)	176
15	Stage power light	121
16	Power 38 light	68
17	Metal light	56
18	Signage light	11
19	Foot light	35
20	Wall light	33
21	Pole light	36
22	Garden Light	85
23	Focus Light (75 watts)	60
24	Ring Light (250 w)	8
25	Golat light	18
26	Street light(red stone)	22
27	Ball light	4
28	Battery type light	8
29	Butterfly light	7
30	Dimmer Control	36
31	MH Bulb (70 w)	46

5	Computer items	Total
1	Monitor	88
2	Key Board	88
3	Mouse	88
4	CPU	88
5	CPU stand	88
6	Printer(B/White)	36
7	Printer /scanner(Colour)	24
8	Tele Printer(Big)	1
9	Server(Main-Big)	3
10	Internet Rack	1
11	Digital Video Recorder	3
12	LCD (15")(4-out of order-EDP)	9
13	LCD(20") Conf.+CCTV Room	32
14	Server unit set	1
15	Laptop	28
16.	Biometric Attendance machine	2

6	Engineering Goods	Total
1	DG Sets(Big)	3
2	DG sets (Small)	1
3	Diesel Tanks(800 ltr)	5
4	Diesel tank (20 KL)	1
5	HSD Transfer Pump	2
6	Transformer	3
7	Main HT I/C Panel(basement)	1
8	Feeder HT Panel	1
9	Chiller	4
10	AC cooling Tower	4
11	DG cooling Tower	4
12	Elevator	8
13	Escalator	2
14	UPS	3
15	Façade Machine	2
16	AHU	33
17	FCU	60
18	DG SYN Panel(LT room)	1
19	DG Auxiliarry Panel	1
20	Main Lt Panel	1
21	Capacitor Panel (LT room)	1
22	Sub station Panel No.1(Ltroom)	1
23	Utility Panel	2
24	Basement Panel	1
25	Lighting Panel (Ex/H, GF,1st Fl)	2
26.	AHU Panel	1

6	Engineering Goods	Total
27	Main HVAC Panel	1
28	Ventilation Panel (HVAC room)	1
29	Lighting Panel(HVAC room)	1
30	Lighting Panel(Pump Rm side)	1
31	Lighting &AHU Panel(Pump RS)	1
32	Ventilation Panel (Main. Off.)	1
33	Fire Panel (Pump room)	1
34	Pump Panel (Pump room)	1
35	Floor Panel	1
36	Ventilation Panel(Terrace)	1
37	Lighting Panel(Terrace)	1
38	Lift Panel	3
39	Lighting feeder	3
40	Light / Mart supply Panel	20
41	Jockey Pump	1
42	Hydrant Pump	1
43	Sprinkler Pump	1
44	Fire Diesel Engine Pump	1
45	Domestic Pump	2
46	Soft Water transfer Pump	2
47	Soft Water lifting Pump	2
48	Bore well Pump	3
49	Sump Pump	30
50	Garden Pump	1
51	Air Washer	3
52	Exhaust Fan(Big)	48
53	CWP	5
54	CWS	5
55	Condenser Pump	5
56	CT Fan	3
57	DG CT Fan	4
58	DG Raw Pump	4
59	LDB & PDB	36
60	UDB	10
61	ODU(AC)	1
62	Solar Water Heat System	1
63	Ceiling Fans	4
64	Dish Antenna	5
65	Valve Handles	1
66	VFD	3
67	Metal Stand	1
68	Overhead Tank Pump	2
69	UPS Batteries	128
70.	AEPC LOGO and Signage(MG)	1