



AEPC/HO/AHM/Insurance/2026/174

Notice Inviting e-Quotation

Apparel Export Promotion Council, having its head office at “Apparel House”, Sector-44, Institutional Area, Gurgaon-122003, Haryana invites e-quotations 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 period of policy shall be 17.08.2026 to 16.08.2027.

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.	Plant & Machinery including accessories, electrical installations, components, office equipment, plate glass, signage and other inventories etc. as detailed in Annexure-II	Fire, STFI, Earthquake, Terrorism and other accidental loss or damages	10,95,35,541.00
	Total Amount (Rs.)		1,02,29,88,741.00

II) Plate- Glasses:

S.N.	Description	Type of Insurance covered	Sum Insured (Rs.)
1.	Plate- glasses, fixed installed internally and externally including Aluminum Composite Panel with frame, Ornamentation and Framework (MS truss) of the building.	Fire, STFI, Earthquake, Terrorism and other accidental loss or damages	1,68,17,479.00

III) Signage:

2	All Signages including Neon sign with or without letter,	Fire, STFI, Earthquake, Terrorism and other accidental loss or damages	10,01,781.00
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IV) 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

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

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 previous 03 financial years i.e, 2023-24,2024-25. 2025-26**
- 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 empaneled Insurance Company located in New Delhi would be accepted.
- viii. The quotation shall be accompanied with an Earnest Money Deposit (EMD) of Rs.20,000/- **(Rupeeestwenty thousand only)** in the form of NEFT/electronic transfer from any Scheduled Banks in favour of Apparel Export Promotion Council, payable at Gurgaon along with Bid document. In no case, cheques and /or cash will be accepted. Exemptions of submission of EMD shall be allowed upon attaching of relevant documents along with the exemption clauses laid by any competent regulatory bodies. The Bid received without EMD or exemption documents or incomplete in any respect shall be summarily rejected and no Participant shall have any right to represent. EMD of the successful bidder will be released upon completion of the insurance coverage tenure. EMD of unsuccessful bidders shall be returned upon finalization of insurance agency. No interest shall be paid by the Council on Earnest Money or Security Deposit. In case, EMD is not applicable, relevant notification shall be furnished. The details for submission of EMD are as follows:

Bank	: Indian Overseas Bank
	Sec-44, Gurgaon, Haryana
IFS Code	: IOBA0001804
Account No	: 180401000020000
Account Holder Name	: Apparel Export Promotion Council
- ix. The Insurance Company shall furnish a declaration as per **Annexure-I** along with the duly filled up and signed Bid documents.
- x. **Participant 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.**
- xi. The Bid 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.
- xii. The insurance Company so appointed for the above Bid would ensure submission of insurance certificate, bills and other related documents within 24 hours from the date and time of placement of Insurance Business.
- xiii. 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.
- 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 quotations without assigning any reasons thereof.
- xvi. In case of any dispute, decision of Secretary General, AEPC will be binding on all and final.
- xvii. Payment will be made on submission of Insurance Certificate and on receipt of original bill complete in all respect.
- xviii. The Participants are advised to visit the premises before submission of Bid document. Inspection of premises can be done on any working days between 10 AM to 4 PM to ascertain and understand the Bid requirement.
- xix. All criteria and limiting factors detrimental in claim processes shall be specified clearly**

The Bid document complete in all respect duly filled up and signed (all pages) along with required supporting documents should be submitted online to tender@aepcindia.com latest by **15th July, 2025**. Quotations submitted in any other format shall be summarily rejected.

Dated 24th June 2026

(Yogesh Ahuja)
Asst Director (Assets Management))
Apparel Export Promotion Council
“Apparel House”, Sector-44, Institutional Area,
Gurgaon-122003, Haryana
Telephone(O):0124-2708029

Bid Format

Earnest Money Deposit (EMD) (By way of Electronic transfer only)	Rs. 20000/- to be transfer through RTGS/NEFT Bank Details are as follows: Bank : Indian Overseas Bank Sec-44, Gurgaon, Haryana IFS Code : IOBA0001804 Account No : 180401000020000 Account Holder Name : Apparel Export Promotion Council
EMD Transfer UTR No.	Amount of EMD Transfer Rs. _____ UTR No. : _____ Dated: _____
EMD exemption status (Exemption Claimed or not)	If Exemption claimed attach relevant clause/regulation and documentary proof
Firm Profile	
Name of the Firm and Complete registered address	
1. Name & Designation of Contact Person 2. Mobile No. of Contact person 3. E-mail address	
Statutory Details (scanned copy to be attached) - Registration No. of the Firm - PAN no. - GST Registration No. - IRDA Registration No.	
Bank details for refund of Earnest Money Deposit (EMD), in case of unsuccessful bidder	Name of Bank: _____ Branch: _____ Account No. : _____ IFSC Code: _____

Premium Amount	Standard Fire and Special insurance policy	Plate-Glass Insurance	Signage Insurance	Public liability Insurance
Gross premium amount (Rs)				
Add Goods & Service tax				
Add other tax, if any				
Less discount, if any				
Total Premium				

payable(Rs)				
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DECLARATION SHEET

I,

hereby certify that all the information and data furnished by me with regard to this Bid 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 Participant.

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

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 Participant)
Name and Designation
Name of the Insurance Company
Email : _____
Tel/Mob No. _____

Dated the _____

Annexure-II

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	Pedestal 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	Refrigerator (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

3	Wash room items	Total
1	W/C seat cover	101
2	W/C cistern	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 Freshener	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	48
3	250 Halogen light	52
4	400 watt halogen light	18
5	150 watt Halogen light	16
6	Tube light (36 watt)	90
7	Tube light (single)	53
8	Tube light (double)	399
9	Tube light (28 watt)	590
10	50 Halogen tubes(500 W)	8
11	Lamp (12/50 w)	44
12	CFL (9 watt)	196
13	CFL (18 watt)	3638
14	CFL (26 W)	2470
15	CFL (36 watt)	176
16	Stage power light	121
17	Power 38 light	68
18	Metal light	56
19	Signage light	11
20	Foot light	35
21	Wall light	33
22	Pole light	36
23	Garden Light	85
24	Focus Light (75 watts)	60
25	Ring Light (250 w)	8
26	Golat light	18
27	Street light(red stone)	22
28	Ball light	4
29	Battery type light	8
30	Butterfly light	7
31	Dimmer Control	36
32	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	Fingerprint reader for Attendance	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 Auxiliary 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 F)	2
26	AHU Panel	2

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	Split AC	20
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

