

**National Institute of Electronics and Information Technology (NIELIT)**  
**Agartala Centre**

NIELIT/AGT/INS/163/2016

Date: 21.8.2018

**Invitation of Quotation**  
**for**  
**Insurance Policies of Fixed Assets at NIELIT Agartala Centre, Agartala**

The NIELIT Agartala Centre, an autonomous scientific society under the Ministry of Electronics and Information Technology, Govt. of India invites quotations from the interested public sector insurance companies for insurance policies of Fixed Assets under Standard Fire/Burglary and Special Perils Policy initially for a period of one year & renewable upto three years based on the performance of the previous year. The estimated value of the Fixed Assets are as under:

**Fixed Assets & Value:**

Sl. No.	Description	Value of the Fixed Assets (in Rs.)
A)	Buildings & Utilities	291571663
B)	Furniture & Fittings/Fixtures	15411272
C)	Electronics Equipment (Computer, UPS, Battery, Copying machine, Printers, Accessories, etc.)	60448573
D)	Library Books & Journals	3311952
	<b>Total</b>	<b>370743460</b>

**General information/Conditions:**

1. Before submission of the quotation the site/location of institute can be inspected, if so desired for this purpose, during i.e. 10.00 AM to 05.00 PM on any working day i.e. from Monday to Friday.
2. **Submission of Bids:** The bid/quotation duly signed and sealed by the firm may be submitted on or before **30.08.2018 at 11.00 AM** to **The NIELIT Agartala Centre**, R.K. Nagar, (opposite to NEEPCO), Khayerpur, Agartala, West Tripura, P.S – Bodhjunnagar, PIN- 799008.
3. **Opening of bids:** The Quotations received will be opened and evaluated by the duly constituted Committee on the same day i.e. **30.08.2018 at 11.30 AM** in the presence of bidders/tenderer(s), if they wish to be present.
4. NIELIT Agartala Centre shall consider number of policies as deemed fit in consultation with successful bidder.
5. Claims, if any, against the policies shall be settled within maximum 15 days from the date of submission of claims. Disputes, if any in respect of operation of the insurance policies shall be amicably settled, through mutual discussion. However, if the disputes are not amicably resolved the same shall be referred to arbitration as per relevant rules & laws prevailing in India. Any legal dispute that may arise will be settled within jurisdiction of court of Tripura only.

6. Conditional bids cannot be considered. Rates should be mentioned in figure as well as in words. In case of difference, rate quoted in words shall be considered. There shall be no conditions in the Price Bid. Any overwriting or correction in the price bid will be rejected summarily. It may please be noted that once the amount of premium is fixed on the basis of quotations, no increase will be allowed. The premium amount shall remain firm during the insurance period of the policy.
7. The bidders are required to quote the premium rates strictly as per IRDA tariff provisions and violation/breach of IRDA tariff provisions will not be accepted. In case of any violation of the IRDA tariff provisions by the insurance company, in the quotation, NIELIT Agartala Centre will not be liable for any differential premium in any case. Also there will be no effect on the settlement of the claims.
8. No advance payment will be made. Payment will be made on submission of the Tax/Performa invoice.
9. The institute reserves the right to accept or reject the tender at any stage and no representation to this effect would be entertained.
10. Format for submission of quotation:
  - a) Name of the company:
  - b) Address of the company:
  - c) Contact person & No.:
  - d) PAN:
  - e) GSTIN:
  - f) Price Bids:

Sl. No	Description /Items	Sum Insured	Rate of Premium	Premium	Less Special Discount	Balance Premium	Add Taxes	Total Premium
	<b>Total</b>							

NIELIT Agartala Centre