

NATIONAL SEEDS CORPORATION LIMITED
(A Government of India Undertaking)
Beej Bhawan, Pusa Complex,
New Delhi-110012.
CIN : U74899DL1963GOI003913



ONLINE TENDER DOCUMENT FOR ENGAGEMENT OF IRDA APPROVED NATIONALISED INSURANCE COMPANIES/BROKER(S) OFFERING RATES OF NATIONALISED INSURANCE COMPANIES FOR COMPREHENSIVE TRANSIT INSURANCE OF STOCKS (SEEDS AND PACKING MATERIALS ETC.) OF NATIONAL SEEDS CORPORATION LIMITED-‘MARINE CARGO OPEN POLICY’ W.E.F. 00:00 HRS. 25.11.2022 FOR A PERIOD OF ONE YEAR.

LAST DATE & TIME FOR RECEIPT OF BIDS	:	UPTO 11:00 A.M. ON 10.11.2022
DATE & TIME OF OPENING OF BIDS	:	AT 11:30 A.M.ON 10.11.2022

**NATIONAL SEEDS CORPORATION LTD.
BEEJ BHAWAN, PUSA COMPLEX
NEW DELHI-110012
CIN:U74899DL1963GOI003913**

NO. NSC/FIN/INSURANCE/2022-23

Date: OCT 26, 2022

Notice Inviting Tender

Re: ONLINE TENDER for Engagement of IRDA Approved Nationalised Insurance Companies/Broker(s) offering rates of Nationalised Insurance Companies for Comprehensive Transit Insurance of Stocks (Seeds and Packing materials etc.) of National Seeds Corporation Limited -'Marine Cargo Open Policy'w.e.f. 00:00 hrs., 25.11.2022 for a period of one year.

TENDER is invited by 'National Seeds Corporation Ltd.,' through online mode, hereinafter referred to as the 'Corporation' for engagement of Nationalised Insurance Company/Brokers offering rates of Nationalised Insurance Companies for Comprehensive Transit Insurance of Stocks of Corporation to cover the risk of loss during movement of its stock from anywhere to anywhere in India.

LAST DATE & TIME FOR RECEIPT OF BIDS	:	UP TO 11:00 A.M. ON 10.11.2022
DATE & TIME OF OPENING OF BIDS	:	AT 11:30 A.M. ON 10.11.2022

NSC reserves the right to accept or reject any or all tenders, alter or cancel the same without assigning any reason thereof. Any further corrigendum(s) to this tender shall be published only on our website <https://indiaseeds.com>. **No EMD** is applicable in the tender.

Details terms & conditions of the tender are attached herewith.

(KAUSHIK RAKSHIT)

Sr. General Manager (Finance)
011-25841917

POLICY REQUIREMENTS

1. Policy period shall be one year w.e.f.00:00 hrs. 25.11.2022.
2. The sum insured shall be Rs. 200.00 crores (Rupees two Hundred Crores Only) adjustable at the end of policy period on the basis of total value of stock transported during policy period.
3. Only Nationalised Insurance Company/Broking firm which are Registered License holder of 'Insurance Regulatory and Development Authority' (IRDA) offering rates of National Insurance Company are eligible for engagement/participate under this proposed arrangement.
4. Insurance Company shall quote the amount of premium chargeable inclusive of all taxes in the format given in the tender (**Annexure -A**).
5. At any time prior to deadline for submission of proposal, the Corporation may for any reason, modify the Terms & Conditions and upload the same on the official website of the corporation. Such amendments/modification shall be binding on bidders.
6. During evaluation of the proposal, the corporation may, at its discretion, ask Insurance Co./Brokers for clarifications on their proposal and respondents are required to respond within the time frame prescribed by the Corporation in this regards.
7. The corporation would not be required to assign a reason for the choice of any party and the discretion of accepting any party would be with the corporation.
8. The list of addresses of Head Office, Regional Offices, Area Offices, Agricultural farms is attached at **Annexure-B**. Please note that NSC can add/delete any address during the Policy period which will be notified to the Insurance Company/Broker accordingly for endorsement.
9. Seeds stocks of the Corporation are defined as Category-1 hazardous goods as per "All India Fire Tariff". Major stock includes cereals, pulses and oil seeds etc. besides packing materials.
10. Major movement of stocks is at Hyderabad (Telengana), Patna (Bihar), Pune (Maharashtra) and Suratgarh Farms in Rajasthan etc.
11. **Bidder has to submit the tender through online mode only and the bid documents except price bid need to be submitted at Head office of the Corporation i.e. National Seeds Corporation Limited, Beej Bhawan, Pusa Complex, New Delhi- 110012 in sealed cover scribing " Bids for Insurance of Stock-In- Transit for the Insurance Period- 25th November, 2022 to 24th November, 2023" and said documents must reach latest by 10.11.2022 (upto 11:00 AM). Envelope is to be addressed to Shri Anand Swarup, Dy. General Manager (Finance), Email-anandswarup123@rediffmail.com.**

12. Time Schedule:

Last Date and Time of Receipt of Bid	:	Upto 11:00 A.M. on 10.11.2022
Date and Time of Opening of Bid	:	At 11:30 A.M. on 10.11.2022

13. All pages of Tender documents are required to be numbered and signed by the authorised signatory before uploading the same. Quotation is to be submitted through online mode (e-procurement/e-nivida) only. Further, bidders are required to go through the instructions for online bids (**Annexure-C**).
14. Bidders are advised in their own interest to submit the online bid before the closing date of bidding and not to wait till the last date to avoid the possibility of disconnection/errors on account of heavy load on the website etc. during the closing date.

15. Tender document and link to apply online shall be available at Corporation's official website: www.indiaseeds.com under Tender/Quotations section

16. **Details of Insurance Claims in last three year-**

S.No.	<u>Farms/Regional Offices</u>	Date of Loss	Nature of loss	Estimated Loss (Rs. In lakh)	STATUS
1	Pune- Jalgaon	03.06.2020	Rain/water damaged	6.00	Partly settled
2	Secunderabad	25.09.2022	Rain/water damaged	0.59	In process
3	Lucknow	29.09.2022	Rain/water damaged	1.01	In process
	TOTAL			7.60	

17. **Eligibility Criteria and requirement of the Corporation:**

- a) The bidder should be a Public Sector Indian Insurance Company or Brokers offering rates of Nationalised Insurance Companies and must be registered and approved by IRDAI.
- b) The local branch of the bidder should be based in Delhi/NCR along with at least 5 more branches across PAN India.
- c) The bidder must have handled insurance premium of Rs. 50 Crores for each year only from insurance broking activities consecutively from financial year 2019 to 2022
- d) The bidder must have minimum average annual revenue/turnover of minimum INR 10 Crores during last three financial years i.e. 2019 to 2022.
- e) The Insurance Broker should have its registered/branch office in Delhi /NCR.
- f) Participating Broker/Insurance Co. has to submit a declaration along with bid stating that they are not blacklisted/ delisted by any Govt. Agency/PSU/Indian Institutional agency in last three years i.e. 2019 to till date. **(Annexure D)**
- g) The Insurance Company participating in the said tender shall confirm in writing that they have already issued policies of similar nature and are fully conversant with content and the requirement and the coverage as per tender document of the corporation.
- h) Bidder should clearly mention the list of exclusions and deductible under various heads in the separate Annexure to be attached with the SOR (Schedule Of Rates) and highlight the **same in red colour**, if any, along with price quotes.
- i) Broker must be willing to sign a "Service Level Agreement"(SLA) to assist the Corporation to settle its pending claims and must be ready to provide services for all future claims crises during policy period. (Please submit an undertaking, duly signed by an authorized signatory of the applicant, that the applicant is willing to sign an SLA) **(Annexure E).**
- j) The Insurance Broking agency must be registered and have License issued by the Insurance Regulatory and Development Authority of India (IRDAI) for direct/composite broking for not less than 5 years.
- k) The Insurance broking agency should have been in existence in India for a period of at least 5 years as on 31.03.2022.
- l) The Insurance Broking agency should have a positive net worth as on 31.03.2022.

- m) The Insurance Broking agency should have branches preferably in major cities of India and list of offices with complete communication details should be attached with the tender.
- n) The Insurance Broking agency should have experience of handling insurance portfolio of minimum 3 PSU's/Government Undertaking or Government bodies etc during last 3 year.
- o) In the case of successful brokers (L-1), submitting the quotes of Nationalised Insurance Co., brokers has to submit a Bank Guarantee of Rs. 50,000/- (Rupees Fifty Thousand Only) in the favour of National Seeds Corporation Limited, payable at New Delhi within 14 days of intimation of successful bidder valid for a period of one year + 3 months as compensation for any loss resulting from the Broker firm's failure to complete its obligation under the contract as per below Performance Matrix

Performance Guarantee Matrix

S. No.	Activities	Timeline/Measurement	Weightage
1.	Critical examination of the existing marine policy of NSC in terms of Coverage, including add-on coverage Excess (Monetary/Time) Period of indemnity Policy wordings, Policy clauses and warranties.	Within 30 days after placement of letter of award to the insurance broker.	20
2.	Assisting NSC for lodging tentative claim to Insurance Company	Within 15 days after receipt of inputs/ information from NSC.	20
3.	Assisting NSC for lodging final loss/ claim to Insurance Company	Within 15 days after receipt of inputs/ information from NSC.	20
4.	Assisting NSC regarding queries raised by insurers, surveyors during claim processing	Within 10 days after receipt of inputs/ information from NSC	20
5.	Settlement of the claim after submission of Final claim to the Insurance Company	Within 6 months after submission of final claim.	20
	Total		100

In case of partial/non completion of any above activity (ies), weightage would be given as "0" for particular activity (ies).The amount of deduction for partial/Non completion of above activity (ies) from the performance guarantee Contract Performance Guarantee (CPG) will be calculated as follows:

Total Deductions from Contract Performance Guarantee as per below mentioned.

{100 - Total score of the Broker as per the above Performance Matrix}/100*Amount of CPG

The assessment by the Corporation on the above parameter would be treated as final and firm/broker has to abide by the same.

p) Check list for bidder has also been given at **Annexure F**.

18. Disqualifications:

Corporation may at its sole discretion and at any time during the evaluation of the proposal, disqualify any respondent, if the respondent:

- a) Submit the Proposal document after the response deadline.
- b) Made misleading/false representation in the forms, statements and attachments submitted in proof of the eligibility requirements etc.
- c) Failed to provide related clarifications, when sought if any.
- d) Declared ineligible by the Government of India/State/UT Govt. for corrupt and fraudulent practices or blacklisted etc.

19. Other related information:

Total Sum Insured	Rs. 200/- crores (Rupees two Hundred Crores only)
Basis Of Valuation	CIF+10%
Commodity Description	All type of seeds and packing materials etc. for Comprehensive Transit Insurance
Packaging description	Standard packing
Single carrying limit	Rs.2,00,00,000/-(Rupees two crores only)
Limit per location	Rs.2,00,00,000/-(Rupees two crores only)
Risk Covered	ITC-A, SRCC(in connection with existing policy)
Excess	Excess - 0.25% of value of claim approved, or As per Standard Tariff Norms, whichever is least.
Journey	From Anywhere in India to anywhere in India
Transport Mode	All mode of transit including Road/Train etc.
Inter unit stock transfer	Inter unit stock transfer is made based on material transfer note and no invoice is raised for such transfer of stock. Claims in case of inter unit transfers should be accepted based on material transfer Note.
Special Clause	<ol style="list-style-type: none"> 1. Missing Goods Clause 2. Deviation Clause 3. Subrogation: Where-ever the recovery rights are prejudiced/ Non LR Transit / Personal carriage claims to be settled on non-standard basis to the extent of 90% of the assessed loss. 4. Private carrier warranty clause-90%. 5. Waiver of FIR for claims up to Rs 2 lakh subject to DDR/police intimation to be provided.

18. List of Enclosures:-

1.	Annexure- A	Price Bid
2.	Annexure- B	List of Regional Offices, Area Offices, Farms and Head Office etc.
3.	Annexure- C	Instructions to Bidder-Online Mode
4.	Annexure- D	Undertaking that participating firm/Co. is not blacklisted by Govt. of India/ State Govt./ UT Govt./ Public Sector Undertaking etc.
5.	Annexure- E	Service Level Agreement
6.	Annexure- F	Checklist

For any query please drop email at- anandswarup123@rediffmail.com **and/ or** nschomanagerfin@gmail.com)

Price Bid FormQUOTATION OF COMPREHENSIVE TRANSIT INSURANCE OF NATIONAL SEEDS CORPORATION LIMITED
w.e.f. 25.11.2022 at 00.00 hrs, for a period of one year

1	Name & Address of the Insurance Company	
2	Name & Designation of authorized signatory of Insurance Co.	
3	Name & Address of the Broker	
4	Name & Designation of authorized signatory of Broker:	
5	Registration No. of Insurance co. with IRDA	
6	Registration No. of Insurance Broker with IRDA	
7	Detail of Bank (wherein payment of premium will be made)	
	Bank Name	
	Branch	
	Beneficiary Name	
	IFSC	
	Account No	
8	GSTIN of Insurance co.	
9	GSTIN of Insurance Broker	
10	PAN No of Insurance co.	
11	PAN No of Insurance Broker	
12(A)	Amount of premium excluding GST	
(B)	Goods & Service Tax	
	Total Amount of premium (A+B)	
	Total Amount of premium (Amount in words)	
13	Exclusion clause, if any	
14	Deductible, if any	
15	Terms & Conditions, if any	
		Signature of authorized signatory of Broker
		Signature of authorized signatory of Insurance co.
	Name	
	Designation	
	E-mail id	
	Contact no.	
	Address	
	Date	
	Place	

Delhi

Sh. Yatendra Kumar

Designation : Area Manager

Address : NSC, Head Office, Beej Bhawan, Pusa Complex, New Delhi- 110012.

Phone :+91-11- 25843682 (O), +91-9205160034(M)

E-mail : delhi@indiaseeds.com

NSC LTD. , Farm bhawan, 14-15 , nehru place, new delhi

Hissar

Prabesh Kumar

Address :10 KM Sirsa Road, Hisar, P.O VIA

Hissar – 125001 (HARYANA)

code: 01662

Phone :275581, 275797 Mobile # **9632446421**

FAX : 277275

E-Mail : csf.hisar@indiaseeds.com

Jetsar

Sushant Priyadarshi

Address :Sriganganagar 335709 (Rajasthan)

code: 01498

Phone : 261202 Mobile #**8078678415**

FAX : 261227 / 261233

E-Mail : csf.jetsar@indiaseeds.com

Suratgarh

Chanchal Shah

Address : Sriganganagar- 335804 (Rajasthan)

code: 01509

Phone : 220084 / 220006 / 220309(O) Mobile #**6375124236**

FAX : 223877

E-Mail csf.suratgarh@indiaseeds.com

Sardargarh

Dr. R. S. Chandel

Address :Sardargarh, Sriganganagar-335785 (Rajasthan)

code: 01509

Phone : 238296(O) Mobile # **9351228766**

FAX : 283027

E-Mail : csf.sardargarh@indiaseeds.com

Raichur

Sh. RamNivas Yadav

Address : Jawalgera, indhanur Taluk, Raichur District, Karnatak

Distt: Raichur -584125 (Karnataka)

code: 08535

Phone : 2201246 / 2280295 Mobile # **9664297014**

FAX : 2226955,2200922

E-Mail csf.racihur@indiaseeds.com

AHMEDABAD (Gandhinagar)

Sh. Prashant Sharma

Address : B-116 to 118, Swagat Rainforest-II, Opp. Swami Narayan Dham, Koba highway, Kudasani GandhiNagar-382421 (Gujrat).

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AHMEDABAD (Gandhinagar)

Sh. Tejmal Saini

Designation : Area Manager

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BANGALORE

Ahamed Raza

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BANGALORE

Dr. Ramakant

Designation : Area Manager

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Ms. B. R. Usha

Designation : Area Manager

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Dr. Neeraj Yadav

Designation : Area Manager

Address : National Seeds Corporation Ltd., Karnatak Oil Campus, KCOGF Ltd., Davanagere-577003

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Sh. Pallavi H. S.

Designation : Area Manager

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Dr. Neeraj Yadav

Designation : Area Manager

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Ms. M. S. Anjali

Designation : Area Manager

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E-mail : haveri@indiaseeds.com

Sh. G. Subramanayam

Designation : Area Manager

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Phone 0821-2489993 (O) 9900247936(M)

FAX : 0821-2489993

E-mail : mysore@indiaseeds.com

Sh. K. B. SubbiReddy

Designation : In-charge Production Centre

Address : National Seeds Corporation Ltd., No.: 159, 4 th Cross, A- Block, APMC Complex, Bandipalya, Mysore-570024

Phone 0821-2489993 (O) 8050276188(M)

FAX : 0821-2489993

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Sh. Chandan M. N.

Designation : Area Manager

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Phone :08532-233924(O) 9900247942(M)

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E-mail : raichur@indiaseeds.com

BHOPAL

Gulbir Singh Panwar

Address : 48-49, Sector-B, Industrial Area, Govindpura, Bhopal-462 023

code: 0755

Phone : 2580271

FAX : 2580638

E-Mail :rm.bhopal@indiaseeds.com

BHOPAL

Ms. Hemlata Verma

Designation : Incharge (**Quality Control Lab**)

Address : National Seeds Corpn Ltd., 48-49, Sector B, Industrial Estate, Bhopal-462023 (MP)

Phone : 0755-2580271 (O) 9753910110 (M)

FAX : 0755-2580271

E-mail:qclcentral@gmail.com

Sh. Arvind Kumar Chauhan

Designation : Area Manager, Govindpura

Address : National Seeds Corporation Ltd. 48-49, Sector B, Industrial Area, Govindpura, Bhopal 462023 (MP)

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E-mail:govindpura@indiaseeds.com

Production Centres of Govindpura:

Sh. Himanshu Soni

Designation : Incharge- Khurai Production Centre

Address : Sanjay Krishi Upaj Bhandar Grah, Nisthala, Beena Road, Khurai-470117 (MP)

Mobile: 8109712585(M))

E-mail:nsckhurai@gmail.com

Sh. Abhinav Singh Rathore

Designation : Area Manager, Indore

Address : National Seeds Corporation Ltd., E-112/113, Industrial Area, Sanwer Road, Indore-452003 (MP)

Phone :0731-2720211 (O) 9993003714 (M)

FAX :

E-mail: indore@indiaseeds.com

Production Centres of Indore:

Sh. Anoop Tripathi

Designation : Incharge- Ujjain Production Centre

Address : M/s Hariom Hybrid Seeds, Village - Sursa, Agar road (in front of RD College), District - Ujjain-456006(MP)

Mobile: 8989879386 (M))

E-mail: nscujjain@gmail.com

Sh. Kalika Pratap Singh

Designation : Area Manager, Niwari

Address : National Seeds Corporation Ltd., Devendrapura, Mauranipur Road, Niwari-472442, Dt. Tikamgarh (MP)

Phone :07680-232384 (O) 08349248480 (M)

FAX :

E-mail: niwari@indiaseeds.com

Production Centres of Niwari:

Sh. Kalika Pratap Singh

Designation : Incharge- Guna Production Centre

Address : G K Warehouse and Cold Storage, Bajrang Garh bypass Road Industrial Area, Guna-473001 (MP)

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Sh. Mahender Kumar

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CHANDIGARH

Sh. Nanu Ram Yadav

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CHANDIGARH

Shri Prashant Sharma

Designation : Area Manager

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Sh. Raj Pal Singh

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Shri Prashant Verma

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Sh. D P Meena

Designation : Liaison Officer

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CHENNAI

Shri A. Sivarasan

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code: 044

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CHENNAI

Sh. P. Egan Murugan

Designation : Area Manager

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Sh. Madan Mohan

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Sh. R, Poornima

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Sh. Pradeep Bilung

Designation : Area Manager

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Phone : 0431-2502280 (O)

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JAIPUR

Awadhesh Krishna

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code: 0141

Phone : 2376760

FAX : 2363910

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JAIPUR

Designation : Area Manager

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Phone : 0145-2695294(O) 9928006540(M)

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Sh. Satveer Singh

Designation : Area Manager

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Phone : 05644-2227513(O) 9928006541(M)

FAX : 05644-228502

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Sh. Sarman Singh

Designation : Area Manager

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Phone :01472-245087(O) 9928006542(M)

FAX : 01472-240981

E-mail : chittorgarh@indiaseeds.com

Sh. Shish Ram Dhyaal

Designation : Marketing Officer

Address : National Seeds Corpn Ltd. D-14,Subji Mandi (Paota) Jodhpur- 324006

Phone :0291-2545735(O) 9928006546(M)

FAX : 0291-5106623

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Sh. Mukesh Kumar Verma

Designation : Area Manager

Address : National Seeds Corpn Ltd. Indraprastha Indl Area, Kota -324005

Phone :0744-2425954(O) 9928006544(M)

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Designation : Area Manager

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Phone :0154-2440232(O) 9928006545(M)

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Sh. Om Prakash

Designation : Area Manager

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Phone :0294-2486647(O) 9785121529(M)

FAX : 0294-2486523

E-mail : udaipur@indiaseeds.com

KOLKATA

Pradeep Kumar Pattanaik

Address : Sector-V, Block -AQ, Plot NO-12, Salt Lake City, Kolkata-700 091

code: 033

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FAX : 23671076

E-Mail : rm.kolkata@indiaseeds.com

KOLKATA

Sh. Mukesh Kumar

Designation : Area Manager

Address : National Seeds Corpn Ltd. , Sector-V, Block -AQ, Plot No. -12, Saltlake City, Kolkata 700091, West Bengal

Phone :033-23671076 (O) 9831185215 (M)

FAX : 0674-2588491

E-mail : saltlake@indiaseeds.com

Sh. B. L. Takar

Designation : Area Manager

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FAX : 0674-2588491

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Sh. Mithilesh Kumar

Designation : Marketing Officer

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Phone :0353-2435391 (O) 9933087178 (M)

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Sh. L. R. Singh

Designation : Area Manager

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Sh. A. K. Singh

Designation : Area Manager

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Sh. B. L. Takar

Designation : Farm Head

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Phone :7608991310 (M)

E-mail : bbsr@indiaseeds.com

Nalhati

Dr. Siddhartha Chikara

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Distt: Birbhum (West Bengal)-731220

Phone : # 8348206642

E-Mail chikarahorthsr@gmail.com

Sukinda

G S Olla

Address CSF : Sukinda,

Distt.Jajpur, Sukinda - 755 018 (Odisha)

Phone : Mobile # 7608991310,

E-Mail ollags@gmail.com

LUCKNOW

Sh. Mukesh Kumar Jat

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LUCKNOW

Sh. Amandeep Choudhary

Designation : Area Manager

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Sh. Amandeep Choudhary

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Sh. S. S. Srivastava

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Sh. Jitendra Singh

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PATNA

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Sh. Surendra Singh

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Sh. R. P. Meena

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Sh. H. C. Chirmurkar

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Sh. A. S. Rathore

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FAX : 0712-2723191

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Sh. Shyoraj Hada

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Marketing Centre under Area Office- Ahmednagar

Sh. _____

Designation : Production Officer

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SECUNDERABAD

A. Britto

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code: 040

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FAX : 27732863

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SECUNDERABAD

Sh. Sarath Babu B

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Sh. K Jagdish

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Sh. Ramakant

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Sh. Mohan Raj

Designation : Area Manager

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FAX : 08514-246207

E-mail : nandyal@indiaseeds.com

Sh. Ajay Pandey

Designation : Area Manager

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Phone : 0870-2100005 (O) 9949996845 (M)

FAX : 0870-2455088

E-mail : warangal@indiaseeds.com

Instructions to Bidder- Online Mode

1. Bidders/Vendors/Suppliers/Contractors must get themselves registered on the portal for participating in the e-tenders published on <https://indiaseeds.enivida.com> by paying the charges of Rs. 2360/- (Inclusive taxes) per year.
2. Bidders must provide the details of PAN number, registration details etc as applicable and submit the related documents. The user id will be activated only after submission of complete details. The activation process will take minimum 24 working hour's enividahelpdesk@gmail.com
3. Bidders must have a valid email id and mobile number.
4. Bidders are required to obtain Class 3 Digital Certificates (Signing & Encryption) as per their company details.
5. Once bidder DSC is mapped with the user id, the same DSC must not be used for another user id on the same portal. However bidder can update the digital certificate to another user id after unmapping it from the exiting user id.
6. Bidders now can login with the activated user Id & DSC for online tender submission process in this portal.
7. Bidders can upload required documents for the tender well in advance under My Documents and these documents can be attached to the tender during tender participation as per the tender requirements. This will save the bid submission duration/time period and reduce upload time of bid documents.
8. Bidders must go through the downloaded tender documents and prepare and upload bid documents as per the requirements of the department.
9. Once the bidders have selected the tenders they are interested in, Bidders will pay the processing fee Rs 550/- per tender (NOT REFUNDABLE) by net-banking / Debit / Credit card then Bidder may download the Bid documents etc. Once Bidders will pay both fee tenders status will be shown "form received". This would enable the e- tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.
10. Bidders are advised to read complete BoQ/SoQ/Price Bid/Financial Bid and Terms & Conditions before quoting rates in the bid document.
11. Any modification/replacement in BoQ/SoQ/Price Bid/Financial bid template is not allowed. Bidders must quote only in predefined fields in the bid sheet and save the bidsheet. After saving, the same bid sheet must be uploaded in the portal.
12. Bidders must pay required payments (Tenderfee, EMD(if applicable), Tender Processing Fee etc) as mentioned in the tender document, before submitting the bid.

13. Bidders are recommended to use PDF files for uploading the documents. Only price bid sheet will be in Excel format.
14. The bidders must ensure to get themselves registered on the portal at least 1 week before the tender submission date and get trained on the online tender submission process. For tender submission and registration process bidders are advised to refer respective manuals on website. Tender inviting Authority/Department will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues like internet connectivity/PC speed/etc...
15. Offline Submission of bids/documents/rates by the bidders will not be accepted by the department, under any circumstance.
16. After final submission of the bid, a confirmation message and bid submission acknowledgement will be generated by the portal. The bid submission acknowledgement contains details of all documents submitted along with bid summary, token number, date & time of submission of the bid and other relevant details. Bidder can keep print of the bid submission acknowledgement.
17. If bidder is resubmitting the bid, bidder must confirm existence of all the required documents, financial bid and again submit the bid. Once submitted, the bid will be updated.
18. Submission of the bid means that the bid is saved online; but system does not confirm correctness of the bid. Correctness of the bid will be decided by tender inviting authority only.
19. The time displayed in the server is IST(GMT 5:30) and same will be considered for all the tendering activities. Bidders must consider the server time for submission of bids.
20. Bid documents being entered by the Bidders/Vendors/Contractors will be encrypted at the client end and the software uses PKI encryption techniques to ensure security/secretcy of the data. The submitted bid documents/data become readable only after tender opening by the authorized individual.

Thank You

Technical Support - Phone: 9355030617, 8448288980

Tel: 011-49606060

Email ID - enividahelpdesk@gmail.com, enivida2021@gmail.com

DECLARATION CERTIFICATE

We hereby declare that there is no case pending with the Police/IRDA/SEBI/Regulatory authorities against the firm/company/ directors/employees and we have not been suspended/de-listed/blacklisted/ debarred or even termination of contract mid-air by any other Govt. Ministry/Public Sector Undertaking/IRDA/SEBI/Autonomous Body/Financial Institution/Court, etc. during last three years.

We certify that neither our firm nor any of the directors are involved in any scam or disciplinary proceedings settled or pending adjudication.

We hereby undertake and confirm that we have properly understood the scope of work mentioned in the Tender Document i.e. "The Insurance Of Stock-in-Transit/ Marine Cargo Open Policy" and shall carry out the work as mentioned in the Tender document.

Signature of the Authorised Signatory of Insurance Co. / Broker with Seal

SERVICE LEVEL AGREEMENT (SLA)

This Service Level Agreement (hereinafter referred to as "Agreement") is made and executed on this *** day of ***, 2022, and valid for a period of one year from the date of execution of this Agreement

BY AND BETWEEN

National Seeds Corporation Ltd., hereinafter referred as "Insured", having its office at Beej Bhawan, Pusa complex, New Delhi

AND

_____ hereinafter referred as "Broker" having its office at _____

Whereas the insured invited Tender No. _____ dated _____ 2021 for engagement of IRDA approved National Insurance Company/ Broker for comprehensive transit insurance of stocks (Seeds and Packing Materials etc.)- Marine Cargo Open Policy and M/s. _____ Broker has identified as the successful Insurance Broker.

Whereas the Insured hereby mandates the Broker to manage and serve all its insurance policies under the intermediation of the Brokers as per the relevant regulations of the Insurance Regulatory and Development Authority of India and guided by the Terms and Conditions as agreed between the parties is as defined in the tender document, this Agreement or any subsequent correspondence thereof.

The purpose of this Service Level Agreement (SLA) is to formalize an arrangement between the Insured and the Brokers to effectively manage the service issues involving the insurance policies.

1. **Relationship Manager:** The Broker shall appoint a dedicated Relationship Manager (RM) who will be the single contact person for the Insured on all insurance related matters. The name, mobile number and the e-mail ID of the RM shall be communicated separately by the Broker to the Insured within 3 working days from the date hereof. Besides addressing issues through telephone and e-mails, the RM shall personally visit the offices of the Insured as and when required.
2. **Review of Insurance Policies :** The Broker shall carry out a review of insurance policies every 6 months and suggest changes / new policies wherever required, based on market developments, so as to make the insurance coverage appropriate for the Insured's requirements within the given premium outlay.
3. **Inspection of the Insured's premises :** Wherever required, the Broker itself or in collaboration with the Insurance company shall carry out physical inspection of the Insured's plants by its Risk Engineers and make suggestions as regards the safety and the loss-control measures.

4. **Insurance Quotations:** The broker shall obtain the best possible insurance premium rates, discounts and other terms from various insurance companies for all insurance policies and place the same, in consultation with the Insured, with an insurance company.
5. **Insurance Policies :** The Broker shall make all efforts to ensure that all insurance policies are issued by the insurance company, checked for correctness and are delivered to the Insured within 30 days from the date of completion of the required documentation. In case of any delay, the Broker shall keep the Insured posted of the reasons.
6. **Insurance Endorsements :** The Broker shall make all efforts to ensure that all insurance endorsements are issued by the insurance company, checked for correctness and are delivered to the Insured within 7 working days from the date of intimation and / or payment of additional premium wherever applicable. In case of any delay, the Broker shall keep the Insured posted of the reasons.
7. **Training of the Insured's employees :** The Broker shall conduct at least 2 training sessions during the currency of this agreement for the Insured's employees on insurance policies and claims procedures & documentation.
8. **Preparation of claims :** The Broker shall play active role in all claims right from the time of claim intimation itself. It will guide the insured in submission of data and documents, help address the queries raised by the surveyor or the insurance company, assist in negotiating the quantum of claim in consultation with the Insured and ensure expeditious payment of claims.
9. **Claims :** The Broker shall make all efforts to ensure that all admissible claims are settled by the insurance company within 8 weeks of submission of all documents / information by the Insured or within 4 weeks of release of survey report by a loss surveyor. If the claim is not settled within these timelines, the broker shall liaise with the insurance company for an on-account payment.
10. **Dispute Resolution :** If any dispute(s) or difference(s) of any kind whatsoever arise between the insured and the Insurance company, the Broker shall negotiate with a view to its amicable resolution and settlement.
11. **Monthly Statements :** The Broker shall submit a monthly statement of claims to the Insured showing therein all details of claims including those which remain outstanding with the reasons therefor.
12. **Performance Evaluation :** Most of the activities stated above and the timelines thereon are dependent on the efficiency of the insurance company which the Broker is obligated to expedite. Performance of the broker is subject to item no.13 of the INSTRUCTIONS TO TENDERER-1 and assessment by the Corporation on parameters given under Performance Guarantee Matrix.

13. ARBITRATION & JURISDICTION:-

- a) The Arbitration on this Service Level Agreement shall be governed by the following conditions:-
- b) Arbitration Clause: Except where otherwise provided for in the Service Level Agreement / Tender Documents all questions and disputes relating to the meaning of instructions herein before mentioned or as to any other question, claim, right matter of anything whatsoever,

in any arising out of this agreement shall be referred to the sole arbitrator to be appointed by the Chairman - cum - Managing Director or the holder of highest office in NSC for adjudication of the dispute. The Arbitration will be done in accordance with the Arbitration and Conciliation Act, 1996 as amended from time to time. The venue of Arbitration proceeding shall be at New Delhi only and the language of proceedings English only.

- c) Jurisdiction of subject: - All the disputes/differences between the parties as may be arising out of the present Service Level Agreement and subsequent to the execution of the said Agreement between the parties, including interpretation of the terms and Agreement shall be subject to the exclusive jurisdiction of Courts at New Delhi/Delhi only.
- d) Notwithstanding the execution of this agreement at any place other than Delhi the parties expressly agree that this Agreement shall be deemed to have been signed at Delhi and the courts at Delhi alone shall have jurisdiction in respect of this contract and dispute if any. The parties shall not take any proceedings in any other court having concurrent jurisdiction in the matter.

On behalf of NSC

On behalf of the Broker of Insurance Co.

Signature:
Name:
Designation

Signature:
Name:
Designation:

Checklist (documents to be attached with bid)

1. Price Bid Form (Annexure-A)
2. Copy of License issued by 'Insurance Regulatory and Development Authority' (IRDA) of Brokers & Insurance Co.
3. Undertaking that participating firm/Co. is not blacklisted by any Public Sector Undertaking
4. Accepted copy of tender document
5. Accepted copy of Service Level Agreement (SLA) document
6. Documents showing that broker have existence in India for last 5 years.
7. Documents showing that broker have positive net worth and turnover.
8. Documents showing that broker have presence in Delhi NCR and 5 major cities.
9. Documents showing that broker have experience of handling Insurance Portfolio minimum 3 PSU's/Government Undertaking or bodies during last 3 years
10. Documents showing that bidder have handled insurance premium of Rs. 50 Crore for each year only from insurance broking activities consecutively from financial year 2019 to 2022.