

**Advertisement No: \_\_\_\_\_ /Proc/2015**

**Ref.No.5-1(71)/PROC/NCSCM/2015/**

**Date: 01.10.2015**

**REQUEST FOR PROPOSAL**

**INSURANCE FOR SCIENTIFIC EQUIPMENTS**

**National Centre for Sustainable Coastal Management**

(Ministry of Environment, Forests & Climate Change, Govt. of India)

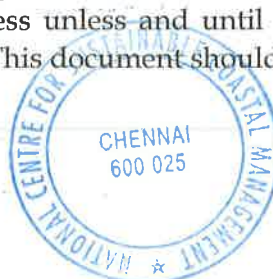
Koodal Building, Anna University Campus, Chennai 600025



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**Disclaimer**

This Request for Proposal (RFP) is an invitation to receive response from eligible interested bidders for Insurance for Scientific Equipments of the NCSCM. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by the NCSCM with the bidders. This document should be read in its entirety.



## **1. Introduction**

- 1.1 National Centre for Sustainable Coastal Management (NCSCM) is an institution under the Ministry of Environment Forests and Climate Change Government of India. NCSCM is located at Anna University Campus, Chennai-600025. NCSCM is involved in research activities along the coastal areas of India.
- 1.2 NCSCM to solicit proposals through a two stage bidding process (comprising of Technical and Financial Bids) from **IRDA Licensed General Insurance companies operating in India** for NCSCM Insurance for Scientific Equipments are invited to submit their proposal in accordance with the enclosed Request for Proposal (RFP) terms which are also available at NCSCM website **www.ncscm.org**, under the "Tenders" section.
  - 1.2.1 Third Part Administrator (TPA) used by the Insurance companies, for processing the claims, should also be authorized by IRDA.
  - 1.2.2 IRDA Licensed General Insurance Companies need only submit proposal. Proposal from Broking firm/company will not be considered for evaluation.
- 1.3 Complete confidentiality of Information should be maintained. Information provided here should be used for its intended scope and purpose. Retention of this RFP signifies your agreement to treat the information as confidential. You must agree to bear all costs related to the preparation of your proposal.
- 1.4 Bid submission, queries and all other terms and conditions are detailed in the following sections of this document. All communication with regard to this proposal needs to be directed to "The Director, National Centre for Sustainable Coastal Management" only.

## **2. Proposal Requirements**

- 2.1 The following sections include the information necessary for your organization to respond to this RFP. Your proposal must:
  - 2.1.1 Provide premium quotes in the requested format as stated.
  - 2.1.2 Answer all questions in following sections clearly and concisely.
  - 2.1.3 Be submitted in the form of sealed envelopes within stipulated date and time.
  - 2.1.4 Failure to submit the proposal within the stipulated time will result in disqualification.
  - 2.1.5 Bidder shall submit proposal for all the schemes. Failure to do will result in disqualification.



### **3. Insurance Schemes:**

The following section includes information of all the schemes for which this RFP is raised:

- 3.1 For Lab/Office Equipments - Fire, theft and damage
- 3.2 For Field Equipments - i) Transit & Theft or loss  
ii) Comprehensive Insurance (covers Transit, Theft, damages, loss and cost of repair)

### **4. General Information**

- 4.1 The objective is to ensure that the Lab/Office equipments and Field Equipments are to be managed at a high service level and in the most cost-effective manner as possible. The insurer must have the flexibility necessary to respond to NCSCM's current and changing needs. NCSCM's primary objective in conducting this RFP is to contract with an insurer who would match the desired plan design and contract provisions and demonstrate the ability to deliver high quality services at a competitive price
- 4.2 The bidder should have valid proof of IRDA registration certification from IRDA, while applying and throughout the period of the contract.
- 4.3 Sales tax/Service tax/VAT in connection with the sale/service shall be shown separately.
- 4.4 The Prices shall be quoted in Indian Rupees only.
- 4.5 The contract shall be for the full quantity as described Corrections, if any, shall be made by crossing out, initialing, dating and re writing will be rejected.
- 4.6 You should quote PAN, TAN, VAT & Registration Numbers, Service Tax numbers, whichever is applicable.
- 4.7 Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.
- 4.8 Contract is valid for a period of ONE YEAR from the issue of a valid work order.
- 4.9 The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- 4.10 Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this quotation.
- 4.11 Once upon selection of successful bidder the bidder shall provide the detailed calculation of the premium to NCSCM.

### **5. Response Format**



- 5.1 Your proposal must clearly indicate the name of the responding organization, as well as the name, address and telephone number of the primary contact at your organization for this proposal. Your proposal must include the contact name for local service and account management team that NCSCM can call directly.
- 5.2 Please submit your proposal response in sealed envelope not later than 5.00PM on or before 15/10/2015, addressed to "The Director, National Centre for Sustainable Coastal Management, Koodal Building, Anna University Campus, Chennai-600025".
- 5.3 NCSCM assume no responsibility or liability for any costs you may incur in responding to this RFP, including attending meetings, site visits, etc.

## **6. Deviations from RFP Specifications**

- 6.1 It is intended that you should conform to these specifications in full. Do not quote any alternative Plan Designs. Please quote the requested financial arrangements only. Any deviation shall be considered for disqualification.
- 6.2 Your company will be bound to comply with the provisions set forth in this RFP.

## **7. Proposal Instructions**

### **7.1 Proposal Requirements**

The response to the present tender will be submitted in two parts, i.e., the Technical Bid and the Financial Bid. The Bidder will have to submit the 'Technical Bid' and the 'Financial Bid' separately in two different envelopes, The third envelope should contain both bids and submitted within the stipulated date and time. The 'Technical Bid' will contain the exhaustive and comprehensive Technical details indicated in Annex 2, and Financial Bid' will contain the Pricing information as indicated in Annex 3.

The Technical Bid shall not contain any pricing or commercial information at all and if the Technical Bid contains any price related information, then that Technical Bid would be disqualified and would NOT be processed further.

Your response should be organized into the following sections:

- Section 1     Executive Summary / Introduction
- Section 2     Proposal Compliance Letter  
A letter signed by an authorized officer of your organization signifying your proposal's complete compliance with the RFP specifications except as specifically noted in the appropriate sections.
- Section 3     Technical Bid
- Section 4     Financial bid (as per Annex -3)  
Premium quotes should include TPA charges (if any).  
Tax (if any) should be indicated separately



Section 5 Items included with Proposal

**7.2 Important Terms:**

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

**7.2.2 Terms:** Your proposal must not include "Cancellation" and / or "Premium / Claims Review" clause.

**7.2.3 Endorsements:** Premium for endorsement (addition / deletion) should be computed on daily pro-rata basis. Any refunds on account of deletions should be refunded on daily pro-rata basis subject to benefit utilization.

**7.3 Process to be Adopted for Evaluation of the Bids**

In the first stage, only the 'Technical Bid' will be opened and Technical Bids in respect of only those bidders who fulfill the details indicated in the Annex-2. The Technical Bids will be evaluated on the basis of Technical details and the points to be awarded as per following table:-

**7.3.1 Evaluation criteria for Technical Bids:**

Sl. No.	Eligible Criteria	Points	Total
1	<b>Number of Years since License given by IRDA as on 31.3.2014</b>		<b>25</b>
	Less than 2 years	0	
	2 years and upto 5 years	5	
	5 years and upto 10 years	10	
	10 years and upto 15 years	15	
	15 years and upto 20 years	20	
	20 years and above	25	
2	<b>Gross Total Premium under-written within India in the year 2013-14</b>		<b>25</b>
	Less than 2 crores	0	
	2 crores and upto 5 crores	5	
	5 crores and upto 10 crores	10	
	10 crores and upto 15 crores	15	
	15 crores and upto 20 crores	20	
	20 crores and above	25	
3	<b>Claim Settlement ratio for the Year 2013-2014</b>		<b>25</b>
	upto 50%	0	
	51-60%	5	
	61-70%	10	
	71-80%	15	
	81-90%	20	
	91-100%	25	
4	<b>Number of Network Hospitals/ Clinic in India</b>		<b>25</b>





	<b>(If served through TPA, provide details of TPA)</b>		
	> upto 100	0	
	101-500	5	
	501-750	10	
	751- 1000	15	
	1001-1500	20	
	Above 1500	25	
<b>Total</b>			<b>100</b>

7.3.2 Bidders scoring equal to or more than 75% marks as per above evaluation in Technical Bid, will qualify for the further process of bidding.

7.3.3 In the second stage, the Financial Bids of only those bidders, who have qualified through the above process on the basis of evaluation of their Technical Bids, will be opened. In case of eliminated bidders, the sealed financial bid will be returned.

7.3.4 The financial bid of qualified bidder will be given relative percentage based on the lowest bidder i.e., 20% the lowest bidder and relatively less for the other higher bidders.

7.3.5 Ranking will be based on 80% of technical score and the financial score both put together.

#### 7.4 NCSCM reserves the right to:

7.4.1 Reject any or all responses received in response to the RFP without assigning any reason whatsoever.

7.4.2 Cancel the RFP / Tender at any stage, without assigning any reason whatsoever.

7.4.3 Waive or Change any formalities, irregularities, or inconsistencies in this proposal (format and delivery). Such a change / waiver would be duly and publicly notified in the NCSCM website before the closure of the bid date.

7.4.4 Extend the time for submission of all proposals and such an extension would be duly communicated by NCSCM to all the bidders.

7.4.5 Select the next most responsive bidder if the first most responsive bidder evaluated for selection fails to result in an agreement within a specified time frame.

7.4.6 Select the bidder even if a single bid is received as response.

7.4.7 Share the information / clarifications provided in response to RFP by any bidder, with all other bidder(s) / others, in the same form as clarified to the bidder raising the query.



## 7.5 Bid Submission

### 7.5.1 Response Format:

7.5.1.1 Section 1 – Technical Bid to be submitted in a separate sealed envelope in the attached Format Super scribe the envelope with the Advertisement No.

7.5.1.2 Section 2 – Financial Bid to be submitted in a separate sealed envelope in the attached Format Super scribe the envelope with the Advertisement No.

7.5.2 The sealed covers containing the **Technical Bid and the Financial Bid should in turn be put in one single sealed outer envelope to be super-scribed as “Technical and Financial Bids for Insurance for Scientific Insurance.**

7.5.3 The bid should be signed by the bidder or any person duly authorized to bind the bidder to the contract. The signatory should give a declaration and through authenticated documentary evidence establish that he/she is empowered to sign the tender documents and bind the bidder. All pages of the tender documents except brochures, if any, are to be signed by the authorized signatory.

7.5.4 The bid should contain no interlineations, erasures or over-writings except as necessary to correct errors made by the bidder. In such cases, the person/s signing the bid should initial such corrections.

7.5.5 The bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder’s risk and may result in rejection of the bid.

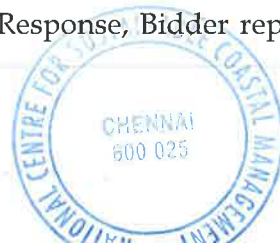
7.5.6 No columns of the tender should be left blank. Offers with insufficient information and Offers which do not strictly comply with the stipulations given above, are liable for rejection.

7.5.7 7.5.7 You are requested to provide the quotation latest by 05.00PM at 15/10/2015.

## 8. RFP Terms and Conditions :

8.1 Following additional terms and conditions shall apply to the evaluation process:

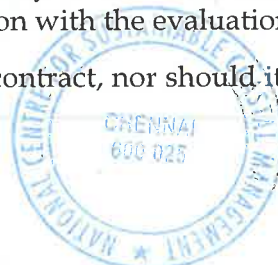
8.1.1 Bidder warranties - By submitting a Response, Bidder represents and warrants to





NCSCM that, as at the date of submission:

- 8.1.1.1 The Bidder has fully disclosed to NCSCM in its Responses all information which could reasonably be regarded as affecting in any way NCSCM's evaluation of the Response;
  - 8.1.1.2 All information contained in the Bidder's Response is true, accurate and complete and not misleading in any way;
  - 8.1.1.3 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 conditions or upon NCSCM's reputation if the Response is successful;
  - 8.1.1.4 The Bidder will immediately notify NCSCM 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 NCSCM reputation or render the Bidder unable to perform its obligations under the NCSCM agreement if any or have a material adverse effect on the evaluation of the responses by NCSCM; and
  - 8.1.1.5 The bidder has not and will not will seek to influence any decisions of NCSCM during the evaluation process or engage in any uncompetitive behavior or other practice which may deny legitimate business opportunities to other Bidders.
- 8.1.2 **Confidentiality** - Bidder must keep confidential any information received from or about NCSCM 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 NCSCM in whole or part. NCSCM 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.
- 8.1.3 **Disclaimer**- Whilst all reasonable care has been taken in compiling this Response document, the figures, documents and details are presented in good faith; and no warranty or guarantee (express or implied) is given by NCSCM as to the completeness or accuracy of the Response or any information provided in or in connection with it to the maximum extent permitted by law:
- 8.1.3.1 NCSCM its officers, employees and agents will not be liable in any way whatsoever for any loss, damage, cost or expense (including without limitation any liability arising from any fault or negligence on their part) arising from the evaluation process; and
  - 8.1.3.2 Each Bidder releases and indemnifies NCSCM from all claims, suits, demands, proceedings, actions, liabilities, damages and costs which may arise under statute, law, equity or otherwise arising form, whether directly or indirectly, or in connection with the evaluation and selection process.
  - 8.1.3.3 This RFP is not an offer to contract, nor should it be construed as such; it is



a definition of specific NCSCM requirements and an invitation to recipients to submit a responsive proposal addressing such requirements. NCSCM reserves the right to make no selection and enter into no agreement as a result of this RFP. Only the execution of a written agreement between NCSCM and a vendor will obligate NCSCM in accordance with the terms and conditions contained in such agreement.

8.1.3.4 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, NCSCM may, at its option, incorporate all or any part of your response to this RFP in the contract. NCSCM 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.

8.1.4 **NCSCM's right to verify** - NCSCM reserves the right to conduct a site survey or obtain other evidence of facilities, resources, and managerial, financial and Bidder performance abilities prior to announcing the successful Bidder or awarding an agreement under this evaluation process.

8.1.5 **Financial documents**- NCSCM may request additional financial/ business information from the Bidder at its discretion.

8.1.6 **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 Technical Bid. Financial bids of those companies which do not meet the evaluation standard of 75% marks, will not be opened and returned to the bidder without opening it.

8.1.7 **Termination/or suspension of evaluation process** - NCSCM 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 NCSCM is not obliged to provide any reasons.

8.1.8 **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, NCSCM may at any stage of the evaluation process:

8.1.8.1 Require additional information from a Bidder;

8.1.8.2 Change the structure and timing of the evaluation process;

8.1.8.3 Terminate further participation in the evaluation process by a

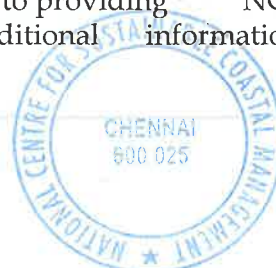
Bidder

8.1.8.4 Vary or extend the timetable and evaluation process

8.1.8.5 accept any non-complying Response; or

8.1.8.6 Vary the terms and conditions of the evaluation process, the RFP or specifications or requirements at any time.

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



- 8.1.10 Non-Reliance by Bidder** - Bidder, by submitting a Response, acknowledges that:
- 8.1.10.1 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 NCSCM in writing;
  - 8.1.10.2 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
  - 8.1.10.3 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.
- 8.1.11 NCSCM's right to vary** - NCSCM reserves the right to vary any aspect of this valuation process, RFP without liability to Bidder. Where NCSCM varies any aspect of this evaluation process or the agreement, NCSCM shall notify the Bidder of that variation.
- 8.1.12 Incorporation of Responses into agreement** - The successful Bidder as concluded by NCSCM shall sign a NCSCM agreement. NCSCM may, at its sole discretion, incorporate any portion of any successful Response of a successful Bidder in to the final NCSCM agreement. NCSCM may require a successful Bidder to submit, details of issues which may affect their ability to act as a Bidder.
- 8.1.13 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.
- 8.1.14** 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 NCSCM, that all copies have been returned to NCSCM, or destroyed, without retaining the document in any form.

S/d.  
Director,  
National Centre for Sustainable  
Coastal Management,  
Anna University Campus,  
Chennai - 600 025



## **TERMS OF REFERENCE ON**

National Centre for Sustainable Coastal Management (NCSCM) is an Autonomous Research Institute of the Ministry of Environment Forests and Climate Change and has its Office located in Koodal Building, Anna University Campus, Chennai-600025. Since the Major part of this Institute is Research, NCSCM procured Laboratory/Field Equipments for their research activities. Hence the NCSCM decided to protect the equipment under risk. List of equipments along with type of insurance coverage enclosed separately

- For Lab/Office Equipments - Fire, theft and damage
- For Field Equipments
  - i) Transit & Theft or loss
  - ii) Comprehensive Insurance (covers Transit, Theft, damages, loss and cost of repair)

**Eligible and interested companies send their request for the list of equipment for their further process**



**Technical Bid**

<b>Sr.No</b>	<b>Parameters</b>	<b>Response</b>
1	Gross Total Premium underwritten within India (Rs. in Crores) As on 31.03.2014	
2	Claim Settlement ratio for the year 2011-2012	
3	Claim Settlement ratio for the year 2012-2013	
4	Claim Settlement ratio for the year 2013-2014	
5	Number of network hospitals /Clinics in India (Direct/TPA)	



**Financial Bid for One Year Policy**

<b>Particulars</b>	<b>Amount (Rupees)</b>
Premium before Tax * Discount Offered to NCSCM on the premium	
Add: Applicable Tax	
<b>Total Premium including Tax</b>	

\*Premium should be valid for a period of 12 months effective from the date of contract is inclusive of the following

- TPA charges as applicable
- Brokerage etc.

