

Petroleum Planning and Analysis Cell
(2nd Floor, Core-8, SCOPE Complex, Lodhi Road, New Delhi 110003)

Ref. No.: P/1/Admn.2019-20

Date: **11.03.2020**

Notice Inviting E-Tender

PPAC invites online bids under single envelope single envelope system for below mentioned:

Sl. No.	Tender No.	Description of Work	EMD (Rs.)	Date and Time of Closing	Date and Time of Opening
1	P/1/Admn.2019-20	Tender for Insurance Policies at PPAC	NIL	01.04.2020, 11:00 hrs.	02.04.2020, 11:10 hrs.

Petroleum Planning & Analysis Cell(PPAC) is a cell attached to Ministry of Petroleum and Natural Gas and its office is situated at Core-8, 2nd floor, SCOPE Complex, Lodhi Road, New Delhi-110 003. PPAC proposes to invite sealed quotation for procuring the following Insurance Policies for providing coverage to its employees and assets for the period **13.4.2020 to 12.4.2021**.

- **GPA Policy:** PPAC wants to provide insurance cover to their employees and the coverage insurance amount is as per grade of employees. A list of 34 PPAC employees is enclosed at Annexure-A-1. There may be a change in the list due to change in employee or grade which may or may not change the sum insured. PPAC will inform the insurance company to do such changes and proportionate premium will be paid /refunded accordingly.
- **Electronic Equipment Policy:** PPAC wants to provide Electronic Equipment Policy insurance cover (including earthquake, terrorism, RSMD, damage due to power surges) to its all office electronic equipment's at the value given at Annexure-A-2. The value of items to be insured are worked out based on their replacement value.
- **Fire and Burglary Policy:** PPAC wishes to procure Fire and Burglary Insurance Policy (including earthquake & terrorism) for its assets. Schedule with details attached at Annexure-A-3.
- **All risk cover (which includes earthquake & terrorism, RSMD, damage due to power surges)** for Laptops/Tablets hard disk and Projectors. We wish to procure all risk cover policy for Laptops/Tablets hard disk and Projectors as these are required to be carried from one location to another location for official purpose (including worldwide coverage). List of items to be insured with details is attached at Annexure-A-4.

The value of items to be insured (under Fire and Burglary Policy and All risk cover) are worked out based on their replacement value reduced by depreciation for the period of use up to 31.12.2019

CLAIM HISTORY: There has not been any claim on account of Insurance during the last 15 years under any insurance policy.

Pre-qualification criteria for Parties:

- a) Copy of IRDA Registration certificate / License for vendor to undertake insurance. Details of documents to be submitted with tender are mentioned in Price Bid .
 - b) GST Registration Certificate.
 - c) Letter of Authorisation for authorising the person for signing the tender document and attesting the signature of the authorised person is to be attached.
 - d) A declaration to be attached that bidder is not under any holiday / blacklist (more details in clause no.6 of Annexure-D- Documents/Details to be enclosed).
- All papers being submitted should be signed and stamped by authorized person, non-submission of above documents would result in rejection of bid.

1. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> .
2. In case of unscheduled holiday on opening day of tender, the tender shall be opened at 11:10 hrs. on the next working day.