

**RFP No. IFCI/CPD-Estates/E-Tender/2021-22/02**

**Dated: 23/04/2021**



**Request for Proposal**

**For**

**Comprehensive Insurance of IFCI Properties/Assets across India**

**IFCI Limited**

**RFP No. IFCI/CPD-Estates/E-Tender/2021-22/02**

**Mode of Tender - E-tender**

**To be submitted before**

**12:00 Noon on 14/05/2021**

**Addressed**

**To**

**Deputy General Manager (Centralized Procurements)  
IFCI Limited, IFCI Tower, 61 Nehru Place,  
New Delhi - 110019**

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## **CHAPTER – 1**

### **1. Introduction**

- a. The Industrial Finance Corporation of India (now IFCI Ltd.) was established on July 1, 1948, as the first Development Financial Institution in the country to cater to the long-term finance needs of the industrial sector. IFCI is now a Government of India Undertaking under the aegis of the Department of Financial Services, Ministry of Finance, GOI, primarily a Non-Deposit taking Systematically Important NBFC.
- b. IFCI offers a wide range of products to the target customer segments to satisfy their specific financial needs. The product mix offering varies from one business / industry segment to another. IFCI Ltd. customizes the product-mix to maximize customer satisfaction. Its domain knowledge and innovativeness make the product-mix a key differentiator for building, enduring and sustaining relationship with the borrowers.

### **2. Invitation for Tender Offers**

- a. IFCI invites e-tender offers, in two bid system (Technical and Financial bid), from eligible, Insurance Companies for Comprehensive Insurance of IFCI Properties/ Assets across India w.e.f. 01.06.2021 till 31.05.2022.
- b. IFCI reserves the right to alter the scope of work at any stage with suitable adjustment in premium payable.

### Key Events & Dates

Sl. No.	Particulars	Details
01	Tender Notice No	IFCI/CPD-Estates/E-Tender/2021-22/02
02	Tender Name	Comprehensive Insurance of IFCI Properties/Assets across India
03	Bid Security / EMD (In form of Pay order/DD)	EMD Declaration as per Annexure - 12
04	Tender Document	The details can be downloaded free of cost from CPP portal <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> or from IFCI website <a href="https://www.ifcilttd.com/(Tenders">https://www.ifcilttd.com/(Tenders</a> - procurement-goods-and-services).
05	Date of Issue	23/04/2021
06	Date of Pre-Bid Meeting	29/04/2020, 1500 hrs to 1600 hrs (For pre-Bid Meeting to be conducted through WEBEX)
07	Last date for seeking clarifications, if any	30/04/2021, 02:30 PM
08	Last date & time of submission of Bid (Technical & Commercial)	14/05/2021, 12:00 Noon
09	Date & time of opening of Technical Bids	17/05/2021, 2:00 PM
10	Date & time of opening of Commercial Bids	Shall be communicated to technically qualified bidders
11	Address of Communication and Pre-Bid Meeting	IFCI Ltd. 15 <sup>th</sup> floor, IFCI Tower, 61 Nehru Place, New Delhi – 110 019
12	Name of the contact person for any clarification	Shri Saurabh Kumar, Mob - 9810094438 Shri Bhagwan Sigh, Mob - 9990725640
13	e-mail Address	Pl quote the RFP No in the Subject Line of the e-mail <a href="mailto:rfpquery@ifcilttd.com">rfpquery@ifcilttd.com</a>
14	Validity of Proposal	The rates in tender document shall be kept open from acceptance for a minimum period of 90 (ninety) days from last due date of offer submission (incl. extension, if any)

**Note:** IFCI reserves the right to cancel the Tender process at any stage during the Tender Process. Bidders are required to provide EMD Declaration as per Annexure -12. Bids received without EMD Declaration shall be summarily rejected.

## **Disclaimer**

1. The information contained in this Request for Proposal (RFP) document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of IFCI, is provided to the Vendor on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided. This RFP is neither an agreement nor an offer and is only an invitation by IFCI to the interested parties for submission of bids. The purpose of this RFP is to provide the bidders with information to assist the formulation of their proposals.
2. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and wherever necessary, may obtain independent advice. IFCI makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. IFCI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.
3. This document is meant to provide information only and upon the express understanding that recipients will use it only for the purposes set out above. It does not purport to be all inclusive or contain all the information about the Insurance Cover or be the basis of any contract. No representation or warranty, expressed or implied, is or will be made as to the reliability, accuracy or the completeness of any of the information contained herein. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information on the Insurance Cover.
4. While this document has been prepared in good faith, neither IFCI, nor any of their officers or subscribers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly and expressly disclaimed by IFCI and any of their officers or subscribers even if any loss or damage is caused by any act or omission on the part of IFCI or any of their officers or subscribers, whether negligent or otherwise.
5. By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient by or on behalf of IFCI. IFCI and any of their respective officers or subscribers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the selection of or any part of the interest or terminate negotiations or the due diligence process prior to the signing of any binding agreement.
6. This document has not been filed, registered or approved in any Court of Competent jurisdiction. Recipients of this document should inform themselves of and observe any applicable legal requirements.

## CHAPTER - 2

### INSTRUCTIONS TO BIDDERS:

1. Bidders who wish to participate in this tender will have to register online at <https://eprocure.gov.in>. To participate in online tenders, bidders will have to procure Digital Signature Certificate (Type-II or Type-III) as per information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any Controller of Certifying Authorities (CCA) approved certifying agency.

Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate. **The bidders are requested to read carefully the user manual available on the website <https://eprocure.gov.in> before initiating the process of E-Tendering.**

In case of any clarification / assistance Bidder may contact the Help Desk of e-Procurement CPP Portal before the schedule time of Online Bid Submission as per the details mentioned below:

E-mail ID : [support-eproc@nic.in](mailto:support-eproc@nic.in)  
Phone No. : 0120-4001002, 4001005, 6277787

2. Bidder shall submit their offers online in an electronic format both for "Technical" and "Financial bid".
3. **On Line submission of bids:** The online bids will have to be digitally signed and submitted within the time specified on website <https://eprocure.gov.in> the following manner:-
  - a) **Technical Bid: Scanned Copies to be uploaded (.pdf) :-**
    - i. Bidders shall upload the EMD declaration form (Please Annexure 12) along with technical bid. Otherwise the bid in electronic form will not be considered.
    - ii. The technical information has to be prepared very carefully as indicated in the tender document since it will be the basis for the pre- qualification of bidders. Only relevant and to the point information/document should be uploaded. Failure to provide any required information, may lead to the rejection of the offer. Bidders must read the tender document very carefully before signing on it. Technical formats i.e. all Annexures, except Financial Bid Annexures / Schedule, any other relevant supporting documents including all the pages of tender document must be signed by the authorized representative along with date as token of acceptance of the terms & conditions of tender and uploaded.
  - b) **Financial Bid: (.xls) :-** This envelope (online bid) shall consist of financial format/schedules. The bidder shall read the terms and condition as mentioned in the format / tender document and submit the form accordingly . The bidder is required to check the prices / amount carefully before uploading financial bid without taxes.

4. Submission of more than one bid is not allowed.
5. **Validity of bids:** Tender submitted by Bidders shall remain valid for acceptance for a minimum period of 90 (ninety) days from the last date of submission of Bid (Technical and Financial).
6. IFCI reserves the right to reject any or all the offers without assigning any reasons thereof.
7. Conditional bids would be summarily rejected.
8. **Authorization and Attestation:**

**The bidder has to submit an authorization letter or valid Power of Attorney on behalf of company/firm for signing the document.**

9. The Standard Terms and Conditions of Contract also form part of the Open-Tender specifications. The information furnished shall be complete by itself. The Bidder is required to furnish all the details and other documents as required.
10. Bidders are advised to study all the tender documents carefully.
11. Any conditional bid received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder.
12. Any submission in tender shall be deemed to have been done after careful study and examination of the e-tender documents and with the full understanding of the implications thereof.
13. This document is meant to provide information only and upon the express understanding that recipients will use it only for the purposes set out above. It does not purport to be all inclusive or contain all the information about the RFP or be the basis of any contract. No representation or warranty, expressed or implied, is or will be made as to the reliability, accuracy or the completeness of any of the information contained herein. Information provided in this document is subject change/addition/deletion. While this document has been prepared in good faith, neither IFCI, nor any of their officers or subscribers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly and expressly disclaimed by IFCI and any of their officers or subscribers even if any loss or damage is caused by any act or omission on the part of IFCI or any of their officers or subscribers, whether negligent or otherwise.
14. By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient by or on behalf of IFCI. IFCI and any of their respective officers or subscribers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the selection of or any part of the interest or terminate negotiations or the due diligence process prior to the signing of any binding agreement.

15. Should the e-tenderers have any doubt about the meaning of any portion of the Tender Specification or find discrepancies or omissions in the scope of work or the e-tender documents issued are incomplete or shall require clarification on any of the technical aspect, the scope of work etc. Tenderers shall at once, contact the authority inviting the tender well in time (so as not to affect last date of submission) for clarification before the submission of the tender.
16. Bidders' request for clarification shall be with reference to Sections and Clause numbers given in the e-tender document.
17. The specifications and terms and conditions shall be deemed to have been accepted by the Bidders in his offer.
18. Non-compliance with any of the requirements and instructions of the e-tender document may result in the rejection of the tender.
19. This document has not been filed, registered or approved in any Court of Competent jurisdiction. Recipient of this document should inform themselves of and observe any applicable legal requirements.
20. This document constitutes no form of commitment on the part of the IFCI. Furthermore, this document confers neither the right nor an expectation on any party to participate in the tendering process.
21. Merely participation in this Tender Document by any party does not confer or constitute any right of association with IFCI.

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**CHAPTER – 3**  
**Eligibility Criteria**

**ELIGIBILITY CRITERIA FOR PRE-QUALIFICATION OF THE BIDDERS**

Sl. No.	Description	Supporting Documents
1	The firm/company should have been in existence in India for a period of at least 10 Years as on the date of this Tender	<ul style="list-style-type: none"> <li>• Copy of Registration certificate</li> <li>• GST Registration/ Income Tax registration/ PAN number</li> </ul>
2	Bidder should be registered with IRDA with a valid IRDAI license as on 31.03.2021 (the licenses should have been renewed at least thrice by IRDA and that such license should not have been suspended or cancelled by the IRDA)	Self-Attested Copy of IRDA License and its subsequent renewal along with current valid registration.
3	The company must have provided Insurance cover to Public Sector/ Private Sector Institutions in the last three years: a) At least three institutions with assets not less than Rs.1000 crores each <b>OR</b> b) At least two institutions with assets not less than Rs.2000 crores each <b>OR</b> c) At least one institution with assets not less than Rs.3000 crores.	Self-Attested list of Public Sector/ Private Sector Institutions clients.
4	The company should have offices in at least 10 (ten) cities including four metros where IFCI properties are located across India.	Self-Attested list of offices including four metros where IFCI properties are located across India.
5	The company should have solvency ratio as prescribed by IRDAI.	Self-Attested declaration for solvency ratio as prescribed by IRDAI.
6	Average Annual premium receipt during the last 3 years, ending March 31, 2020 should be <b>Rs.1000.00 Crores or more.</b>	Self-attested photo copy of Audited Profit & Loss A/c and Balance sheet/ Income Tax Return of the any 3 (three) years starting from FY 2017-18 onward in supports of their Annual Turnover.
7	Integrity Pact	Mandatory

**IMPORTANT NOTE:** IFCI reserves the right to examine the details furnished by the Insurance Company. The Financial Bids of only those bidders, who qualify minimum eligibility criteria and fulfilling terms and conditions specified in technical bid only will be opened. IFCI reserves the right to reject the Tender without assigning any reason thereof.

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**CHAPTER – 4**

**Scope of Work**

**For**

**Comprehensive Insurance of IFCI Properties/Assets across India**

**RFP No:** IFCI/CPD-Estates/E-Tender/2021-22/02

**IFCI Limited,  
IFCI Tower,  
61, Nehru Place,  
New Delhi – 110 019.  
Ph. 011-4173 2000**

## Scope of Work

IFCI intends to take Centralized Comprehensive insurance from IRDAI licensed General Insurance Company operating in India to insure its properties/assets situated Pan India under the ownership/lease of IFCI Limited viz., Office Buildings, Residential Buildings/Colonies, Plant & Machinery, Furniture Fixtures, Electrical Installations, Firefighting and allied services, Lifts, Chiller Plants, and Machinery against various risks as specified at **Annexure 13**, for a period of one year w.e.f. 01.06.2021 to 31.05.2022. The estimated value of sum insured is **Rs. 452.56 Crore**. The policy shall also provide an additional cover of **Rs. 130 Crore** towards third party liability arising in the event of malfunctioning of Lifts installed at different locations at Pan India.

The shortlisted insurance company will insure all properties of IFCI situated Pan India viz., Office Buildings, Residential Buildings/Colonies, Plant & Machinery, office equipment, Furniture Fixtures, Electrical Installations, Firefighting and allied services Machinery, chillers, Lifts with **Reinstatement Value Clause, add on covers including** Architects, surveyors and consulting engineer's fees, removal of debris clause, omission clause to the extent of 5% in the policies to cover all addition, alteration and extension to address real time aspect etc. The value of different assets is based on the existing sum insured.

To obtain Comprehensive Insurance Policy of IFCI properties, **the state-wise invoices** shall be raised by the successful bidders for making payment of aggregate compressive insurance value/premium.

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**CHAPTER – 5**

**Bid Submission and Evaluation Guidelines**

**For**

**Comprehensive Insurance of IFCI Properties/Assets across India**

**RFP No:** IFCI/CPD-Estates/E-Tender/2021-22/02

**IFCI Limited,  
IFCI Tower,  
61, Nehru Place,  
New Delhi – 110 019.  
Ph. 011-4173 2000**

## **Bid Submission and Evaluation Guidelines**

### **1. RFP document submission is required to be done as under:-**

The Tender documents (Receipt, Technical Bid & Commercial Bid) should be submitted online on CPP Portal [www.eprocure.gov.in](http://www.eprocure.gov.in).

### **2. Bid Submission**

- a Before electronically submitting the tenders, it should be ensured that all the documents and annexures being uploaded are self-certified/ signed by the bidders.
- b On-line submission of bids: The online bidders will have to be digitally signed and submitted within the time specified on website [www.eprocure.gov.in](http://www.eprocure.gov.in)

### **3. Technical Bid (Eligibility Criteria)**

Technical bid response must comply with the annexures provided and all the compliances stated in the Chapter - 3 on Eligibility Criteria. Only one bid would be considered from one Company for online e-Tendering.

The Bidders are also advised to visit the aforementioned website or IFCI Website on regular basis for checking necessary updates. IFCI also reserves the right to amend the dates mentioned in Key Events & Dates of this Bid document.

IFCI reserves the right to waive any of the Technical Specification during technical evaluation, if in the IFCI's Opinion it is found to be minor/deviation or acceptable deviation.

### **4. Financial Bid**

The rates must be **quoted in figures and the rates must** be quoted as mentioned in the in the financial bid. The bidders are required to check the prices / amount carefully before uploading financial bid.

### **5. Other Condition**

All prospective bidders will be notified of the amendment which will be final and binding on all the bidders via notification of the CPP portal and IFCI Website only.

In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their Bids, IFCI, at its discretion, may extend the deadline for the submission of Bids. Further, IFCI reserves the right to scrap the RFP or drop the tendering process at any stage without assigning any reason.

#### **Note:**

- If the online submission does not include all the information required or is incomplete, the proposal is liable to be rejected.
- Bids submitted by Fax or E-mail or any form other than mentioned above will not be accepted.
- The evaluation of the bid will only be based on the documents uploaded online on e-Tendering portal [www.eprocure.gov.in](http://www.eprocure.gov.in).

- The bids shall be submitted strictly as per the format specified in this Request for Proposal. Bids with deviation from this format are liable for rejection.
- In the first stage, only TECHNICAL BID will be opened and evaluated for the bidders qualifying the eligibility criteria. Those bidders who satisfy the technical requirements as determined by IFCI, shall qualify for the FINANCIAL BID evaluation.
- The Tender evaluation committee constituted for the said purpose, shall conduct bid evaluation. The objective of evaluation methodology is to facilitate selection of vendor at optimal cost.
- IFCI reserves the right to modify the evaluation process at any time during the Tender process (before submission of technical and financial responses by the prospective bidder), without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change.
- IFCI's decision in respect of evaluation methodology and short listing of bidders will be final and no claims, whatsoever in this respect, shall be entertained.
- The clarification shall be given in writing immediately, but no change in the price shall be sought, offered or permitted.
- Bidders willing to submit revised bids may do so before the closing date by uploading revised bid.
- Bidder or their authorised representative may remain present at the time of opening of bid. The authorised representative should carry the authorisation letter and an Identity proof, of the bidder in this regard.
- Withdrawal or modification of a bid between the deadline for submission of bids and the expiration of the original period of bid validity may result in the forfeiture of the EMD.

## **6. Transfer of Bid Document/ Award**

Transfer of Bids submitted by one Bidder of Award by successful bidder to other party is not permissible. IFCI may request any bidder in writing to provide clarification on any tender clause based on the technical evaluation. Subsequent queries of IFCI, if any, on the technical details, clarifications or any other information should be replied positively within the time specified, failing which Tenders shall be finalized on the basis of the information, available. It shall, therefore, be in the Bidders' interest to give complete and comprehensive technical particulars/description and details.

## **7. Evaluation of Technical & Financial Bids**

IFCI will open all bids in the presence of Bidders' representatives who choose to attend, at the time, on the date (as specified), and at the place specified in this RFP. The Bidders' representatives, who are present, shall sign a register/attendance sheet evidencing their attendance.

IFCI reserves the right to open the bids at the stipulated/notified time & date, even if vendor/s express their inability to attend the opening of bids.

The bidder representative should bring an authority letter on the company letter head to attend / represent the bidder in the meetings, else the person shall not be allowed to attend the meetings. The authorised person shall also carry his/her Identity proof.

## **8. Bid Evaluation Criteria**

In case same total amount arrived by two or more agencies, the selection will be based on the high turnover (for FY 2020, 2019 and 2018) and better experience in terms of experience with PSUs and large corporates.

In case, the insurance company fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof IFCI is put to any loss/obligation, monetary or otherwise, IFCI will be entitled to get itself reimbursed out of the outstanding bills/ performance security to the extent of the loss or obligation in monetary terms.

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**CHAPTER – 6**

**Standard Terms & Conditions**

**For**

**Comprehensive Insurance of IFCI Properties/Assets across India**

**RFP No:** IFCI/CPD-Estates/E-Tender/2021-22/02

**IFCI Limited,  
IFCI Tower,  
61, Nehru Place,  
New Delhi – 110 019.  
Ph. 011-4173 2000**



## **Standard Terms and Conditions**

### **1. Contractual Rates**

The Bidders must assess carefully the 'Scope of Work' and quote prices as per prescribed **Financial Bid Format**. These prices so quoted, will remain fixed during entire period of the contract. Performance of the Vendor will be evaluated at regular intervals in-line with performance indicators given in the tender document.

### **2. Completeness of Response**

Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the Bidder's own risk and may result in rejection of its Proposal.

### **3. Disqualification**

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

- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- Failed to provide related clarifications, when sought
- Failure to comply with the terms and conditions mentioned in the Tender Document
- If the bid is not as per the format prescribed in the Tender Document
- If the bid and other documents are not duly signed by the authorized signatory of the Bidder.
- Been declared "non-cooperative" by IFCI in its correspondence.
- Been declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted.

If any information comes to the knowledge of IFCI which would have entitled IFCI based on the prescribed Tender Document/ submission requirement specified above, to reject or disqualify the Bidder, IFCI reserves the right to reject the Bid of the Bidder at the instant time, or at any time thereafter as and when such information comes to the knowledge of IFCI.

### **4. Contract Period**

These properties will have to be insured adequately and accurately by endorsement up to a period of one year so that specified risks are fully covered and renewal dates are aligned to a single date.

## **5. Award of Contract**

The successful bidder shall be required to accept the contract within 2 days after issuance of Letter of Intent/Award and return the duplicate copy of Letter of Intent/ Award, duly signed by an authorized signatory of the company.

## **6. Execution of the work not covered in the Agreement**

Any other insurance not covered under this scope of quotation document deemed to be part of the assignment may be assigned to the successful Bidder on mutually agreed terms & condition.

## **7. Preliminary Examinations**

- IFCI will examine the Bids to determine whether they are complete, the documents have been properly signed, supporting papers/documents attached and the bids are generally in order
- IFCI at its sole discretion, waive any minor infirmity, nonconformity or irregularity in a Bid which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.
- Prior to the detailed evaluation, IFCI will determine the substantial responsiveness of each Bid to the Bidding document. For purposes of these Clauses, a substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations.
- If a Bid is not substantially responsive, it will be rejected by IFCI and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
- The Bidder is expected to examine all instructions, forms, terms and specification in the Bidding Document. Failure to furnish all information required by the Bidding Document or to submit a Bid not substantially responsive to the Bidding Document in every respect will be at the Bidder's risk and may result in the rejection of its Bid.

## **8. Omission Clause**

Provision to the extent of 5% in the policies, to cover all addition, alteration and extension to address real time aspect in the Quotation document shall have to be made.

## **9. Reservation Right**

Bidders will not have the right to change conditions, terms or prices of the proposal once the proposal has been submitted in writing to IFCI, nor shall bidders have the right to withdraw a proposal once it has been submitted.

## **10. Amendment of Tender Document**

At any time prior to the last date for receipt of bids, IFCI may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidders may modify the

Tender Document by an amendment. The amendment will be notified in writing/ published on the IFCI's website. In order to afford prospective Bidders reasonable time in which to take amendments into account in preparing their bids, IFCI may, at its discretion, extend the last date for the receipt of Bids.

### **11. Check List**

Successful Bidder in consultation and agreement with IFCI Ltd. shall prepare standard checklist of documentation required for early settlement and provide time frame for settlement of claim.

### **12. Deputation of Surveyors**

To facilitate early survey/assessment of the loss/damage in case of any claim, the Bidders will have to depute the surveyor in consultation with IFCI at the site of loss/damage within 48 hours from the time of intimation by IFCI Ltd. about the claim.

### **13. Claims Management Services**

Please describe in detail how claims for IFCI will be handled. Provide an overview of the Claims Management Program that your organization would use. Outline the claim/incident reporting procedure(s) that would be implemented to standardize this process in a multi-site operation.

Discuss the use of adjusters, legal representatives, investigation and settlements

### **14. Validity of the Tender**

The Bid shall be valid for a maximum period of 90 days from the last date of Opening of Tender. In exceptional circumstances IFCI may solicit the Bidders consent to an extension of the period of validity. The request and response thereto shall be made in writing. The Bid security provided shall also be extended.

Canvassing in any form will be viewed seriously and if any bidder is found to be resorting to such practice, their bid shall be outrightly rejected. In case, no bid or single bid is received, the bid will get extended at the discretion of IFCI.

### **15. Language**

The Bidder shall quote the rates in English language and international numerals. The rate shall be in whole numbers. These rates shall be entered in figures as well as in words. In the event of variation in number written in figure and words, the number written in words will be taken as final.

### **16. Rectification of Errors**

Arithmetical errors in the Financial Bid will be rectified on the following basis.

- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and will be considered for future calculations.
- If there is a discrepancy between words and figures, the amount in words shall prevail.
- If Bidder does not accept the correction of errors, its bid will be rejected and its bid security may be forfeited.

## **17. Modification and Withdrawal of Bids**

No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the Bidder in the Bid.

## **18. Confidentiality of the Document**

This Tender Document is confidential and IFCI shall ensure that anything contained in this Tender Document shall not be disclosed in any manner, whatsoever.

The Bidder will treat all data & information about IFCI, obtained in the execution of its responsibilities as confidential & will not reveal such information to any other party without prior written approval of IFCI. If the Bidder leaks any such information to any third party (Web/Mail), IFCI holds the right to take such action as may be necessary.

## **19. Clarification of Tender Document**

The prospective Bidders requiring any clarification regarding Tender Document may sent by e-mail at [rfpquery@ifcilttd.com](mailto:rfpquery@ifcilttd.com) as per the schedule of dates given in the tender.

## **20. Addressing**

All completed bid documents and inquiries regarding clarification/interpretation in connection with this Bid should be sent at the address as mentioned in the intimation letter.

## **21. Rejection of Bid**

Bids may be rejected on occurrence of any one of the following events/ conditions.

- Any effort by a Bidder to influence IFCI in its decisions on bid evaluation, bid comparison or contract award may result in outright rejection of Bidders bid.
- Bids which do not conform to unconditional validity of the bid as prescribed in the Tender.
- If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
- Any evidences of cartelisation.
- Bids received by IFCI after the last date prescribed for receipt of bids.
- Bids without signature of person (s) duly authorized on required pages of the bid.
- Bids without power of authorization and any other document consisting of adequate proof of the ability & eligibility of the signatory to bind the Bidder.
- Bids submitted without or with improper EMD

## **22. Technical Rejection Criteria**

- Technical Bid containing commercial details.  
Revelation of Prices in any form or by any reason before opening the Commercial Bid.
- Failure to furnish all information required by the RFP Document or submission of a bid not substantially responsive to the Tender Document in every respect.
- Bidders not quoting for the complete scope of Work as indicated in the Tender documents, addendum (if any) and any subsequent information given to the Bidder.
- Bidder's not complying with the Technical and General Terms and conditions as stated in the RFP Documents.
- Bidder's not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Scope of work and Service Level Agreements of this tender.
- If the bid does not confirm to the timelines indicated in the bid.

## **23. Commercial Rejection Criteria**

- Incomplete Price Bid.
- Price Bids that do not conform to the Tender's price bid format.

## **24. Fraud and Corrupt Practices**

The Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Evaluation and Selection Process. Notwithstanding anything to the contrary contained in the RFP, IFCI shall reject a proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "**Prohibited Practices**") in the Evaluation and Selection Process.

In such an event, IFCI shall, without prejudice to its any other rights or remedies, be entitled to corrective legal action including recovery of damages, as the case may be.

Without prejudice to the rights of IFCI hereinabove and the rights and remedies which IFCI may have under the Work Order / Award Letter (AL), if a Bidder, is found by IFCI to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue/acceptance of the AL, such Bidder shall not be eligible to participate in any assignment or RFP issued by IFCI during a period of 2 (two) years from the date such Bidder is found by IFCI to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

**(a) "Corrupt practice"** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of IFCI who is or has been associated in any manner, directly or indirectly with the Selection Process or the AL or has dealt with matters concerning the AL or arising there from, before or after acceptance thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of IFCI, shall be deemed to constitute influencing the actions of a person connected with the Selection Process);

**(b) "Fraudulent practice"** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

**(c) "Coercive practice"** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Selection Process;

**(d) "Undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by IFCI with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; and

**(e) "Restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Bidders or any other party with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## **25. Designation of Property Clause**

For the purpose of determining, where necessary, the item under which any property is insured, the insurers agree to accept the designation under which the property has been entered in the insured books.

## **26. Other terms and conditions**

- IFCI reserves the right to enhance or reduce the amount of sum insured or reject or accept the quotation in part or full or distribute the works amongst the Bidders without assigning any reason.
- IFCI reserves the right to reject any or all Proposals without assigning any reason thereof as well as the right to add/ delete/ modify any one or more of the terms and conditions of Bid document before award of insurance. IFCI also reserves the right not to award the assignment to any of the Bidder(s) and may terminate the sale process before award of assignment, without thereby incurring any liability.
- IFCI shall not in any way be held responsible for any procedural delay and shall not be assigned any financial loss caused during the Assignment.
- IFCI reserves the right to withdraw the RFP at any time before signing of a definite Contract, without assigning any reason and shall not be held liable for any losses or damages caused

by such withdrawal. The withdrawal of RFP would be by giving intimation through IFCI's website.

- The decision of IFCI in regard to acceptance or non-acceptance of the proposal will be final and binding on the Bidders.
- The Bidder is required to comply with all the guidelines issued by Central Vigilance Commission (CVC), Government of India relating to the services rendered to IFCI.

### **27. Bidder Responsibility**

The bidder accepts full responsibility to understand all operations and activities of IFCI (including all of its assets) that require insurance.

### **28. Irrevocable Offer**

The bidder hereby acknowledges that offers contained within your response to this Request for Proposal shall remain open for acceptance by the IFCI for a period of not less than Fifteen (15) days from the due date of this Request for Proposal.

### **29. Proposal Cost**

IFCI is not liable for any costs incurred by Brokers or Insurers in preparing responses to this Request for Proposal or for any work performed prior to official appointment by IFCI.

### **30. Modified Proposals**

In the event that a preferred proposal does not entirely meet IFCI's requirements, IFCI reserves the right to enter into negotiations with the selected bidder to arrive at a mutually satisfactory arrangement with respect to any terms or modifications to the proposal.

### **31. Non-Collusion**

A bidder shall not discuss or communicate, directly or indirectly, with any other Bidder or their agent or representative about the preparation of their Proposals. Each Bidder shall attest that its participation in the RFP process is conducted without collusion or fraud.

If IFCI discovers there has been a breach of this Requirement at any time, IFCI reserves the right to disqualify the Proposal or to terminate any ensuing Agreement.

### **32. Conflict of Interest**

Bidders must disclose to IFCI in their Proposal any potential conflict of interest, including any which may involve IFCI employees who may have a financial interest in a Bidder.

If such conflict of interest does exist IFCI may, at its discretion, refuse to consider the Proposal.

### **33. Dispute Settlement**

Disputes, if any, arising out of this contract/ agreement will be mutually settled without any obligation on any party. However, in the event of non-settlement of disputes through amicable means, such disputes shall be resolved as per Arbitration and Conciliation Act, 1996. The venue of the Arbitration shall be at New Delhi and the language shall be in Hindi/English. The arbitration shall be conducted by a sole arbitrator who shall be mutually appointed by both the parties.

All matters relating to insurance of assets of IFCI and the bidding procedure thereof shall be governed by the laws of Union of India. Only Courts at New Delhi (with exclusion of all other Courts) shall have the jurisdiction to decide or adjudicate on any matter, which may arise.

Bidders are requested to adhere to laws/ guidelines applicable to this Transaction which includes the following but not limited to:

- a) The Insurance Act, 1938
- b) Companies Act, 2013 and amendments thereof, if any and as applicable.
- c) General Insurance Business (Nationalization) Act, 1972
- d) Insurance Regulatory and Development Authority (IRDA) Act, 1999.
- e) All other such Acts, Rules, Regulations, General Orders, Guidelines, Circulars and amendments thereof issued by IRDA, Ministry of Corporate Affairs, Ministry of Finance, Government of India, or any such other regulatory/statutory bodies in India or its agencies thereof.

### **34. Right to Accept or Reject the Tenders**

The right to accept the bid in full or in part/parts will rest with IFCI. However, IFCI does not bind itself to accept the lowest bid and reserve itself the authority to reject (during any stage of the Tender Process) any or all the bids received without assigning any reason whatsoever.

Bid, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected at the discretion of IFCI.

IFCI may waive any minor informality or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

### **35. Merger/ Acquisition of Bidder**

In the event of the Bidder's company or the concerned division of the company being taken over/bought over by another company, all the obligations under the agreement with IFCI should be passed on for compliance to the new company in the Negotiations for their transfer.



### **36. Confidentiality of Information**

This document contains information confidential and proprietary to IFCI. Additionally, the Bidder will be exposed by virtue of the contracted activities to internal business information of IFCI, affiliates, and/or business partners. Disclosure of receipt of any part of the afore mentioned information to parties not directly involved in providing the services requested could result in the disqualification of the Bidder, pre-mature termination of the contract and/or legal action against the Bidder for breach of trust.

No news release, public announcement, or any other reference to this RFP or any program there under shall be made without written consent from IFCI. Reproduction of this RFP, without prior written consent of IFCI, by photographic, electronic, or other means is prohibited.

### **37. Assignment**

The Bidder shall not assign, in whole or in part, its obligation to perform under this contract, except with IFCI's prior written consent. The Bidder shall notify IFCI in writing of all sub-contracts awarded under the contract, if not already specified in his bid. Such notification, in his original bid or later, shall not relieve the Bidder from any liability or obligation under the contract.

### **38. Waiver of Minor Irregularities**

IFCI reserves the right to waive minor irregularities in proposals provided such action is in the best interest of IFCI. Where IFCI may waive minor irregularities, such waiver shall in no way modify the "Request for Proposal" (RFP), requirements or excuse the Vendor from full compliance with the RFP specifications and other contract requirements if the Vendor is selected.

### **39. Supplementary Information to the RFP**

If IFCI deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP, shall be made available on IFCI website / CPP portal only.

### **40. Clarification from Bidders**

During evaluation of Bids, IFCI, at its discretion, may ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing (Fax/e-Mail), and no change in the substance of the Bid shall be sought, offered or permitted.

### **41. Earnest Money Deposit (EMD)**

Bidders are required to submit Bid Security Declaration Form provided in Annexure -12. Bid submitted without Bid Security Declaration Form shall be rejected summarily.

## **42. Award of Contract**

Before the expiry of the period of validity of the proposal, IFCI shall notify the **L1** Bidder in writing by registered letter/ e-mail or by fax, that its bid has been accepted.

The Bidder shall acknowledge in writing receipt of the notification of award and shall send his acceptance to enter into agreement within two (2) days of receiving the notification.

If L1 Vendor fails to execute the order, IFCI will be free to award the contract to L2 Vendor provided L2 matches L1's price and if L2 does not agree, it will be awarded to L3 subject to L3 matching L1's price and in that order.

## **43. Rights of IFCI**

- i. Decision of IFCI in regard to interpretation of the Terms and Conditions of the Agreement shall be final and binding on the Vendor.
- ii. In case of any dispute between the Vendor and IFCI, the IFCI shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at New Delhi.
- iii. In case of any difference of opinion or dispute arising between the parties, regarding interpretation or implementation of any of the terms and conditions of the contract / agreement, then the same shall be referred to the MD & CEO/ DMD of the IFCI whose decision shall be final and binding upon both the parties. However, for all matters jurisdiction shall be at the local courts located at New Delhi.

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**CHAPTER – 7**

**ANNEXURES**

**For  
Comprehensive Insurance of IFCI Properties/Assets across India**

**IFCI Limited**

**RFP No:** IFCI/CPD-Estates/E-Tender/2021-22/02

**IFCI Limited,  
IFCI Tower,  
61, Nehru Place,  
New Delhi – 110 019.  
Ph. 011-4173 2000**

**Offer Forwarding Letter /Tender Submission Letter**

(To be typed & submitted in the Letter Head of the Company/Firm of Bidder)

**Tender No:** -----

**Dated:** .....

To,

Dy. General Manager (CPD),  
IFCI Limited,  
IFCI Tower,  
61, Nehru Place,  
New Delhi – 110 019.

Dear Sir,

Sub: Submission of Offer against Tender Specification No: .....

I/We hereby offer to carry out the work detailed in the Tender Specification issued by IFCI Limited, ....., in accordance with the terms and conditions thereof.

I/We have carefully perused the following listed documents connected with the Tender documents and shall abide by the same.

1. Amendments / Clarifications / Corrigenda / Errata / etc issued in respect of the Tender documents by IFCI.
2. Notice Inviting Tender (NIT)/ (Scope of Work / Technical Requirement / Technical Bid)
3. Financial Bid
4. Documents referred to in tender document
5. Forms and Procedures

Should our Offer be accepted by IFCI for Award, I/we further agree to furnish 'Security Deposit' for the work as provided for in the Tender Conditions within the stipulated time as may be indicated by IFCI.

I/We further agree to execute all the works referred to in the said Tender documents upon the terms and conditions contained or referred to therein and as detailed in the Annexures annexed thereto.

I/We have submitted Bid Security Declaration Form as per details furnished in the tender document.

Date:  
Place:

Signature of authorized person  
Full Name & Designation:  
Company's Seal Date:

**Tender Acceptance Letter**

(To be typed & submitted in the Letter Head of the Company/Firm of Bidder)

To

Dy. General Manager (CPD),  
IFCI Limited,  
IFCI Tower,  
61, Nehru Place,  
New Delhi – 110 019.

Dear Sir/Madam,

Sub: **Acceptance of Terms & Conditions of Tender.**

Tender Reference No: \_\_\_\_\_

Re: Supply, Installation, Commissioning and Maintenance of MPLS-VPN, Internet Bandwidth based connectivity across various offices and centralised Internet bandwidth at HO

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) as per advertisement.
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents of all pages (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I/We hereby declare that our Company/Organisation has not been blacklisted /debarred /banned or disqualified by any Government or any Government agencies including PSUs, Public Sector Banks / Public Sector Insurance Companies during a period of last three year.
6. Further, we hereby declare that none of our partners /directors of our Company/Organization is blacklisted /debarred /banned by any Government or any Government agencies including PSUs, Public Sector Banks / Public Sector Insurance Companies, any Government regulatory body nor has any criminal case against him /her during a period of last three year.

7. I/We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit /Security deposit or both absolutely.

8. I/We hereby certify that all the information and data furnished by me with regard to the above Tender Specification are true and complete to the best of my knowledge. I have gone through the specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

9. I further certify that I am authorized to represent on behalf of my company/firm for the above-mentioned tender and a valid Power of Attorney/Authorization letter to this effect is also enclosed.

10. We hereby confirm that we have not changed/modified/materially altered any of the tender documents as downloaded from the website/issued by IFCI and in case of such observance at any stage, it shall be treated as null and void and our tender shall be deemed to be withdrawn.

11. We also hereby confirm that we have neither set any Terms and Conditions and nor have we taken any deviation from the Tender conditions together with other references applicable for the above referred NIT/Tender Specification.

12. We further confirm our unqualified acceptance to all Terms and conditions, unqualified compliance to Tender Conditions, Integrity Pact (if applicable), and acceptance to Reverse bidding process.

13. We confirm to have submitted offer in accordance with tender instructions and as per aforesaid reference.

Date:  
Place:

Signature of authorized person  
Full Name & Designation:  
Company's Seal

**Bidders General Information & Eligibility Criteria****Sub: Comprehensive Insurance of IFCI Properties/Assets across India**

<b>Sl.</b>	<b>Particulars</b>	<b>Details</b>
<b>1</b>	Name of the Company	
<b>2</b>	Year of Registration/Incorporation	
<b>3</b>	Address of the Firm / Company	
<b>4</b>	(i) Telephone No (Land line) (ii) Mobile No. (iii) FAX No. (iv) E-mail address	Office: Residence:
<b>5</b>	Name and address the telephone Number of the Authorized Officer to whom all references shall be made regarding tender.	Name: Mobile No.
<b>6</b>	GST No. (Attested Copy to be attached) of the Bidder	
<b>7</b>	PAN No. (Attested Copy to be attached)	
<b>8</b>	Whether MSME (Attach valid MSME certificate)	
<b>9</b>	Details of the Bank Account of the Bidder <ul style="list-style-type: none"> <li>• Name of the Bank</li> <li>• Branch and address</li> <li>• IFSC Code</li> </ul> (Copy of recent Bank Statement to be attached)	
<b>10</b>	Company Registration No.	
<b>11</b>	Service Tax Registration No.	
<b>12</b>	Income Tax Return for last 3 years	
<b>13</b>	The firm/company should have been in existence in India for a period of at least 10 Years as on the date of this Tender	<ul style="list-style-type: none"> <li>• Copy of Registration certificate</li> <li>• GST Registration/ Income Tax registration/ PAN number</li> </ul>
<b>14</b>	Bidder should be registered with IRDA with a valid IRDAI license as on 31.03.2021 (the licenses should have been renewed at least thrice by IRDA and that such license should not have been suspended or cancelled by the IRDA)	Self-Attested Copy of IRDA License and its subsequent renewal along with current valid registration.
<b>15</b>	The company must have provided Insurance cover to Public Sector/ Private Sector Institutions in the last three years: d) At least three institutions with assets not less than Rs. 1000 crores each <b>OR</b> e) At least two institutions with assets not less	Self-Attested list of Public Sector/ Private Sector Institutions clients.

SI.	Particulars	Details
	than 2000 crores each <b>OR</b> At least one institution with assets not less than Rs. 3000 crores.	
<b>16.</b>	The company should have offices in at least 10 (ten) cities including four metros where IFCI properties are located across India.	Self-Attested list of offices including four metros where IFCI properties are located across India.
<b>17.</b>	The company should have solvency ratio as prescribed by IRDAI.	Self-Attested declaration for solvency ratio as prescribed by IRDAI.
<b>18.</b>	Average Annual premium receipt during the last 3 years, ending March 31, 2020 should be <b>Rs.1000.00 Crores or more.</b>	Self-attested photo copy of Audited Profit & Loss A/c and Balance sheet/ Income Tax Return of the any 3 (three) years starting from FY 2017-18 onward in supports of their Annual Turnover.
<b>19.</b>	Integrity Pact	Mandatory

Date:  
Place:

(Signature, Date & Seal of Authorized Signatory of the Bidder)



**Annexure-4**

**LIST OF OFFICES**

<b>Sl. No.</b>	<b>Location</b>	<b>Office</b>	<b>Residential</b>
1	Delhi	IFCI Tower, 61 Nehru Place, New Delhi-110019	IFCI Colony, Paschim Vihar, New Delhi
		Unit no. 1201-1207, Naurang House, K.G. Marg, New Delhi-110001	Asian Games Village Complex, New Delhi-110016
		Bara Hindu Rao, Central Square, Manohar Lal Khurana Marg, Delhi (2nd & 3rd Floor - 20122 Sq. ft.)	Plot No. 21, Block-G (Old No. 23 in Block No. B), Maharani Bagh Co-operative Housing Building Society Ltd., Maharani Bagh, New Delhi-110065
2	Mumbai	Earnest House, 9th Floor, NCPA Marg, Nariman point, Mumbai-400021	IFCI Flats, Blue Diamond Apts, Juhu Tara Road, Santacruz (W), Mumbai-400042
			IFCI Flats, Aradhana CHS Ltd, Naigaon, Near Bombay Dyeing, Dadar (E)
			IFCI Flats, Sunset Heights, Suburbs Queen CHS, Pali Hill, Bandra (W), Mumbai-400048
			IFCI Flats, Sagar Sangeet Chs Ltd, Sahid Bhagat Singh Road, Colaba, Mumbai-400004
			IFCI Flats, Twin Star, Venus Apartments, Cuffe Parade, Mumbai-400005
3	Bangalore	IFCI Bhavan, Hudson Circle, Cubbonpet, Bangalore	Unit No.208, 403, 504, 508, Nidhi Appartment, Pulkeshi Nagar, Frazee Town, Bangalore
4	Chennai	IFCI Ltd, Continental Chambers, Nungambakkam High Road, Chennai	
5	Ahmedabad	IFCI Bhawan, Near Lal Bungalow, C.G. Road, Navrangpur, Ahmedabad	Flat no-1,2,3,4,5 Shree Apartments, Near Azad Society, Ambawadi, Ahmedabad - 380015
6	Jaipur		IFCI Staff Colony, Jaipur
7	Chandigarh	IFCI Bhawan, Sector-27-A, Chandigarh	IFCI Staff Quarters, Sector-37-B, Chandigarh
			IFCI Staff Quarters, Sector-36-B, Chandigarh
8	Patna	Block-C, 3rd Floor, Maurya lok Commercial Complex, Patna	
9	Bhubaneswar	Flat no. 4/8, BDA Colony, Bhubaneswar	

<b>Sl. No.</b>	<b>Location</b>	<b>Office</b>	<b>Residential</b>
10	Kolkata	Chatterjee International Centre, 33 A, Jawaharlal Nehru Road, Park Street area, Kolkata, West Bengal 700071.	Unit no. DB-3 ,Sector-1, Salt lake City, kolkata Unit no DB-61, Sector-1, Salt Lake City, Kolkata Unit no DB-62, Sector-1, Salt Lake City, Kolkata AB-37, Salt Lake, AB Block, Sector 1, Bidhannagar, Kolkata, West Bengal – 700064 18/2, Shiv Shakti Apartments, ballygunge, Kolkata

**FINANCIAL BID FORMAT**

<b>Details of IFCI's All India Properties (Office &amp; Residential) and Fixed Assets for Comprehensive Insurance Policy with Re-instatement Value Clause</b>						
<b>Reference: Procurement of Centralized Comprehensive Insurance Policy from IRDAI licensed General Insurance Company operating in India to insure its properties/assets situated Pan India under the ownership/lease of IFCI Limited viz., Office Buildings, Residential Buildings/Colonies, Plant &amp; Machinery, Furniture Fixtures, Electrical Installations, Firefighting and allied services, Lifts, Chiller Plants, and Machinery against various risks.</b>						
<b>Sl</b>	<b>Nature of Property &amp; Center</b>	<b>Particulars</b>	<b>Add on Covers</b>	<b>Total Sum to be Insured (Rs. in Crores)</b>	<b>Amount of Annual Premium excluding taxes (in Rs.)</b>	
					<b>(in figures)</b>	<b>(in Words)</b>
<b>(1) Office Property at Delhi</b>						
1.1	IFCI Tower, 61 Nehru Place, New Delhi	Building and Structure (Excluding boundary wall, Plinth & Foundations, internal roads) including sanitary & electrical fittings, false ceiling, flooring and related items, plant machinery, GD Sets, HVAC Systems, individual Acs, office equipment, electrical and firefighting items, digital signages, furniture, fittings, etc belonging to insured.	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Loss of rent Rs. 30 cr. (vi) Additional expenses of rent for alternative accommodation Rs. 15cr. (vii) Omission to be insured addition	<b>270.00</b>		
1.2	Car Parking IFCI Tower, 61 Nehru Place, New Delhi	Building & Structure Ground floor with vehicles in 2 basements and ground floor, electrical and firefighting and ventilation system.	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition	<b>30.00</b>		

1.3	Unit no. 1201-1207, Naurang House, K.G. Marg, New Delhi-110001	Building and structure with furniture, fixtures, electrical installations, Acs, interior false ceiling, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition	<b>1.00</b>		
1.4	Bara Hindu Rao, Central Square, Manohar Lal Khurana Marg, Delhi (2nd & 3rd Floor - 20122 Sq.ft)	Building and structure at 2nd & 3rd floor with unfinished internal wall/interior and firefighting system.	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition	<b>4.00</b>		
<b>2. Residential Property at Delhi</b>						
2.1	IFCI Colony, Paschim Vihar, New Delhi	Building and structure of 9 Nos. individual building of 195 Nos. residential flats with furniture, fixtures, electrical installations, firefighting & plumbing system, etc. (Around 85 Nos. of flats occupied and 110 are vacant and using as record room)	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition	<b>27.00</b>		
2.2	IFCI Flats at Asian Games Village Complex, New Delhi-110016 (Total 7 nos Flats)	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition	<b>5.00</b>		

2.3	Plot No. 21, Block-G (Old No. 23 in Block No. B), Maharani Bagh Co-operative Housing Building Society Ltd., Maharani Bagh, New Delhi-110065	Total area of the Plot 10350 sq. ft. plus unfinished structure of approx. 8850 sq. ft.	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition	<b>0.90</b>		
<b>3. Office Property at Mumbai</b>						
3.1	Earnest House, 9th Floor, NCPA Marg, Nariman point, Mumbai-400021	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Loss of Rent - Rs. 16 lakhs (vi) Additional expenditure of rent for an alternative arrangement Rs.1.8 cr. (vii) Omission to be insured addition	<b>5.00</b>		
<b>4. Residential Property at Mumbai</b>						
4.1	IFCI Flats, Blue Diamond Apts, Juhu Tara Road, Santacruz (W), Mumbai-400042 (Total = 8 Nos Flats)	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition	<b>9.00</b>		

4.2	IFCI Flats, Aradhana CHS Ltd, Naigaon, Near Bombay Dyeing, Dadar (E). (Total - 3 Nos Flats)	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition		
4.3	IFCI Flats, Sunset Heights, Suburbs Queen CHS, Pali Hill, Bandra (W), Mumbai-400048 (Total - 3 Nos Flats)	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition		
4.4	IFCI Flats, Sagar Sangeet Chs Ltd, Sahid Bhagat Singh Road, Colaba, Mumbai-400004 (Total - 2 Nos Flats)	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition		
4.5	IFCI Flats, Twin Star, Venus Apartments, Cuffe Parade, Mumbai-400005 (Total - 2 Nos Flats)	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition		

4.6	Flat No. 7001, 70 <sup>th</sup> Floor, World One Tower, Lower Parel, Mumbai acquired during 2020-21	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring etc. Total Area of the Flat 4729 sq. ft. (Carpet Area)	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition	<b>30.64</b>		
<b>5. Office Property at Bangalore</b>						
5.1	IFCI Bhavan, Hudson Circle, Cubbonpet, Bangalore.	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Loss of rent - Rs.60 lakhs (vi) Additional expenditure of rent for an alternative arrangement Rs 20 lakh (vii) Omission to be insured addition	<b>12.40</b>		
<b>6. Residential Property at Bangalore</b>						
6.1	Unit No.208, 403, 504, 508, Nidhi Apartment, Pulkeshi Nagar, Fraze Town, Bangalore. (Total - 4 nos Flats)	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition	<b>1.00</b>		

6.2	Unit No.22/2,22/3,22/5,22/6,17/12 & 18/11, Nandini Layout, Nandini CHS, Bangalore. (Total - 6 Nos. Flats)	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition	<b>1.00</b>		
<b>7. Office Property at Chennai</b>						
7.1	IFCI Ltd, Continental Chambers, Nungambakam High Road, Chennai	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Loss of rent - Rs.95 lakhs (vi) Additional expenditure of rent for an alternative arrangement Rs. 15 lakhs (vii) Omission to be insured addition	<b>6.15</b>		
<b>8. Office Property at Hyderabad</b>						
8.1	8th Floor, Taramandal Complex, Khairtabad, Hyderabad.	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Additional expenditure of rent for an alternative arrangement Rs 20 lakhs	<b>3.00</b>		



			(vi) Omission to be insured addition			
<b>9. Office Property at Ahmedabad</b>						
9.1	IFCI Bhawan, Near Lal Bungalow, C.G. Road, Navrangpur, Ahmedabad	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Loss of rent - Rs 280/- lakhs (vi) Additional expenditure of rent for an alternative arrangement Rs 5.5 lakhs (vii) Omission to be insured addition	<b>18.70</b>		
<b>10. Residential Property at Ahmedabad</b>						
10.1	Flat no- 1,2,3,4,5 Shree Apartments, Near Azad Society, Amba wadi, Ahmedabad - 380015 (Total Flat No-5)	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition	<b>1.25</b>		
<b>11. Residential Property at Jaipur</b>						
11.1	IFCI Staff Colony, Jaipur (Total Flats- 28 Nos.)	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition	<b>8.00</b>		
<b>12. Office Property at Chandigarh</b>						

12.1	IFCI Bhawan, Sector-27-A, Chandigarh	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	1. Earthquake (Fire & Shock) 2. Fire & Allied Perils 3. STFI 4. Terrorism Damage. 5. Loss of rent - Rs. 20 lakhs 6. Omission to be insured addition	<b>2.10</b>		
<b>13. Residential Property at Chandigarh</b>						
13.1	IFCI Staff Quarters, Sector-37-B, Chandigarh (Total Flat No-37)	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition	<b>8.00</b>		
13.2	IFCI Staff Quarters, Sector-36-B, Chandigarh (Total Flat No-3)	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition	<b>1.00</b>		
<b>14. Office Property at Patna</b>						
14.1	Block-C, 3rd Floor, Maurya lok Commercial Complex, Patna	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition	<b>0.30</b>		

<b>15. Residential Property at Bhubaneswar</b>						
15.1	Flat no. 4/8, BDA Colony, Bhubaneswar	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition	<b>0.15</b>		
<b>16. Office Property at Kolkata</b>						
16.1	Chatterjee International Centre, 33 A, Jawaharlal Nehru Road, Park Street area, Kolkata, West Bengal 700071.	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Loss of rent - Rs. 40 lakhs (vi) Additional expenditure of rent for an alternative arrangement Rs 15 lakhs (vii) Omission to be insured addition	<b>2.17</b>		
<b>17. Residential Property at Kolkata</b>						
17.1	Unit no. DB-3, Sector-1, Salt lake City, Kolkata (Total Flats-1 Nos.)	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition	<b>4.30</b>		

17.2	Unit no DB-61 , Sector-1, Salt lake City, Kolkata (Total Flats-5 Nos.)	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition		
17.3	Unit no. DB-62, Sector-1, Salt lake City, Kolkata (Total Flats-5 Nos.)	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition		
17.4	AB-37, Salt Lake, AB Block, Sector 1, Bidhannagar Kolkata, West Bengal – 700064. (Total Flats-7 Nos.)	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition		
17.5	18/2, Shiv Shakti Apartments, Ballygunge, Kolkata (Total Flats-1 Nos.)	Building and structure with furniture, fixtures, electrical installations, Acs, interior finishing, flooring, etc	(i) Earthquake (Fire & Shock) (ii) Fire & Allied Perils (iii) STFI (iv) Terrorism Damage (v) Omission to be insured addition	<b>0.50</b>	

**18. Third Party Liability for claim arising in the event of malfunctioning of Lifts/ Elevators**

18.1	Office Premises at IFCI Tower, 61, Nehru Place, New Delhi-110019.	Third Party Liability for claim arising in the event of malfunctioning Lifts/ Elevators	Total limit Rs. 100 Crore with sub limit of Rs. 50 Crore per event & not exceeding 2 events.	<b>100.00</b>		
18.2	Office Premises at Ahmedabad Regional Office, Bengaluru Regional Office and Chennai Regional Office (Address as given above)	Third Party Liability for claim arising in the event of malfunctioning Lifts/ Elevators	3rd Party Liability for Rs. 6 crores for maximum two events for each RO.	<b>18.00</b>		
18.3	Residential Premises at IFCI Colony, Paschim Vihar, New Delhi-110063.	Third Party Liability for claim arising in the event of malfunctioning Lifts/ Elevators	3rd Party Liability for Rs. 12 Crore for maximum two events.	<b>12.00</b>		
—	—	—	<b>Total</b>	<b>582.56</b>		

Yours faithfully,

(Signature, Date & Seal of Authorized Signatory of the Bidder)

Date:

**DECLARATION BY AUTHORISED SIGNATORY OF BIDDER**  
(To be typed submitted in the letter Head of the Company/firm of Bidder)

---

To,

Dy. General Manager (CPD),  
IFCI Limited,  
IFCI Tower,  
61, Nehru Place,  
New Delhi – 110 019.

Dear Sir,

Sub: **Declaration by Authorised Signatory**

Ref: 1) NIT/Title of the work. Name of Tender Specification No.....,  
2) All other pertinent issues till date

I/We hereby certify that all the information and data furnished by me with regard to the above Tender Specification are true and complete to the best of my knowledge. I have gone through the specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

I further certify that I am authorized to represent on behalf of my company/firm for the above mentioned tender and a valid Power of Attorney/Authorisation letter to this effect is also enclosed.

Yours faithfully,

(Signature, Date & Seal of Authorized  
Signatory of the Bidder)

Date:

Enclosed: Power of Attorney/Authorization letter

**Escalation Matrix**

**Tender No:** .....

**Dated:** .....

(Starting from the person authorized to make commitments to IFCI till the person in rank of CEO/VP)

<b>Name</b>	<b>Organization</b>	<b>Designation</b>	<b>Mobile</b>	<b>Phone</b>	<b>Email address</b>

Date:  
Place:

Signature of authorized person  
Full Name & Designation:  
Company's Seal

**Format of sending Pre-bid queries**

**Tender No:** .....

**Dated:** .....

**Name of the Bidder:**

**Contact Address of the Bidder:**

<b>Sr. No.</b>	<b>Section Number</b>	<b>Page Number</b>	<b>Query</b>

Date:

Signature of authorized person

Place:

Full Name & Designation:  
Company's Seal



**DECLARATION FOR RELATION IN IFCI**

(To be typed and submitted on the Letter Head of the Company/Firm of Bidder failing which the offer of Bidder is liable to be summarily rejected)

-----

**Tender No:** -----

**Dated:** .....

To,

Dy. General Manager (CPD),  
IFCI Limited,  
IFCI Tower,  
61, Nehru Place,  
New Delhi – 110 019.

Dear Sir,

**Sub: Declaration for relation in IFCI**

I/We hereby submit the following information pertaining to relation/relatives of Proprietor/Partner (s)/Director(s) employed in IFCI

**Tick (✓) any one as applicable:**

1. The Proprietor, Partner(s), Director(s) of our Company/Firm DO NOT have any relation or relatives employed in IFCI

OR

2. The Proprietor, Partner(s), or Director(s) of our Company/Firm HAVE relation/relatives employed in IFCI and their particulars are as below:

(i)

(ii)

Date:

Place:

Signature of authorized person

Full Name & Designation:

Company's Seal

**Integrity Pact**

(To be executed on plain paper and submitted along with Technical Bid for Tenders having a value of Rs. 10 Lakh or more. To be signed by the same signatory competent / authorized to sign the relevant contract on behalf of IFCI Ltd.)

(\_\_\_\_\_ Name of the Department / Officer)  
Tender No. \_\_\_\_\_ for \_\_\_\_\_  
(Each Tender must have Distinct Number and Subject Matter)

This pre-bid pre-contract Integrity Pact (Agreement) (hereinafter called the Integrity Pact) (IP) is made on \_\_\_\_\_ day of the \_\_\_\_\_, between, on one hand, IFCI Ltd., a company Incorporated under Companies Act, 1956, with its Registered Office at IFCI Tower, 61 Nehru Place, New Delhi – 110019, acting through its authorised officer, (hereinafter called Principal), which expression shall mean and include unless the context otherwise requires, his successors in office and assigns) of the First Part

And

M/s. \_\_\_\_\_

\_\_\_\_\_ (with complete address and contact details) represented by Shri \_\_\_\_\_ (i.e. Vendor / Bidders hereinafter called the 'Counter Party') which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

AND WHEREAS the PRINCIPAL values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with Counter Party(ies).

AND WHEREAS, in order to achieve these goals, the principal has appointed Independent External Monitors (IEMs) to monitor the Tender process and execution of the Contract for compliance with the principles as laid down in this Agreement.

WHEREAS THE Principal proposes to procure the Goods/services and Counter Party is willing to supply/has promised to supply the goods OR to offer/has offered the services and

WHEREAS the Counter Party is a private Company/ Public Company/ Government Undertaking/ Partnership, etc. constituted in accordance with the relevant law in the matter and the Principal is a Government Company and a Systematically Important, Non-Deposit taking, Non-Banking Financial Company, (NBFC-ND-SI).

NOW THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence, prejudiced dealing prior to, during and subsequent to the tenor of the contract to be entered into with a view to "-

Enabling the PRINCIPAL to obtain the desired goods/services at competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling the Counter Party to abstain from bribing or indulging in any type of corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the PRINCIPAL will commit to prevent corruption, in any from, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows: -

A. Commitment of the Principal

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
  - a) No employee of the Principal, personally or through any of his/her family members will in connection with the Tender or the execution of the contract, procurement or services/goods, demand, take a promise for or accept for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b) The Principal will, during the Tender Process treat all the Counter Party (ies) with equity and reason. The Principal will, in particular, before and during the Tender Process, provide to all Counter Party (ies) the same information and will not provide to any Counter Party (ies) confidential / additional information through which the Counter Party (ies) could obtain an advantage in relation to the Tender Process or the Contract execution.
  - c) The Principal shall endeavour to exclude from the Tender process any person, whose conduct in the past had been of biased nature.
2. If the Principal obtains information on the conduct of any of its employee which is a criminal offence under the Indian Penal Code (IPC) / Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there is a substantive suspicion in this regard, the principal will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

B. Commitments of Counter Parties

The Counter Party commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of bid or during any pre-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following. Counter Party (ies) commit himself / themselves to observe these principles during participation in the Tender Process and during the Contract execution: -

1. The Counter Party will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement etc. to any official of the PRINCIPAL which is not available legally, connected directly or indirectly with the bidding process, or to any

person organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

2. The Counter party further undertakes that it has not given, offered or promised to give directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement etc. to any official of the Principal or otherwise in procurement contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Principal for forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Principal.
3. Counter Party shall disclose the name and address of agents and representatives, if any, handling the procurement / service contract Foreign Counter Parties shall disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principals and associates.
4. Counter Party shall disclose the payments to be made by them to agents / brokers; or any other intermediary of any, in connection with the bid / contract.
5. The Counter Party has to further confirm and declare to the Principal that the Counter Party is the original integrator and has not engaged any other individual or firm or company, whether in Indian or foreign intercede, facilitate or in any way to recommend to Principal or any of its functionaries whether officially or unofficially to the award of the contract to the Counter Party nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any intercession, facilitation or recommendation.
6. The Counter Party, either while presenting the bid or during pre-contract negotiation or before signing the contract shall disclose any payment made, is committed to or intends to make to officials of Principal, or their family members, agents, brokers or any other intermediaries in connection with the contract and the details or services agreed upon for such payments.
7. The Counter Party will not collude with other parties interested in the contract to impair the transparency, fairness and progress of bidding process, bid evaluation, contracting and implementation of the Contract. Also, the Counter Party has not entered into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts etc.
8. The Counter Party shall not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
9. The Counter Party shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The Counter Party also undertakes to exercise due and adequate care lest any such information is divulged.
10. The Counter Party commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

11. The Counter Party shall not instigate or cause to instigate any third person including their competitor(s) of bidding to commit any of the actions mentioned above.
12. If the Counter Party or any employee of the Counter Party or any person acting on behalf of the Counter Party, either directly or indirectly, is a relative of any of the official / employee of Principal, or alternatively, if any relative of an official / employee of Principal has financial interest / stake in the Counter Party firm, the same shall be disclosed by the Counter Party at the time of filling of tender.
13. The term 'relative' for this purpose would be as defined in Section 2 Sub Section 77 of the Companies Act, 2013.
14. The Counter Party shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employees / officials of the Principal.
15. The Counter Party shall disclose any transgression with any other Company that may impinge on the ant-corruption Principle.
16. The Counter Party agrees that if it makes incorrect statement on this subject, Bidder / Counter Party can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

C. Disqualification from Tender Process and exclusion from Future Contracts

1. If the Bidder(s), either before award or during execution of Contract has committed a transgression through a violation of Article II above or in any other from, such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Counter Party from the Tender Process or terminate the Contract, if already executed or exclude the Counter Party from future contract award processes.
2. The Counter Party accepts and undertakes to respect and uphold the Principal's absolute right to resort to and impose such execution.
3. Apart from the above, the Principal may take action for banning of business dealings / Counter Party as deemed fit by the Principal.
4. If the Counter Party can prove that it has resorted / recouped the damage caused and has installed a suitable corruption prevention system as per the satisfaction of the Principal, the Principal may at its own discretion, as per laid down organizational procedure, revoke the exclusion.

D. Consequences of Breach

Without prejudice to any rights that may be available to the Principal under Law or the Contract or its established policies and laid down procedure, the Principal shall have the following rights in case of breach of this Integrity Pact by the Counter Party: -

1. Forfeiture of EMD / Security Deposit: If the Principal has disqualified the Counter Party(ies) from the Tender Process prior to the award of the Contract or terminated the Contract or has accrued the right to terminate the Contract according to the Article III, the Principal apart from exercising any legal rights that may have accrued to the Principal, may in its considered opinion forfeit the Earnest Money Deposit / Bid Security amount of the Counter Party.
  2. Criminal Liability: IF the Principal obtains knowledge of conduct of a Counter Party which constitute corruption within the meaning of PC Act, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.
- E. Equal Treatment of all Bidders/Manpower Agencies/Sub-Manpower agencies/Counter Parties
1. The Counter Party (ies) undertake (s) to demand from all sub-Manpower agencies a commitment in conformity with this Integrity Pact. The Counter-Party shall be responsible for any violation(s) of the principles laid down in this Agreement / Pact by any of its sub-Manpower agencies / sub-vendors.
  2. The Principal will enter into Pacts in identical terms as this one with all Counter Parties.
  3. The Principal will disqualify Counter Parties who do not submit, the duly signed Pact, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.
- F. Independent External Monitor (IEM)
1. The Central Vigilance Commission has approved the appointment of Independent External Monitor (s) (IEMs) for this Pact. The task of the IEM is to review independently and objectively, whether and to what extent the parties comply with the obligations under this Integrity Pact. The name of the IEM are: 1) Mr. Balraj Joshi and 2) Mr. Janak Digal.
  2. The IEM is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The IEM shall give his / recommendations to the MD & CEO/ DMD, IFCI Ltd.
  3. The Counter Party(ies) accept that IEM has the right to access without restriction, to all Tender documentation related papers / files of the Principal including that provided by the Counter Party. The Counter Party will also grant the IEM, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his or any of his Sub-Manpower Agency's Tender Documentation / papers / files. The IEM is under contractual obligation to treat the information and documents of the Counter Party (ies) with confidentiality.
  4. As soon the IEM notices, or believes to notice, a violation of this Pact, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The IEM can in this regard submit non-binding recommendations. Beyond this, the IEM has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

5. The IEMs would examine all complaints and would give their recommendations / views to the MD&CEO of the Principal. IEM may also send their report directly to the CVO and the Commission in case of suspicion of serious irregularities requiring legal / administrative action. IEMs are expected to tender their advice on the complaints within 10 days as far as possible.
6. For ensuring their desired transparency and objectivity in dealing with the complaints arising out of any tendering process, the matter shall be examined by the full panel of IEMs jointly as far as possible, who would look into the records, conduct and investigation and submit their joint recommendation to the management of the Principal.
7. The role of the IEMs shall be advisory and would not be binding and it is restricted to resolving issues raised by the Counter Party regarding any aspect of the tender which allegedly restricts competition or bias towards the Counter Party.
8. The word 'IEM' would include both singular and plural.

G. Duration of the Integrity Pact (IP)

1. This IP shall be operative from the date IP is signed by both the Parties till the final completion of the contract. Any violation of the same would entail disqualification of the Counter Party and exclusion from future business dealings.
2. If any claim is made / lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Integrity Pact as specified above, unless it is discharged / determined by the MD&CEO, IFCI Ltd.

H. Other Provisions

1. This IP is subject to Indian Law, place of performance and jurisdiction is the Head Office / Regional Offices of the Principal who has floated the Tender. The concerned Office / Department which has floated the Tender would be the focal point for implementation of IP.
2. Changes and supplements in any Procurement / Service Contract / Tender need to be made in writing. Changes and supplement in IP need to be made in writing.
3. If the Counter Party is a partnership or a consortium, this IP must be signed by all the partners and consortium members. In case of a Company, the IP must be signed by a representative of the Counter Party duly authorized by Board resolution.
4. Should one or several provisions of this IP turn out to be invalid; the remainder of this Pact remains valid. In the case, the parties will strive to come to an agreement to their original intentions.
5. A person signing the IP shall not approach the Court while representing the matter to the IEMs and he / she will await their decision in the matter.

6. This IP is deemed as part of the procurement / service contract and both the Principal and the Counter Party are bound by its provisions.

I. Legal and Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and / or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Pact will have precedence over the Tender / Contract documents with regard to any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact (IP) at the place and date first above mentioned in the presence of the following witnesses: -

\_\_\_\_\_  
(For and behalf of Principal)

\_\_\_\_\_  
(For and behalf of Counter Party)

WITNESSES:

1. \_\_\_\_\_ (Signature, name and address)

2. \_\_\_\_\_ (Signature, name and address)

Note: In case of Purchase Order wherein formal agreements are not signed reference to witnesses may be deleted from the past part of the Agreement.



***Declaration***

(To be typed & submitted in the Letter Head of the Company/Firm of Bidder)

**Tender No:** .....

**Dated:**

.....

To,

**The DGM (CPD)**  
**IFCI Limited**  
**IFCI Tower,**  
**61 Nehru Place**  
**New Delhi -110 019**

Dear Sir,

1. We have carefully read and understood all the terms and conditions of the tender and hereby convey our acceptance to the same.
2. The information / documents furnished along with the above offer are true and authentic to the best of my knowledge and belief. We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.
3. We have apprised our self fully about the job to be done during the currency of the period of agreement and also acknowledge to bear consequences to of non-performance or deficiencies in the services on our part.
4. We have no objection, if enquiries are made about the work listed by us.
5. We have not been found guilty by a court of law in India for fraud, dishonesty or moral turpitude.
6. We agree that the decision of IFCI in selection of Bidders will be final and binding to us.

Date:  
Place:

Signature of authorized person  
Full Name & Designation:  
Company's Seal

N.B: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Bid.

**Bid Security Declaration Form**

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To

Dy. General Manager (CPD),  
IFCI Limited,  
IFCI Tower,  
61, Nehru Place,  
New Delhi – 110 019.

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: \_\_\_\_\_ (insert signature of person whose name and capacity are shown)  
in the capacity of \_\_\_\_\_ (insert legal capacity of person signing the Bid Securing Declaration)

Name: \_\_\_\_\_ (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture/Partnership, the Bid Securing Declaration must be in the name of all partners to the Joint Venture/partners that submits the bid)