

**TENDER/QUOTATION FOR INSURANCE
AT
JAMIA HAMDARD
(2020)**



**JAMIA HAMDARD
HAMDARD, NAGAR
NEW DELHI –110062**

Notice Inviting Quotation

Sealed Tender/Quotations are invited from Govt. undertaking and Private Insurance agencies (Broker Excuse) for the Insurance of Jamia Hamdard buildings, equipments and furniture against Fire, Burglary and Earthquake. The details can be downloaded from the Jamia Hamdard website www.jamiahamdard.ac.in or www.jamiahamdard.edu

The interested agencies may submit/drop their sealed tenders/ quotation in tender box placed in purchase section at administrative building on or before 15-07-2020 up to 1.00 p.m.

The received tenders/quotation will be opened on same day i.e. 15-07-2020 at 3:30 p.m. by a committee in presence of available interested agencies/ representatives of the firms. Jamia Hamdard reserves the right to award to any or reject any/ all the quotations without assigning any reason whatsoever.

(S. S. Akhtar)
Registrar

Ph.No. 011-26059688 (12 Lines) Extn. 5373 & 5304

General Description of Tender/Quotation for insurance

1. Quotation for: Insurance of Jamia Hamdard buildings, equipments and furniture against Fire, Burglary and Earthquake at Jamia Hamdard Campus.
2. Submission of tender: On or before 15-07-2020 up to 1.00 p.m.
3. Opening of tender: On 15-07-2020 at (3.30 p.m.)
4. Name & Head Office of the Agency and Telephone No
5. Registered office of the Agency's in Delhi
6. Name, Designation, Address and Telephone No. of authorized person of agency to deal with Jamia Hamdard

SIGNATURE OF AUTHORIZED PERSON
WITH DESIGNATION

GENERAL TERM & CONDITIONS OF THE TENDER

1. Detail of approx. value of assets for insurance:

i) Buildings	Rs. 3,00,00,00,000.00
ii) Furniture	Rs. 3,45,00,000.00
iii) Equipments	Rs. 17,59,85,455.00

2. **Filling of Tender/Quotation:** The agency should quote the rates & amount in figure & as well as in words. The agency should take care that the premium/rate and amount should be written in such a way that interpretation is not possible. Alterations unless legibly attested by authorized person, shall disqualify the quotation.
3. **Validity period of Tender/Quotation:** The quotation shall remain valid for acceptance for a period of 90 days from the date of opening of Quotation.
4. **Insurance Period:** The Insurance period is likely for a period of one year. The Insurance period may be further extended with mutual consent and approval.
5. **Submission of Tender/Quotation:** The Tender/Quotation shall be addressed to "The Registrar Jamia Hamdard, Hamdard Nagar New Delhi 110062". The agency may drop the quotation in tender box placed in the purchase section within due date.
6. **Inspection of Assets for Insurance:** The authorized person of the agency can inspect the list of assets items from 10.00 a.m. to 12.30 p.m. on all working day before quoting the insurance premium/rates & amount.
7. **Premium/Rate:** The premium/rate should be inclusive of all applicable taxes in the attached format "ANNEXURE A"
8. **Acceptance of Tender:** Tender/Quotations submitted by the agencies will be examined by the committee constituted for said purpose. The competent authority of Jamia Hamdard reserves the right to accept & reject any or all the quotations without assigning any reason or cancel/add any part of the quotation without effecting the existing terms & conditions of the contract.
9. **Refund of loss/ Damages under Insurance:**
The agency shall be fully responsible for payment of compensation of insured assets against any loss/theft/pilferage or damages of assets items and compensate full amount for buildings for re-making, without any depreciation against buildings Insurance.
10. **Arbitration:**
In case of any dispute or difference, if remains unresolved, the matter shall be referred to the Sole Arbitrator appointed by the Vice Chancellor of Jamia Hamdard. The award of the arbitrator shall be final and binding on the parties. The jurisdiction shall be only at Delhi/New Delhi.

Sign & Seal of authorized person of the agency

Formate for submitting the quotation for Insurance

S. No.	Description of Insurance Policies	Detail of Assets for Insurance	Approx. value of Assets for Insurance in Rs.	Yearly Premium Amount in Rs.	GST (if applicable)	Total Premium Amount
1	Policy for Fire	Building	3,00,00,00,000/-			
		Furniture	3,45,00,000/-			
		Equipments	17,59,85,455/-			
		Total	3,21,04,85,455/-			
2	Policy for Burglary	Equipment	17,59,85,455/-			
3	Policy for Earthquake	Building	3,00,00,00,000/-			
		Furniture	3,45,00,000/-			
		Equipments	17,59,85,455/-			
		Total	3,21,04,85,455/-			
	Total Premium					
	Total Premium amount in words:					

Sign & Seal of authorized person of the agency