

NATIONAL SMALL INDUSTRIES CORPORATION LTD.  
"NSIC BHAWAN", Okhla Industrial Estate  
New Delhi -110 020  
CIN No. U74140DL1955GOI002482

Tender Document

for

" POLICY FOR INSURANCE OF FIXED ASSETS"

of

NATIONAL SMALL INDUSTRIES CORPORATION LIMITED

at

"NSIC Bhawan", Okhla Industrial Estate, New Delhi

and

its Branches, Zonal Offices and NTSCs

at various places / locations in India

Starting Date of Sale/Downloading: 17.09.2020 (Office hours)  
of Tender document

Last date of receipt of tender : 01.10.2020 (Latest by 3.00 P.M.)

Date of opening of Price Bid : 01.10.2020 at 4.00 P.M.



(Rajesh Kumar Tripathi)  
General Manager (Admin)

राष्ट्रीय लघु उद्योग निगम लिमिटेड  
The National Small Industries Corporation Ltd.  
(भारत सरकार का स्वामित्व में एक Public Enterprise)  
ओखला औद्योगिक क्षेत्र, नई दिल्ली-110020  
Okhla Industrial Estate, New Delhi-110020

## The National Small Industries Corporation Ltd.

"NSIC Bhawan", Okhla industrial Estate,

New Delhi – 110 020

CIN No. U74140DL1955GOI002482

No: SIC/ADMN/5/29/2020-21

Dated: 17/9/2020

M/s.-----  
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**Sub:- Tender/Bid for "Policy for Insurance of Fixed Assets" of NSIC at NSIC Bhawan, Okhla Industrial Estate, New Delhi (For Head Office, STP, STP Ext., EMC premises) and its Branch/Zonal Offices and NTSCs all over India.**

Sealed Quotations are invited from **Central Govt. PSU Insurance Companies based in Delhi & NCR** for "**Policy for Insurance of Fixed Assets**" of NSIC at NSIC Bhawan, Okhla Industrial Estate, New Delhi (For Head Office, STP, STP Ext., EMC premises) and its Branch / Zonal Offices and NTSCs all over India. The details are as below:-

1. Tender /Bid documents can be obtained from our office at the address given below from **17.09.2020 to 01.10.2020** on all working days from 10.00 hrs to 15.00 hrs
2. The Price Bid in the prescribed format at **Annexure-I** and the form is downloaded from the website i.e. <https://nsic.co.in> and should reach this office latest by **15.00 hrs on 01.10.2020** in separate sealed envelopes at the address as below:-

**General Manager (Admn)  
NSIC Bhawan, Okhla Industrial Estate,  
New Delhi-110 020**

3. Any bid received after due date and time shall not be considered and shall be rejected.
4. The sealed envelopes containing Price Bid in the prescribed format must be super scribed with "**Quotation for Policy for Insurance of Fixed Assets of NSIC**".

NSIC reserves the right to accept or reject any offer, without assigning any reasons thereof, and to amend the terms and conditions before award of the contract.

Thanking you,

राष्ट्रीय लघु उद्योग निगम लिमिटेड  
The National Small Industries Corporation Ltd.  
(विपणन विभाग)  
अ.स. 5, अ.स. 1, अ.स. 2, अ.स. 3, अ.स. 4, अ.स. 5, अ.स. 6, अ.स. 7, अ.स. 8, अ.स. 9, अ.स. 10  
Okhla Industrial Estate, New Delhi-110020

  
General Manager (Admin)  
ISSUING AUTHORITY

**THE NATIONAL SMALL INDUSTRIES CORPORATION Ltd.,**  
( A GOVERNMENT OF INDIA ENTERPRISE )  
**NSIC BHAWAN, OKHLA INDUSTRIAL ESTATE**  
**NEW DELHI -110020.**  
**CIN No. U74140DL1955GOI002482**

No: SIC/ADMN/ 5/29/2020-21

Dated: 17.09.2020

**TERMS & CONDITIONS OF THE OFFER**

**1.0 Definitions:-**

- 1.1 "Corporation" shall mean the National Small Industries Corporation Ltd. (A Govt. of India Enterprise ) Okhla Industrial Estate, New Delhi , 110020, and shall include its legal representatives, successors and permitted assignees.
- 1.2 "Contract" means and includes the documents forming the tender and acceptance thereof together with the documents referred to therein including the conditions.
- 1.3 "Competent Authority" means Chairman – cum – Managing Director of Corporation and his successors.
- 1.4 "Officer In Charge " shall mean the officer of the Corporation, not below the level of Deputy Manager, designated by "Competent Authority." as the case may be, who shall supervise and be in-charge of such works.
- 1.5 "Insurer" shall mean a branch of Central Govt. PSU Insurance Company which is awarded the contract of insuring the assets of NSIC at Head Offices premises and its Branches, Zonal offices and NTSCs etc. all across India at various places.

**2.0 Period :** Period of the cover of Insurance will be one year from the date of the policy i.e. from 11.10.2020 to 10.10.2021.

**3.0 Fixed Assets to be insured:**

- 3.1 Fixed assets of the corporation are spread at NSIC Bhawan, (For Head Office, STP, STP Ext., EMC premises) Okhla Industrial Estate, New Delhi and its Branches / Zonal Offices, NTSC and all other offices located all over India (**List as per Annexure-II**).
- 3.2 The places wherein the Fixed Assets are located may be increased/decreased subject to the decision of the corporation to open / close new/existing office.
- 3.3 Fixed Assets with Furniture & Fixtures, sum insured may be revised at the discretion of the corporation during the currency of the policy with prorata adjustment / payment of premium.

**4.0 Risks Covered:-** The various risks covered in the insurance policy are as below:-

- a. Standard Fire & Special Peril Policy with Flood & Cycles.
- b. Cover for Earthquake.
- c. Cover for Terrorism / Riots / commotion
- d. Burglary / theft for asset given at Sl. 2 to Sl. 16 of Annexure-II
- e. Electrical equipment policy.

लघु उद्यम निगम लिमिटेड  
The National Small Industries Corporation Ltd.  
(भारत सरकार का उद्यम/Enterprise)  
उद्यम/Industrial Estate, New Delhi-110020



- 5.0 **Sum to be insured for assets:-** The sum to be insured for assets based in Corporation offices (All over India) at the beginning shall be as below:-
- i. Standard Fire & Special Perils Policy = Rs. 3454688245/-  
with Flood, Cyclone Earth quake,  
Terrorism, Riots, commotion & Theft
  - ii. Burglary/Theft Policy for Assets given at =Rs. 1112463340/-  
( Sl. 2 to Sl. 16 in annexure-II )
  - iii. Electrical Equipment Insurance Policy = Rs. 196117709/-  
( Sl. 8,15&16 in annexure-II )

Note : value at sl. no. i includes the value mentioned at sl. no. ii & iii

“ The insured value of assets may be revised during the course of validity of policy.”

6.0 **Payment of Premium:**

- 6.1 The insurance premium payable is as per the price quotation as mentioned in Performa in **Annexure-I**. The premium rate shall remain firm during the insurance period of the policy.
- 6.2 Total premium shall be paid by the Corporation, Head Office at New Delhi. However, Insurer shall provide premium bills in the form of Invoice based on the sum insured for availing the convert credit of service tax by the Corporation.
- 6.3 The Insurer are required to quote the premium rates separately for every risk as above, strictly as per IRDA tariff provisions.
- 6.4 Corporation will not be liable for any difference in premium in any case for violation/ breach of IRDA tariff provisions in the quotation by the Insurer.
- 6.5 The Insurer shall quote the premium rates and total premium respective areas of coverage for respective sum insured.
- 6.6 The total premium will be inclusive of all expenditure to be incurred by the Insurer and applicable taxes, duties, service tax and surcharge, GST etc. and no expenditure other than those quoted in the Tender will be paid by the corporation on any account for the defined scope of coverage.
- 6.7 All premium rates & total premium to be quoted by the Bidders/Insurer will be in Indian Rupees only on firm price basis and shall remain valid during the currency of the policy.

7.0 **Miscellaneous Terms :**

- 7.1 Bidder is free to carry out inspections at sites all across India at their own cost and risk, if so desired for this purpose. They may examine the site and its surroundings and obtain all information that may be necessary for preparing the bid.
- 7.2 Corporation will require following documents from the Insurer:-
  - a. The insurance company will issue the premium receipt and the cover note for the desired coverage immediately on receipt of the premium by them.
  - b. The cover note shall be issued by the insurance company to the corporation within five working days of the receipt of premium.
  - c. Any amendment of the policies shall be confirmed by issuing endorsement within five working days on the receipt of the necessary information/premium from Corporation.

*R. K. Shri*  
राष्ट्रीय लघु उद्योग निगम लिमिटेड  
The National Small Industries Corporation Ltd.  
(भारत में लघु उद्योगों के विकास के लिए)  
ओखला औद्योगिक क्षेत्र, नई दिल्ली-110020  
Okhla Industrial Estate, New Delhi-110020

**8.0 ARBITRATION:-**

8.1 If any dispute or difference arises between the Corporation and Insurer with regard to the construction, meaning, interpretation or termination of this tender document /Contract and effect of these presents or any part thereof the same shall be referred by either party to the Chairman Cum Managing Director of the NSIC who shall refer the matter for adjudication to the sole arbitrator.

There shall be no objection to the said appointment of the arbitrator. The award of the sole arbitrator so appointed shall be final and binding on the parties to the tender / contract. The cost and expenses of arbitration shall be borne by the parties equally. In case, the arbitrator so appointed is dies, neglects, or refuses to act as an arbitrator or is otherwise unable to act for any reason whatsoever, it shall be lawful for the Chairman-cum-Managing Director of NSIC to appoint another arbitrator in place of such arbitrator in the manner as aforesaid. Such other person shall be entitled to proceed with the reference from the stage where the earlier arbitrator left the proceeding.

8.2 The venue of the Arbitration shall be at Delhi or at any other place where the office of NSIC is situated, at the discretion of the Chairman-cum-Managing Director of NSIC and the Court at the respective places shall have exclusive jurisdiction to decide the matter relating to the Arbitration referred to the above.

**If, Any Corrigendum or addendum, it will be uploaded on NSIC Website only.**

General Manager (Admin)  
ISSUING AUTHORITY

**Signatures of the authorized signatory  
of the Bidder with seal**

राष्ट्रीय खाद्य सुरक्षा निगम लिमिटेड  
The National Food Security Corporation Ltd.  
(भारत सरकार के अधीन) (Under the Government of India)  
आयुक्त कार्यालय, अखिया इंडस्ट्रियल एस्टेट, नई दिल्ली-110020  
Okhla Industrial Estate, New Delhi-110020



**Annexure-I**

**PRICE BID**

Sl. No.	Risk Details	Sum Assured (in Rs.)(in Lakhs)	Premium quoted (in Rs.)	Service Tax (in Rs.)	Total Amount (INR)
1.	Standard Fire & Special Perils Policy with Flood, Cyclone, Earth – quake, Terrorism, Riots, commotion & Theft	34546.88245			
2..	Burglary/Theft for assets(As per clause 5 of tender document)	11124.6334			
3	Electrical Equipment Insurance Policy	1961.17709			

Note : value at sl. no. 1 includes the value mentioned at sl. no.2 & 3.



**Signature and Seal  
of the authorised signatory**

राष्ट्रीय स्वयंसेवक संघ  
The  
(भारत सरकार का स्वयंसेवक संघ)  
ओखला औद्योगिक क्षेत्र, नई दिल्ली-110020  
Okhla Industrial Estate, New Delhi-110020

## Annexure-II

### List of Fixed Assets of NSIC

As spread at NSIC Bhawan, Okhla Industrial Estate, New Delhi (For Head Office, STP, STP Ext., EMC premises) and its Branch / Zonal Offices and NTSCs and all other offices all over India are as given below:

Sno.	particulars	Gross Block as At 31.03.2020	WDV as at
1	Building	2342224905	2182508506
2	Furniture & Fixtures	81929343	41216227
3	Telephones	103544	668
4	Typewriter	382865	8422
5	Office Equipment	62741092	19952173
6	Tools & Plants	11276793	9276918
7	Electrical Fixture	151809506	77847870
8	Computers	150275929	25791758
9	Weigh Bridges	892338	69764
10	Machinery & Equipment	441692006	259602168
11	Books	1854093	103522
12	Temporary Wooden Structure	157929	7896
13	Lab Equipment	4144837	2259426
14	Plant & Machinery	159361285	138989744
15	Computer Software	45304732	14128669
16	Server and Network	537048	202358
	TOTAL	3454688245	2771966089
	Amount in lakhs	34546.88245	27719.66089



Signature and Seal  
of the authorised signatory

राष्ट्रीय लघु उद्योग निगम लिमिटेड  
The National Small Industries Corporation Ltd.  
(भारत सरकार का उद्यम/A Govt. of India Enterprise)  
ओखला औद्योगिक क्षेत्र, नई दिल्ली-110020  
Okhla Industrial Estate, New Delhi-110020