

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

GOREGAON (EAST), MUMBAI

EOI No. IGIDR/EOI/2021/ED/01 Dated 01.01.2021

REQUEST FOR EXPRESSION OF INTEREST

FOR

Appointment of an Insurance Surveyor for Valuation of Assets at IGIDR

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.
TELEPHONE: 022 2841 6200/9881070122. FAX: 022 28416399.

SECTION-‘A’

GENERAL INSTRUCTIONS TO BIDDERS

1. Expression of Interest (EOI) should be addressed to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065.**
2. The scan copy of EOI to be submitted through Email to tender@igidr.ac.in with subject of email should be mentioned as- **“Expression of Interest for Appointment of an Insurance Surveyor for valuation of assets at IGIDR”** respectively. All the required documents should be scanned and merged either into a single PDF file or zipped into a single file and attached to the Email. **The bid file should be attached as a PDF document/zip file protected with a password and the password to be shared at the time of bid opening through online meeting. The vendor should keep their password securely with them and required to give only when asked in online meeting for bid opening.**
3. The EOI will be received up to **02:00 PM on 15th January 2021.** Each copy of the EOI document under their stamp and signature. No bid will be accepted after due date under any circumstances whatsoever.
4. The Email with subject **“Expression of Interest for Appointment of an Insurance Surveyor for valuation of assets at IGIDR”** shall be opened by REGISTRAR or his authorized representative in his office on the same day at **03:00 PM through online meeting platform.** The link of meeting will be shared with participated bidders. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.
5. **The bidders should provide the password of their bid in PDF/Zip file during the opening of the bids. In case bidder can NOT provide password for the bid file at the time of opening then their bid shall be rejected.**
6. EOI shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the bid and the bidder shall not cancel or withdraw the quotation during this period.
7. The bidder must use only the bid forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the EOI form made by the bidder shall not be valid and shall be treated as null and void.

8. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the EOI must be attested by initials of the bidder. Overwriting of figures is not permitted.
9. Each Page of the EOI document should be signed by the authorized person or persons submitting the EOI in token of his/their having acquainted himself/themselves with the terms & conditions of contract as laid down. Any bid with any of the documents not so signed will be rejected.
10. The rates shall also be firm and shall not be subject to exchange variations or any conditions whatsoever. The quoted amount in EOI must include in their rates, applicable GST and any other tax and stamp duty or other levy whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax, stamp duty or levy whether existing or future, shall be entertained by the Institute.
11. The intending bidder can obtain any clarifications regarding the EOI document, scope of work etc. if any by contacting to Mr. Samir Parab (Administrative Officer) on his mobile-8097171963 or through email administrativeofficer@igidr.ac.in or in **Administration Office of the Indira Gandhi Institute of Development Research, Goregaon, Mumbai-400 065** on any Institute`s working day.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place:

Signature of Bidder

With the seal of their company

Date:

SECTION-‘B’

GENERAL TERMS AND CONDITIONS

Upon the declaration of an intending bidder to be the Successful Surveyor by the Institute, they shall be subject to the following terms and conditions.

1. The successful surveyor shall provide the services strictly in accordance with scope of work and as per detailed instructions of the Institute's.
2. In all matters of dispute arising on the work, the matter shall be referred to the **Registrar Indira Gandhi Institute of Development Research, Goregaon** for a decision.
3. **Arbitration Clause:** In the event that the Successful Surveyor is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.
4. **Payment Terms:** Payment shall be made after successful completion of work against submission of invoice.
5. **Completion Period:** The time period allowed for completion of work shall be 6 weeks from the date of issuance of work order.

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:

Signature with company seal

Date:

SECTION 'C'

PRE-QUALIFICATION CRITERIA

- **Pre-Qualification Documents to be submitted by Bidder along with EOI:**
 1. The Insurance Surveyor should be registered with **IRDAI** or should have a valid license from IRDAI or membership of **IISLA** (Indian Institute of Insurance Surveyors and Loss Assessors).
 2. The bidder should be an individual/partnership firm/company having appropriate registration.
 3. The bidder should have experience of at least 5 years in surveyor/Asset valuation business.
 4. The Bidder should have valid PAN, Goods and Service Tax registration number (GST).
 5. The bidder should have executed at least two orders at any organization for providing services as an Insurance Surveyor for valuation of assets/property during the period of last three years. The bidder should submit a copy of work orders.
 6. List of clients along with name & contact number of representatives and copy of certificate of appreciation if any.
 7. Either the Registered Office or one of the Branch Office of the bidder should be located in district/municipal territory of Mumbai, Mumbai suburban, Thane and Navi Mumbai.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the EOI duly stamped and signed by the authorized person of the bidder.

- **Information to be furnished by the bidder:**

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
3.	Telephone Number: Office /Residence: Mobile Number: E-Mail address:	
4.	Details of Registration (number & date) if applicable:	
5.	Month and Year in which the firm / company was formed/ incorporated.	
6.	Type of organisation (Sole Proprietor, Partnership, Pvt Ltd., Public Ltd., etc.)	
7.	Enclose copy of partnership deed, Articles of Association or Affidavit (in case of firm)	
8.	IRDAI License number & Validity IIISLA Membership No.	
9.	Details of two completed work orders in last 3 years	

SECTION-‘D’
TECHNICAL BID

• **SCOPE OF WORK:**

Part A: - Scope of Work for the Contractor:

1. The successful surveyor will visit the Institute to understand premises/locations where the actual survey will be required to conduct. The final vendor/contractor will be required to discuss the outline and timeframe of the said work with all the respective HOD's of the department.
2. The successful surveyor will be verified the total built up area of the construction & length of the Compound Wall as per the existing building plan.
3. The successful surveyor will be responsible to provide the valuation (appreciated & depreciated value of IGIDR stock/machinery/electrical equipment/estate etc.) and required to submit their report to the Institute based on physical survey, market rates, FAR and documents available at the Institute.
4. To check and provide the value of plant/machinery & it's make, the safety equipment's such as Fire Extinguishers, Sprinklers, Smoke Detector, Fire Hydrant etc. installed at various locations in the Institute (As per fixed asset register).
5. Valuation of immovable assets/property (like Premises, buildings, boundary/retaining walls and plants etc.) shall be done by the surveyor based on considering the market values.
6. Submission of detailed report with category wise value of assets/property to be covered under the property insurance policy.

Part B: - Details to be provided by the Institute:

1. The Institute will provide the details of its Residential Buildings, Office Locations, and boundary/retaining Wall etc. as per available plan.
2. The Fixed Asset Register i.e. Entire list and value of movable assets (department wise) will be provided by the Institute to the successful surveyor. The list/plan of Immoveable assets (like premises, buildings and plants shall be provided by the Institute however their original values are not available.
3. The Institute will provide the list of items which are currently covered under its property insurance policy i.e. All Risk, Money, Burglary, Electrical Equipment & Fire.

4. The Details of FFF including all types of wooden furniture, furnishing asset, Upholstery items & such other items pertaining to FFF will be provided by IGIDR (As per FAR).
5. List of detailed Electrical / Electronic items lying &/or stored in the premises & its Replacement Value will be provided by IGIDR (As per FAR).
6. The list of Plant & Machinery & it's make along with the list of Safety Equipment such as Fire Extinguishers, Sprinklers, Smoke Detector, Fire Hydrant etc. will be provided by the Institute (As per FAR).
7. The total value of library books will be provided by the Institute to the successful surveyor based on his request to the Institute.
8. In case the successful surveyor would like to take the photographs while doing the physical survey for asset valuation in the IGIDR campus, they will be required to inform the Institute in advance and if the authorities of the Institute give permission then only the vendor will be allowed to take the photographs in the campus.
9. The Institute will inform the successful surveyor additional work or any specific work if any from time to time during the progress of this assignment.

Date:

Signature of Bidder with seal

SECTION-‘E’
FINANCIAL BID*

Sl. No.	Description of work	Unit	Quoted Amount Rs.
1	Valuation of Assets/property at IGIDR campus for Property Insurance purpose	LS	
	GST @ %		
	Total Amount including GST Rs.		

Total quoted amount in words Rupees..

Date:

Signature of Bidder with seal

Annexure – A*

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH
REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING
REGARDING BLACKLISTING / NON – DEBARMENT**

UNDERTAKING

To,
The Registrar
Indira Gandhi Institute of Development Research
Film City Road, Santosh Nagar,
Goregaon (East),
Mumbai – 400 065.

We hereby confirm and declare that we, M/s _____, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s _____

Authorized Signatory

Date:

**To be submitted on company letter head duly signed and stamped on it.*