

TNTPO



TAMILNADU TRADE PROMOTION ORGANISATION
(A Joint Venture of Govt. of India and Govt. of Tamil Nadu)
Chennai Trade Centre Complex
Mount Poonamallee Road, Nandambakkam,
Chennai – 600 089.

Phone No: 044-2231 5552, 9176881000, Fax No: 044-2231 3555

Website: www.chennaitradecentre.org

Email: tntpo@chennaitradecentre.org

e-TENDER DOCUMENT

Name of Work: Standard Fire & Special Perils Policy including Fire, Earthquake, Storm, Flood, Riot & Strike, Terrorism for the Buildings, Plants & Machineries provided for the New Building at Chennai Trade Centre, Nandambakkam, Chennai - 89.

Tender No. TNTPO/Engg/C-02/2025

Date & Time of publishing e-Tender Document	:	26.03.2025 at 05.00 PM
Pre-Bid Meeting	:	28.03.2025 at 12.00 PM
Start Date & Time of Submission of Bid	:	01.04.2025 at 05.00 PM
Last Date & Time of Submission of Bid	:	16.04.2025 at 03.00 PM
Bid Opening of Manual Tender Date & Time	:	16.04.2025 at 04.00 PM
Bid Opening of e-Tender Date & Time	:	16.04.2025 at 05.00 PM

DISCLAIMER

The information contained in this tender document or subsequently provided to bidders, whether verbally or in documentary form by or on behalf of Tamil Nadu Trade Promotion Organisation (TNTPO) or any of its employees or advisors (collectively referred to as "TNTPO representatives"), is subject to the terms and conditions set out in this document and any other document uploaded by TNTPO connected with this tender. This document is neither an offer nor an agreement. The purpose of this document is to provide intending bidders with information to assist the bidders for submission of their bids.

This document does not purport to contain all the information each bidder may require. Each bidder should conduct its own due diligence, investigation and analysis and should check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.

The intending bidder will be responsible for all obligations to its staff, including their payments, complying with the labour laws, minimum wages Act and any other Act employed by it for this specific assignment. Under no circumstances, TNTPO will be responsible for any non-compliance with statutory requirements by the bidder or their staff.

TNTPO may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this document from time-to-time. TNTPO reserves the right to accept or reject any or all bids without giving any reasons. The bidding process shall be governed by the laws of India and Courts in the State of Tamil Nadu having jurisdiction over the matter concerning and arising out of this document.

SECTION I - NOTICE INVITING TENDER (NIT)

TAMIL NADU TRADE PROMOTION ORGANISATION

Tamil Nadu Trade Promotion Organisation invites e-Tender for **Standard Fire & Special Perils Policy including Fire, Earthquake, Storm, Flood, Riot & Strike, Terrorism for the Buildings, Plants & Machineries provided for the New Building at Chennai Trade Centre, Nandambakkam, Chennai - 89.**

1. Name of Work	Standard Fire & Special Perils Policy including Fire, Earthquake, Storm, Flood, Riot & Strike, Terrorism for the Buildings, Plants & Machineries provided for the New Building at Chennai Trade Centre, Nandambakkam, Chennai - 89
2. e-Tender No. & Date	TNTPO/Engg/C-02/2025: Date: 26.03.2025
3. Mode of e-Tender	e-Procurement System (On-line Part I – Technical Bid and Part II-Price Bid through https://eprocure.gov.in/eprocure/app)
4. e-Tender Publishing Date	26.03.2025 at 05.00 PM
5. Pre-Bid Meeting	28.03.2025 at 12.00 PM
6. Tender Form Fee	a) Amount of Tender Form Fee: Rs.1,180/- (Rupees one Thousand and one hundred Eighty only) b) Mode of Payment: (i) Demand Draft/ Banker's Cheque, drawn in favour of "Tamil Nadu Trade Promotion Organisation" payable at Chennai from any Nationalized and Scheduled Commercial Bank. (ii) RTGS / NEFT to UNION BANK OF INDIA , Ashok Nagar Branch, Chennai. Account No: 409202050000101 IFS Code : UBIN0540927 c) Last date & time for submission of originals at TNTPO: 16.04.2025 at 04.00 PM d) No exemption from payment of Tender Form Fee is allowed.

7. Earnest Money Deposit	<p>a) Amount of EMD: Rs.69,500/- (Rupees Sixty Nine Thousand Five Hundred Only)</p> <p>b) Mode of Payment: (i) Demand Draft/ Banker's Cheque drawn in favour of "Tamil Nadu Trade Promotion Organisation" payable at Chennai from any Nationalized and Scheduled Commercial Bank. (ii) RTGS / NEFT to UNION BANK OF INDIA, Ashok Nagar Branch, Chennai. Account No: 409202050000101 IFS Code: UBIN0540927 (iii) Bank Guarantee issued by any Nationalized and Scheduled Commercial Bank in the prescribed form enclosed.</p> <p>c) Last date & time for submission of originals at TNTPO: 16.04.2025 at 04.00 PM</p> <p>d) No exemption from payment of EMD is allowed.</p>
8. Start Date & Time for submission of Bid in CPP Portal: https://eprocure.gov.in/eprocure/app	01.04.2025 at 05.00 PM onwards
9. Last Date & Time for Submission of Bid	16.04.2025 at 03.00 PM
10. Bid Opening of Manual Tender Date & Time	16.04.2025 at 04.00 PM
11. Bid Opening of e-Tender Date & Time of Part – I Bid (Technical Bid)	16.04.2025 at 05.00 PM
12. Date & Time of opening of Part – II Bid (Price Bid)	Opening of Price Bid will be informed separately
13. Period of Execution of Policy	10 days from the date of issue of LOA/Work Order

SECTION II

Pre-Qualifying Criteria to be fulfilled and the Documents to be uploaded in CPP Portal:

1. The insurance company should be a registered under Insurance Act, 1938/IRDA and should have a valid license to carry out General insurance business.
2. The Insurance Company should have at least 5 years of experience in the field of general insurance.
3. The insurance company should submit a copy of valid PAN, Goods and Service Tax registration number (GST).
4. The insurance company should have provided insurance cover to public sector/private sector institutions/organizations in last three years either of the following
5. At least three institutions/organizations having assets not less than Rs.168 Crore each or
6. b) At least two institutions/organizations having assets not less than Rs.251 Crore each or
7. c) At least one institution/organizations with assets not less than Rs.335 Crore.
8. The Insurance agency should have average annual turnover of INR 126.00 Crore for last 03 financial years and should submit the audited balance sheets or profit & loss accounts statement or CA certificate for turnover amount of last 3 financial years i.e., FY2021-22, FY2022-23 & FY2023-24.
9. Either the Registered Office or one of the Branch Office of the bidder should be located in Chennai.
10. The Bidder should not have been blacklisted by any Government or its organizations in the past three years.

Managing Director

Tamil Nadu Trade Promotion Organisation

Information to be furnished by the bidder:

Sr. No.	Item	Information to be filled by Bidder
1	Name of the Insurance company	
2	Address	
3	Telephone Number: Mobile Number: E-Mail address-	
4	Details of Registration (number & date)	
5	Month and Year in which the company was formed/ incorporated.	
6	Type of organisation (Pvt Ltd., Public Ltd., etc.)	
7	Enclose copy of company registration	
8	Average Annual Turnover of Last Three Financial Year (attached audited balance sheets/profit & loss statements/CA Certificate)	FY 2021-22: FY 2022-23: FY 2023-24:
9	Company Bank Account Details	A/C No. Bank Name: IFSC:
10	Inclusion, terms & conditions of the policy (Enclose copy)	
11	Exclusion of the policy if any (Enclose copy)	

SECTION III - GENERAL INSTRUCTIONS TO BIDDERS

1. SCOPE OF THE TENDER:

Tamil Nadu Trade Promotion Organisation invites e-tender for "Standard Fire & Special Perils Policy including Fire, Earthquake, Storm, Flood, Riot & Strike, Terrorism for the Buildings, Plants & Machineries provided for the New Building at Chennai Trade Centre, Nandambakkam, Chennai - 89." Tender in two cover System for as detailed in the tender document.

Bids shall be submitted online only at CPP Portal website: <https://eprocure.gov.in/eprocure/app>. Bidders are advised to follow the instructions provided in the '**General Instructions to the Bidders**' for the submission of the Bids. Documents to be uploaded by Bidders may be scanned with 100 DPI in Black & White option which helps in reducing size of the scanned document. No Manual bids shall be accepted.

Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not modify the Tender form including downloaded price bid template in any manner. In case it is found to be tampered with / modified in any manner the bids of such bidders will be summarily rejected and the EMD would be forfeited and bidder is liable to be banned for participation in future tenders of TNTPO.

The intending bidder is advised to visit CPP Portal website <https://eprocure.gov.in/eprocure/app> for any Corrigendum / Addendum/ Amendment/ Clarifications etc., issued by TNTPO before uploading their bid. The uploaded Bid, could be modified/ withdrawn/ revised and resubmitted taking into account the Corrigendum/ Addendum / Amendment / Clarifications, if any issued by TNTPO within the time stipulated in the tender document.

Notwithstanding anything contained in this Bid document, it is informed that if for any reasons, either due to technical error/ glitch or withdrawal of earlier uploaded Bid after taking into account the Corrigendum / Addendum/ Amendment/ Clarifications issued by TNTPO or otherwise, the modified/revised Bid is uploaded/ submitted after closing time for submission of bids, such bid would be treated as non-responsive.

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates (hereinafter referred to as DSC). The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. Any Additional information required for submitting online bids on the CPP Portal, may be obtained at: <https://eprocure.gov.in/eprocure/app>.

2. REGISTRATION:

- a) Bidders are required to enroll on the e-Procurement module of the CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" on the CPP Portal.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ nCode/ eMudhra etc.,) with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- f) Bidder has to login to the site through the secured log-in by entering their user ID/ password and the password of the DSC/ e-token.

3. SEARCHING FOR TENDER DOCUMENTS:

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of

Contract, Location, Date, Other keywords etc., to search for a tender published on the CPP Portal.

- b) The bidders who are interested may download the required tender documents. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document. The bidder should make a note of the unique Tender ID assigned to each tender. A Help desk facility would be available to the prospective bidders on Help Desk Number 0120-4200462, 0120-4001002.

4. PROCEDURE FOR OBTAINING CLARIFICATION:

For obtaining clarifications if any, the Tenderers are advised to examine the tender document carefully and if there appears to be any ambiguity or discrepancy in the document or any clarification is needed in respect of the e-tender document, the same shall be got clarified in the Pre-bid Meeting.

5. ADDENDUM / CORRIGENDUM:

Addendum / Corrigendum to the e-tender documents may be issued by the TNTPO, on its own or consequent on the query / clarifications sought by the tenderers prior to the date of submission of the e-tender, to enable the tenderer to quote the rates taking into account the Addendum/ Corrigendum/ Clarifications etc. Such Addendum/ Corrigendum/ Clarifications shall be uploaded in CPP Portal.

6. SUBMISSION OF TENDER:

6.1. CONTENTS OF PART – I (Technical Bid):

- a) Complete and Detailed technical specifications of the material to be "Standard Fire & Special Perils Policy including Fire, Earthquake, Storm, Flood, Riot & Strike, Terrorism for the Buildings, Plants & Machineries provided for the New Building at Chennai Trade Centre, Nandambakkam, Chennai - 89". The tenderer shall not deviate or add anything in respect of the commercial & technical terms and conditions pertaining to the e-tender.
- b) Scanned copy of Tender Form fee and EMD in the form of Demand Draft/ Banker's Cheque/BG/ RTGS/ NEFT transfer details like UTR No., amount transferred, date of transferred etc., towards EMD shall be submitted while

uploading in e-Tender. If EMD/ Tender fee are submitted in the mode other than the Bank Transfer, the Original Demand Draft/ Banker's Cheque/ BG shall be submitted to TNTPO separately within the time stipulated for submission of EMD failing which the uploaded tender will be rejected by TNTPO.

- c) The e-tender documents should be signed only by authorised signatories by valid DSC (Digital Signature Certificate) in case of proprietary firm and in case of partnership firm only those authorised by partners through Power of Attorney should sign the e-Tender document. In any case, the authority issued for signing the document by the appropriate authority shall also be uploaded.
- d) A confirmation that the Tenderer will abide by the entire clause in the e-tender document.
- e) The tender documents should be signed only by authorised persons in case proprietary firm. And in case of partnership firm only those authorised by partners through Power of Attorney should sign the tender document.
- f) A copy of Income Tax Returns filed past 3 years and permanent account number (PAN) of Income Tax Department should be enclosed.
- g) All the necessary documents in connection with prequalification criteria shall be enclosed.

6.2. CONTENTS OF PART – II (Price Bid) (BOQ):

The Part - II shall contain Price Bid for "Standard Fire & Special Perils Policy including Fire, Earthquake, Storm, Flood, Riot & Strike, Terrorism for the Buildings, Plants & Machineries provided for the New Building at Chennai Trade Centre, Nandambakkam, Chennai - 89" as mentioned in the tender document. The bidders are requested to submit the offer as per format uploaded in the Bill of Quality (BOQ) of tender document.

7. VALIDITY OF TENDER

The tender shall be valid for 90 days from the date of opening. Any delay in deciding the tender due to administrative reasons should not be the plea for revising the rates originally offered in the tender.

8. EARNEST MONEY DEPOSIT

- a) **Amount of EMD: 69,500/-** (Rupees Sixty Nine Thousand and Five Hundred Only)
- b) **Mode of Payment:** (i) Demand Draft/ Banker's Cheque drawn in favour of "Tamil Nadu Trade Promotion Organisation" payable at Chennai from any Nationalized and Scheduled Commercial Bank. (ii) RTGS / NEFT to UNION BANK OF INDIA, Ashok Nagar Branch, Chennai. Account No: 409202050000101 IFS Code: UBIN0540927 (iii) Bank Guarantee issued by any Nationalized and Scheduled Commercial Bank in the prescribed form enclosed.
- c) Last date & time for submission of originals if any at TNTPO is before 4.00 Pm on 16.04.2025.
- d) No exemption from payment of EMD is allowed.
- e) Non submission of EMD in the prescribed form specified in the tender document shall summarily be rejected.

8.1. FORFEITURE OF EARNEST MONEY DEPOSIT

1. If the tenderer / bidder withdraws his tender within the stipulated validity period.
2. If the tenderer / bidder makes any modification in the terms & conditions of tender during validity period.
3. If the tenderer / bidder violates any of the conditions of the tender specifications.
4. If the successful tenderer / bidder fails to provide insurance policy within the prescribed time limit.

8.2. REFUND OF EARNEST MONEY DEPOSITS

For unsuccessful tenderer, EMD of tenderers other than L-1 tenderer / bidder will be refunded upon their request within 15 days from the date of issue of work order to the successful tenderer.

EMD of the L-1 tenderer / bidder will be returned within 15 days upon their request from the date of issue of policy.

8.3. NO INTEREST ON EARNEST MONEY

No interest shall be paid by TNTPO to the tenderer or contractor on the amount of earnest money deposit held by TNTPO, at any stage.

9. OPENING AND EVALUATION OF TENDER

The Technical Bid (Part – I) of the tenders will be opened at the office of the office Managing Director of TAMILNADU TRADE PROMOTION ORGANISATION, Chennai Trade Centre Complex, Mount Poonamallee Road, Nandambakkam, Chennai – 600 089 at 05.00 PM on 16.04.2025 after the closing time mentioned above in the presence of tenderers or representatives who are present at the time. Tenderers should send letter of authorization with attested specimen signature of their representatives who are deputed to attend at the time of opening of tenders. Representatives without such authorization letters shall not be permitted to be present to witness the opening of tender. In any case, the maximum number of persons representing a firm to witness the opening of the e-tender shall be limited to two.

On the day of opening, technical bid (Part – I) alone will be opened. On that day, Cover-II i.e. Price bid will not be opened.

9.1. EXAMINATION OF TENDERS AND OPENING OF PART – II (Price Bid):

The Part – I (Technical Bid) of the tenders shall be opened, scrutinized and evaluated with reference to the qualifications, experience mentioned in the Tender document. Part – II (Price Bid) of those tenderers qualified in the evaluation of Technical and Commercial bid Part I alone will be opened separately with due communication to the eligible Tenderer.

10. AWARD OF WORK:

TNTPO will determine the lowest evaluated price quoted from those e-tenders qualified in evaluation of Part-I and shall award the contract to the tenderer who has offered the lowest evaluated price.

TNTPO shall notify the award of tender to the successful tenderer in writing that such tender has been accepted.

11. TENDER AND CONTRACT

The fact of submission of a tender shall be deemed to constitute an agreement between the tenderer / bidder and the organisation whereby such tender shall remain open for acceptance by the organisation. He shall be bound by the terms of the agreement constituted by the tender and such acceptance thereof by the organisation throughout the period of contract. The acceptance letter issued with the agreed terms therein shall form the document of contract.

11.1. Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the form and nature of the site, the means of access to the site, accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed.

11.2. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope of the work.

11.3. The competent authority does not bind them to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.

11.4. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable to rejection.

11.5. The policy has to be executed and handed over within the time duration mentioned in the tender document, with full satisfaction of the Managing Director, TNTPO. Delay in completion and non-satisfactory execution of the policy, will be liable for penalty and Liquidated Damages.

12. CONTRACT PRICES

Prices shall include all taxes, duties and other statutory levies and any other claims which are not covered in the above statement will not be entertained under any circumstances in future.

12.1. RATES TO INCLUDE ALL INCIDENTAL CHARGES

It will be deemed that the rates quoted by the tenderer / bidder are inclusive of all incidental items not necessarily mentioned in the schedule but nevertheless essential for the correct and complete execution of the policy.

13. TERMS OF PAYMENT

Policy premium payment shall be made to the agency after acceptance of offer against proforma invoice. The quoted price will be firm and free from any variation till period of insurance.

13.1. ADVANCE PAYMENT

It shall be noted that NO ADVANCE PAYMENT will be made by the Organization for any part of the contract, under any circumstances.

14. PERIOD OF COMPLETION

The period of execution of policy will be Ten (10) days from the date of issue of LOA/Work Order including all Sundays and holidays declared by Government Central.

If the contractor fails to maintain the above stipulated time of completion of works the contractor is liable to pay liquidated damages as stipulated in this contract.

15. LIQUIDATED DAMAGES

If the contractor fails in the due performance of this contract within the Contract period, the organisation shall be suffering loss from the delay occurred by such failure, and therefore the contractor is liable, at the discretion of the management, to liquidate damages upto 0.25% of the contract price per day and upto a maximum of 10% of the Contract value.

16. POLICY PERIOD

The policy period shall be one year from the date of issue of insurance.

17. ARBITRATION

The procedure for arbitration will be as follows:

17.1. In case of Dispute or difference arising between the Employer and Insurance Agency relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996 as amended upto date. The arbitral tribunal shall consist of 3 arbitrators one each to be appointed by the Employer and the Contractor. The third arbitrator shall be chosen by the two arbitrators so appointed by the parties, shall act as presiding arbitrator. In case of failure of the two arbitrators appointed by the parties to reach upon a consensus within a period of 30 days from the appointment, this shall be done in accordance with the Arbitration and Conciliation Act, 1996 as amended upto date.

17.2. If one of the parties fails to appoint its arbitrator in pursuance of sub clause (a) above within 30 days after receipt of the notice of the appointment of its arbitrator by the other party, then the appointment of the Arbitrator shall be made as per the Arbitration and Conciliation Act, 1996 as amended upto date.

17.3. Arbitration proceedings shall be held at Chennai, (India) and the languages of the arbitration proceedings and that of all documents and communications between the parties shall be English.

17.4. The decision of the majority of arbitrators shall be final and binding upon both parties. The cost and expense of Arbitration proceedings will be paid as determined by the arbitral tribunal. However, the Expenses incurred by each part in connection with the preparation etc. of its proceedings as also fees and expenses paid to the arbitrator appointed by each party or on its behalf shall be borne by each party itself.

17.5. Performance under the contract shall continue during the arbitration proceedings and payments due to the Contractor by the Employer shall not be withheld, unless they are the subject matter of the arbitration proceedings.

18. JURISDICTION

Any suit or any proceeding in regard to any matter arising in any aspect under this contract shall be instituted in any court in the city court at Chennai or the court of small causes at Chennai. It is agreed to that no other court shall have

jurisdiction to entertain any suit or proceedings, even though part of the cause of action might arise within their jurisdiction. In case of any part of the cause of action might arise within jurisdiction of any court (Tamil Nadu) and not in the courts in Chennai city then it is agreed to between the parties that such suites or proceedings shall be instituted in court within the State of Tamil Nadu and no other court outside the State of Tamil Nadu have jurisdiction even though any party of the cause of the action might within the jurisdiction of such court.

19. FORCE MAJEURE

If at any time during the continuance of this contract, the performance in whole or in part in any delegation under this contract shall be prevented or delayed by reasons of any war, hostilities, acts of public enemy acts of civil commotion, strikes, lockouts, sabotages, restrictions or other acts of God (herein after referred to as eventualities), then provided notice of the happening of any such eventuality is given by the TENDERER / BIDDER to the organization within 2 days from the date of occurrence thereof, neither party shall, by reasons of such eventuality, be entitled to terminate this contract nor shall any claims for damages against the other in respect of such non-performance or delay in performance and deliveries under this contract and shall not be refunded as soon as practicable after such eventuality has come to an end ceased to exist.

19.1. Provided that if the performance in whole or part by the tenderer / bidder or any obligation under this contract is prevented or delayed by reasons of any eventuality for a period exceeding 5 days, the organisation may at its option, terminate this contract by notice in writing;

20. RIGHT TO DECIDE THE TENDER RESERVED

It shall be expressively understood by the tenderer that TNTPO or competent authority shall have the right to relax or waive or modify any of the conditions stipulated in the specification wherever deemed necessary in the best interest of the TNTPO for good and sufficient reasons.

SECTION IV - SPECIAL CONDITIONS

1. It may be noted that no advisor/broker is involved in the tender.
2. The Insurance Company should cover the insurance from Day 1 of commencement of policy.
3. During the validity of the current policy, no revision in premium shall be considered by TNTPO on the basis of actual claim ratio or any enhancement in the premium pointed out by any statutory or other authority.
4. Once assigned the insurance for any given period, the insurance company shall have no right to unilaterally terminate the operation of the policy during this period.
5. Any conditional bid or a bid that is not in the prescribed Performa will not be accepted.
6. Notwithstanding anything contained in this document, the acceptance of tender will rest with TNTPO and TNTPO reserves full right to reject any or all tenders without assigning any reason whatsoever.
7. TNTPO shall have absolute right to consider or not consider any of the offered / Insurance Company.
8. Confidentiality of all TNTPO information/documents to be ensured at all times.
9. More than one bid from the same insurance company shall disqualify the insurance agency.
10. Canvassing, Fraud and Corrupt practices: Bidders are hereby informed that canvassing in any form for influencing the process of notification of award would result in disqualification of the Bidder. Further, they shall observe the highest standard of ethics and will not indulge in any corrupt, fraudulent, coercive, undesirable or restrictive practices, as the case may be.
11. Action against the bidder: Furnishing incorrect information in the offer, failure to act according to tender condition, non-fulfillment of any or whole of the contract may entail black listing of insurer in addition to taking other appropriate action against the Insurer.

Managing Director

DECLARATION

- (a) I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
- (b) The rates quoted by me are valid and binding on me during the period of validity of the tender.
- (c) I, the undersigned hereby bind myself to the Managing Director, TNTPO, Chennai Trade Centre, Nandambakkam, Chennai-89 during the period of contract.
- (d) The conditions contained herein shall form part of and shall be taken as included in the agreement itself.
- (e) I will be wholly responsible for completing the work of "Standard Fire & Special Perils Policy including Fire, Earthquake, Storm, Flood, Riot & Strike, Terrorism for the Buildings, Plants & Machineries provided for the New Building at Chennai Trade Centre, Nandambakkam, Chennai - 89." and will ensure timely execution of policy.
- (f) Should any lapses occur from me or on my workers part, while discharging the services, TNTPO management may cancel my contract and award the work to another agency and the cost difference may be recovered from me.
- (g) The decision of the Managing Director, TNTPO, Chennai Trade Centre, Chennai-89 regarding the acceptance/rejection of Tender will be final and binding upon me.

Affirmation

I, Son / Daughter of Shri Partner / Director / Authorized Signatory of affirm that I am competent to sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of owner / Managing Partner / Director

Place:

Name:

Seal:

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

BILL OF QUANTITIES (BOQ)

Name of the work: Standard Fire & Special Perils Policy including Fire, Earthquake, Storm, Flood, Riot & Strike, Terrorism for the Buildings, Plants & Machineries provided for the New Building at Chennai Trade Centre, Nandambakkam, Chennai - 89.

SL.NO	ITEM DESCRIPTION	Value of assets to be insured	PREMIUM RATE (with taxes)	TOTAL PREMIUM AMOUNT with Taxes	Total Amount In Words
1.01	Building including plinth & foundation – New Exhibition Hall 1,2,3,4 & 5, Convention Hall, Conference Rooms (3Nos), MLCP and Utility Building	316,25,79,369			
1.02	Plant & Machineries and accessories (DG Sets, Lifts, Escalators, AHUs, Chillers and Other installations)	102,85,94,324			
Total in Figures					
Quoted Rate in Words					

ACCEPTANCE OF TERMS & CONDITIONS OF TENDER

(To be given on Company Letter Head)

To

Date:

The Managing Director

Tamilnadu Trade Promotion Organisation
Chennai Trade Centre Complex
Mount Poonamallee Road, Nandambakkam,
Chennai – 600 089.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No.: TNTPO/Engg/C-02/2025

Name of Tender: **Standard Fire & Special Perils Policy including Fire, Earthquake, Storm, Flood, Riot & Strike, Terrorism for the Buildings, Plants & Machineries provided for the New Building at Chennai Trade Centre, Nandambakkam, Chennai - 89.**

Dear Sir,

I/ We have downloaded/obtained the tender document(s) for the above-mentioned Tender from the web site(s) namely: _____ as per your advertisement, given in the above-mentioned website(s).

I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents) which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.

The Corrigendum(s) issued from time to time by your Department/Organisation too has also been taken into consideration, while submitting this acceptance letter.

I/We hereby unconditionally accept the tender conditions of above-mentioned Tender Document(s)/ Corrigendum(s) in its totality/entirety.

I/We do hereby declare that our Firm has not been black listed/debarred by any Govt. Department/Public Sector undertaking.

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/Organisation 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 absolutely.

Yours faithfully,
(Signature of Bidder)

Annexure – A

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD UNDERTAKING

1. We undertake if we are awarded the contract as mentioned in the NIT Ref. No. TNTPO/Engg/C-02/2025 Dated 26.03.2025, we undertake to settle all the claims of TNTPO within 30 days from the date of receipt of the claim and non-settlement would attract an interest at SBI lending rate for cash credits. We understand that failure to do so might affect our business prospects with TNTPO adversely.
2. We undertake that we have received the IRDA license for General Insurance Policies (The photocopy of the same is attached herewith).
3. We undertake that there will be no subsequent increase in premium rates during the contract period.
4. We undertake that the secrecy of TNTPO information/documents will be ensured at all times.
5. We undertake to comply all the terms and conditions of this Notice inviting Tender.

Authorized Signatory

Date: