



CSIR - NATIONAL METALLURGICAL LABORATORY  
(Council of Scientific & Industrial Research)  
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## TENDER ENQUIRY (BIDDING) DOCUMENT

FOR

### MARINE INSURANCE

**Tender Enquiry No.NML-FG/SNP-MI/54-19, Date: 16.01.2020**

#### Invitation for Bids

Director, CSIR-National Metallurgical Laboratory (CSIR-NML), Jamshedpur (India), invites tenders for Marine Insurance for the service listed below:

Sl. No.	Tender Enquiry No. & Date	Description of Item	Single/ Two-Bid	Bid Security/ EMD (in Indian Rupees)
1	NML-FG/SNP-MI/54-19 dated 16/01/2020	Marine Insurance	Two-Bid	Bid Security/EMD is not applicable. Instead, submit Bid-Securing Declaration Form.

Interested Bidders may download the details from our Website: [www.nmlindia.org](http://www.nmlindia.org) or from CPP Portal ([www.eprocure.gov.in/epublish/app](http://www.eprocure.gov.in/epublish/app)). **Bids are required to be submitted in hard copy by Post / Hand.** Online bid submission is not applicable in this case. The bids must be delivered on or before the due date as per the following critical dates and timings:

## Critical Date and Time Sheet

Bidding Document Publishing Date and Time	16.01.2020	6.30 PM
Document Download Start Date and Time	16.01.2020	6.30 PM
Seek Clarification Start Date and Time	16.01.2020	6.30 PM
Seek Clarification End Date and Time	24.01.2020	6.30 PM
Bid Submission Start Date and Time	30.01.2020	9.00 AM
Bid Submission End Date and Time	19.02.2020	3.30 PM
Bid Opening Date and Time	20.02.2020	3.30 PM

The CSIR-National Metallurgical Laboratory (CSIR-NML), Jamshedpur is one of the constituent laboratories of Council of Scientific & Industrial Research, Anusandhan Bhavan, New Delhi an autonomous body under the Ministry of Science & Technology, Govt. of India. It is involved in R&D activities of National Importance. CSIR-National Metallurgical Laboratory has the largest creep testing facility in India and one of the largest in Asia. Its material evaluation and characterization facilities compare with the best in the world. CSIR-NML has strong presence in Magnetic materials, rapidly solidified alloys, surface Coatings. Metallic Foams, and many others.

This laboratory purchases instruments, equipments, machineries, spares, chemicals and consumables etc. from foreign based manufacturers located in various countries. Materials are imported mainly from European countries, U.S.A, Canada, Australia, Malaysia, Hongkong, Japan, China, Singapore and other countries mainly through airfreight. Occasionally consignments come through seafreight, postal and courier. The transportation also involves movement from manufacturer's warehouse to port of loading and from Kolkata/Mumbai/Chennai/New Delhi Airport/Seaport to CSIR-NML Stores by road or rail.

Estimated total value of goods likely to be imported in one year is Rs. 12-15 Crores and maximum value of any single consignment may be of Rs 13 Crores. Total number of consignments is expected to be around 50 in one year approximately. Actual value of goods imported is likely to increase or decrease.

Open Tenders are hereby invited from reputed Insurance companies for undertaking Open Marine Insurance of Equipments. Chemicals, Spare parts for testing and other institutional purposes & other consignments etc., for anywhere in the world including exports of similar nature.

Insurance companies having done similar nature of work can apply along with the documentary evidence for the work done in the past. The firms should also meet the other parameters as given below and are required to submit following information along with their applications.

- 1) Document evidencing the Insurance Company registered under IRDA.
- 2) Marine Insurance must be operated from Jamshedpur Branch independently.
- 3) Insurance company should have minimum 3 years experience of carrying out Marine Insurance of similar nature
- 4) Client list.

CSIR-NML reserves the right to verify the particulars furnished by the applicant independently. CSIR-NML reserves the right to reject any application without assigning any reason.

This contract will initially be for a period of 2 years which can be extended or curtailed based on the performance of the successful bidder.

Bidders are requested to provide the information as per the following format;

<b>Sl. No.</b>	<b>Description</b>	<b>Remarks</b>
1	Single Policy Cover imports & exports (open cover)	
2	Policy to cover all types of risks during transit involving different modes of transportation on warehouse to warehouse basis.	
3	Sum assured = CIP + 10%	
4	List of Surveyor (Local)	
5	List of Surveyor (International)	
6	Annual Turnover (approximately)	
7	IRDA License	
8	Claim Procedure	
9	Time required for arranging surveyor visit	
10	Rate of Premium	
11	Terms & Conditions	
12	Any other financial implications	
13	Method of operation of this open policy	

14	Providing insurance cover until the consignment / equipment is installed and commissioned at CSIR-NML, Jamshedpur.	
15	Refund of insurance premium for the cases where consignment / equipment has not been despatched by the supplier.	

### **Selection Criteria**

- 1) Document evidencing the Insurance Company registered under IRDA.
- 2) Marine Insurance must be operated from Jamshedpur Branch independently.
- 3) Insurance company should have minimum 3 years experience of carrying out Marine Insurance of similar nature
- 4) Client list.
- 5) Copies of at least two contracts with Govt. / Public Sector organizations in support of execution of similar work. This information will be kept highly confidential and it is meant only to facilitate this contract.

N K Singh  
Stores & Purchase Officer  
CSIR-National Metallurgical Laboratory  
Jamshedpur, 831007 (Jharkhand)

## Bid-Securing Declaration Form

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

Bid No. \_\_\_\_\_

To: The Director,  
CSIR-National Metallurgical Laboratory, Jamshedpur 831007

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 our terms and conditions.

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 he 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, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)