

# **Air India SATS Airport Services Private Limited**

## **E-RFP**

**E-RFP Document for Renewal of Non-Aviation Insurance Policies for  
the period: 1<sup>st</sup> June 2024 to 31<sup>st</sup> May 2025**

## **DISCLAIMER**

The information contained in this e-RFP document (hereinafter referred to as “**E-RFP**”) or and any information pertaining to the aforesaid subject matter subsequently provided to the applicants/**Bidders** in any form by Air India SATS Airport Services Private Limited (hereinafter referred to as “**AISATS**”) shall be subject to the terms and conditions to which such information is provided contained herein and any other terms and conditions as may be prescribed by **AISATS**.

This E-RFP is neither a Contract nor an invitation by **AISATS** to the prospective **Bidder(s)** or any other person. The purpose of this E-RFP is to provide all **Bidders** with the information that may be useful to them in the formulation of their proposals/ bids in response to this E-RFP. The statements, facts contained herein, and various assumptions and assessments arrived at by **AISATS** do not purport to contain all/exhaustive information on the aforesaid subject matter that each applicant may require for the purposes of submitting their bids.

Each **Bidder** should, conduct its own due diligence, investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, and information contained in this E-RFP and shall obtain independent advice from appropriate sources.

The information provided in this E-RFP to the applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. **AISATS** accepts no responsibility for the accuracy or otherwise for any interpretation or opinion of the law expressed herein.

**AISATS** also accepts no liability of any nature whether resulting from negligence or otherwise caused arising from reliance of any **Bidder** upon the statements contained in this E-RFP.

**AISATS** may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this E-RFP, from time to time.

This E-RFP does not imply that **AISATS** is bound to select a **Bidder** or to appoint the **Service Provider**, as the case may be, and **AISATS** reserves the right to reject all or any of the proposals without assigning any reason at any time, whatsoever.

The **Bidders** shall bear any, and all costs associated with or relating to the preparation & submission of its proposal/ bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by **AISATS**, or any other costs incurred in connection with or relating to its proposals. All such costs and expenses shall remain with the **Bidder** and **AISATS** shall not be liable in any manner whatsoever for the same or any other costs or other expenses incurred by the **Bidder** in preparation or submission of the proposal, regardless of the conduct or outcome of the bid process as contained herein.

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# **E-RFP Notice**

**E-RFP No: Corporate/Tender-RFP/ 2024-25/001**

**Date: 3<sup>rd</sup> May 2024**

Dear Sir / Madam

**Subject: Invitation to participate in AISATS's E-RFP for renewal of AISATS Non-Aviation Insurance Policies**

Types of policies:

PROVIDING (a) STANDARD FIRE & SPECIAL PERILS POLICY WITH EARTHQUAKE AND STFI COVER (b) BURGLARY & HOUSE BREAKING POLICY (BUSINESS PREMISES) (c) ELECTRONIC EQUIPMENT POLICY AND (D) CONTRACTORS PLANT & MACHINERY (E) PUBLIC LIABILITY (F) MONEY INSURANCE (F) MOTOR INSURANCE COVER FOR A PERIOD OF ONE YEAR AT AISATS EFFECT 1<sup>st</sup> June 2024 to 31<sup>st</sup> May 2025.

1. Interested **Bidders** are requested to visit our portal <https://AISATS.procuretiger.com/EPROC/> to complete the registration process for participation in the e-RFP.
2. For any queries related to registration on the portal, please contact on coordinates below.

**E: [Support@ProcureTiger.com](mailto:Support@ProcureTiger.com) | Mobile: +91 – 9510813436 / 9510813067 / 9328931942**

Sincerely,

SD/

Vinay Sardar

**Head - Procurement**

**Important: Please note that only e-e-RFP shall be accepted. No hard copies shall be entertained.**

# **E-RFP COVER LETTER**

**E-RFP No: Corporate/Tender-RFP/ 2024-25/001**

Date: 3<sup>rd</sup> May 2024

## **1. INTRODUCTION: -**

**AISATS** is a leading gateway services and Cargo handling Service Provider in India. Since the start of its operations in 2008, **AISATS** has provided hassle-free and comprehensive solutions to its customer airlines in international airports at Bengaluru, Delhi, Hyderabad, Mangalore, and Trivandrum.

## **2. PURPOSE OF THE E-RFP: -**

Renewal of our Non-Aviation Insurance policies

Types of policies:

**PROVIDING (a) STANDARD FIRE & SPECIAL PERILS POLICY WITH  
EARTHQUAKE AND STFI COVER  
(b) ELECTRONIC EQUIPMENT POLICY AND  
(cd) CONTRACTORS PLANT & MACHINERY  
(d) PUBLIC LIABILITY  
(e) MONEY INSURANCE (f) MOTOR INSURANCE COVER**

## **3. SUMMARY OF BIDDING INFORMATION: -**

Online E-e-RFP submissions are to be submitted through the E-procurement portal <https://AISATS.procuretiger.com/EPROC/> on or before 1700 Hrs. (Indian Standard Time) on 17<sup>th</sup> May 2024.

## **4. Contact Details: -**

For any clarification, please address your questions via email to:

Name -: Errol Dcosta

E-mail- Errol.dcosta@aisats.in

We look forward to receiving your response.

# **ANNEXURE – A**

## **GENERAL TERMS AND CONDITIONS OF THE E-RFP**

### **1. Definitions as used in the E-RFP**

- b. The term “**AISATS**” shall mean Air India SATS Airport Services Private Limited.
- c. The term “**E-RFP**” shall mean all the documents including E-RFP Notice, E-RFP cover letter, and all the E-RFP Annexures & Undertaking format.
- d. The term “**Bidder**” shall mean the one who has signed the E-RFP Form and submitted the Bid in response to this E-RFP.
- e. The term “**Bid**” shall mean the Technical Bid and the Price Bid filled up by the **Bidder** in response to this e-RFP document, including the documents submitted in support thereof.
- f. The term “**Contract**” shall mean the agreement entered into between **AISATS** and the **Service Provider**, confirming its acceptance of the E-RFP, on the terms and conditions mentioned therein.
- g. The term “**Services**” shall mean the services referred to under Annexure-C.
- h. The term “**Service Provider**” shall mean the **Bidder/s** who have been awarded the Contract to carry out the Services stipulated in this E-RFP.

### **2. Offer Validity:**

The Offer submitted by the **Bidder** must be valid for a period of 180 days from the date of opening of commercial bid.

### **3. Price:**

- a. The price quoted should be firm and should be in Indian Rupees. The rate quoted shall remain firm throughout the period of the contract. Prices must be submitted as per the price bid format given by **AISATS**. Rates should be inclusive of all charges applicable and excluding applicable GST taxes, the quantum of which should be clearly specified. The bill raised to **AISATS** after rendering the services shall be subject to tax deduction at source.
- b. Notwithstanding any other provision to the contrary contained in the contract, **AISATS** may, at any time, without providing notice to the **Service Provider**, set off or deduct from any or all amounts payable to the **Service Provider** (whether under the contract or any other contracts), any or all sums that may be due and owing by the **Service Provider** to **AISATS**, its related or associated companies, whether under the Contract or otherwise (including without limitation, any liquidated damages payable under Contract, or any amounts previously overpaid to the **Service Provider**).
- c. Unconditional discounts, if any, should be clearly indicated, and would be applied to the quoted price during evaluation.
- d. Conditional discounts, if offered, will not be considered for arriving at the lowest quote.
- e. **Bidders** are advised to understand the magnitude of the job involved before submitting their bids. No clarification will be entertained after receiving bids.

- f. **Bidders** should note that if the contract is extended by **AISATS** for any further period **the Service Provider** has to give the same or lower prices to **AISATS** and no price escalation due to any reason will be entertained by **AISATS**.

4. **E-RFP Submission:**

The bid should be submitted online only on the e-procurement site mentioned in this E-RFP. E-RFPs received through fax and / or email will not be considered. E-RFPs submitted late will not be accepted. E-RFPs that are incomplete stand the risk of being rejected. The bid should be submitted in the prescribed formats only, before the last date and time of submission. The reasons for selection or rejection of a particular **Bidder** will not be disclosed.

5. **RISK PURCHASE CLAUSE**

- a. **AISATS** reserves the right to curtail or cancel the contract either in full or part thereof if the **Service Provider** fails to deliver the services and comply with the terms & conditions of the contract. **AISATS** also reserves the right to procure the same services through other sources at **Bidder's** entire risks, costs and consequences. Further, the **Service Provider** agrees that in the case of procurement by the **AISATS** from other sources the differential amount paid by the **AISATS** shall be on account of the **Service Provider** together with interest and other costs accrued thereon.
- b. **AISATS** shall not be liable for any costs, obligations and claims incurred by the **Bidder** due to the cancellation.

6. **Bidders representation, covenants, indemnities:**

- a. The **Bidder** has examined the scope of the Specifications and all other documents, information, and requirement of Air India SATS Airport Services Private Limited and has satisfied itself as to the adequacy thereof for the performance of this E-RFP. It is the duty of the **Bidder** to draw to the attention of Air India SATS Airport Services Private Limited any errors, discrepancies, or inaccuracies in the E-RFP Specifications.
- b. The **Bidder** agrees to fully and effectively indemnify and hold harmless **AISATS**, its parent companies, associated and affiliated companies from and against all actions, proceedings, claims, damages, liabilities, losses, costs and expenses (including without limitation, legal costs and expenses) whatsoever arising out of or in connection with the acts, deeds, omissions, defaults or negligence of the **Bidder** and/ or its officers, employees, representatives, agents, suppliers, **Bidders** or subcontractors in relation to this e-RFP performance of the Works and the **Bidder's** obligations under this e-RFP.

7. **Duration of Contract:**

The Contract for providing aforesaid policies will be valid for the period of **one** year for the period 1<sup>st</sup> June 2024 to 31<sup>st</sup> May 2025. After expiry of contract, **AISATS** may at its sole discretion extend the contract for one more year over the same terms & conditions.

8. **Payment:**

- a. The bidder will be paid at the agreed rate on their successful selection, subject to the terms and conditions of the contract. The payment will be inclusive of all staff costs, printing, communications, travel, accommodation, taxes, fees, levies etc., and all other

costs incurred by the bidder in carrying out the Services unless provided for to the contrary in the contract.

- b. Insurance premiums will be paid by AISATS as per guidelines of IRDA.

9. **Recover of Sums Due:**

Whenever, any claim against **Bidder** for payment of a sum of money arises out of or under the contract, **AISATS** shall be entitled to recover such sums from any sum then due or when at any time thereafter may become due from the **Bidder** under this or any other contract with the **AISATS** and should this sum be not sufficient to cover the recoverable amount of claim(s), the **Bidder** shall pay to **AISATS** on demand the balance remaining due.

10. **Non-Waiver:**

Failure of **AISATS** to insist upon any of the terms & conditions incorporated in the Contract or Purchase Order or failure or delay to exercise any rights or remedies herein, or by law or failure to properly notify **Bidder** in the event of breach, or the acceptance of or payment of any services hereunder shall not release the **Bidder** and shall not be deemed a waiver of any right of **AISATS** to insist upon the strict performance thereof or of any of its or their rights or remedies as to any such services regardless of when such services are rendered, received or accepted nor shall any purported oral modification or revision of the order by **AISATS** act as waiver of the terms hereof. Any waiver to be effective must be in writing. Any lone incident of waiver of any condition of this Contract by **AISATS** shall not be considered as a continuous waiver or waiver for other condition by **AISATS**.

11. **Other terms & Conditions:**

- a. The **Service Provider** shall provide the services as mentioned in annexure – C.
- b. There shall be a Contract for Services instead of Contract of Service for all practical purposes.
- c. **Service Provider** will furnish all the required documents, records or data asked by **AISATS** or its representatives including third party auditors appointed by **AISATS** within the stipulated timeline.
- d. **AISATS** or its representatives, including third party auditors appointed by **AISATS** may at any time conduct the audit of the **Service Provider** and in case of any irregularities or defaults observed, the Contract shall be terminated immediately by **AISATS**.
- e. During the policy period there will be no revision in the premium amount.
- f. For addition/deletion during the insurance period, additional premium amount will be given / withdrawn on pro-rata basis.
- g. The bidder is expected to carry out a detailed survey or investigation and undertake a comprehensive assessment of risks, costs and obligations associated with the E-RFP.
- h. If any information in this schedule is found to be incorrect or concealed, the qualification application will summarily be rejected.



## 12. Regulatory Compliance

The **Service Provider** shall ensure compliance of all applicable laws, rules and regulations and will have all necessary statutory and regulatory approvals and licences in place that may be applicable in furtherance of rendering the services under this E-RFP to **AISATS** and shall indemnify **AISATS** from any breaches committed by the **Service Provider**.

## 13. Gifts, Inducement & Rewards

- a. The **Bidder(s)** shall not offer gifts and rewards in any form or manner to any **AISATS** employee in relation to the obtaining or execution of any Contract with **AISATS**, whether or not the like acts are performed by the **Bidder(s)** or persons acting on its behalf with or without the knowledge of the **Bidder(s)**. The **Bidder** shall inform **AISATS** immediately and without fail if there is an attempt from **AISATS'** staff to seek gifts and rewards in any kind and form from them. Failure to do so, constitute a serious offence which may render a termination of the Contract with **AISATS**.
- b. Without prejudice to the rights and remedies available under the law, **AISATS** shall terminate the Contract and debar the **Bidder(s)** for any appropriate period of time if it is proven that the **Bidder(s)** has/have offered and/or given gifts and rewards in obtaining or in execution of any Contract.

## 14. Conflict of Interest

- a. The **Bidder** (including its Personnel) that has a business or family relationship with family member of **AISATS** staff who is directly involved in any part of (i) the preparation of the Terms of Reference and Scope of work & services of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Works, may be disqualified from the Bid and / or terminate the Contract executed under the E-RFP, unless the conflict stemming from this relationship has been resolved in a manner acceptable to **AISATS** throughout the selection process and execution of the Work Order.
- b. The Bidder has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of **AISATS**, or that may reasonable be perceived to the disqualification of the **Bidder** of the termination of Work Order.

## 17. Indemnity:

The **Bidder** agrees to fully and effectively indemnify and hold harmless Air India SATS Airport Services Private Limited and its management, officers and also parent companies from and against all actions, proceedings, claims, damages, liabilities, losses, costs and expenses (including without limitation, legal costs and expenses) whatsoever arising out of or in connection with the provision of services in this e-RFP.

## 18. Clarification:

- a. For any clarifications, please contact Mr. Errol Dcosta on email: Errol.dcosta@aisats.in
- b. During the period following the release of this e-RFP all **Bidders** will be permitted to submit questions in writing.
- c. While all questions will be given full consideration, Air India SATS Airport Services Private Limited reserves the right to limit the format, content and timing of its responses in any

way believed by it to be appropriate (which includes the right to refuse a response without giving any reason for so doing).

**19. Confidentiality:**

The contents of this e-RFP, together with all responses and clarifications provided to the **Bidder** by Air India SATS Airport Services Private Limited, and its process of **Bidder** selection, as well as the timing and content of any meetings, discussions, and negotiations between Air India SATS Airport Services Private Limited and the **Bidder**, constitute 'Confidential Information and shall not be shared with any third party.

**20. Arbitration and Dispute Resolution:**

- a. In the event of any dispute arising out of or in connection to this E-RFP or the breach thereof including any question regarding its existence, validity or termination, the Parties shall first use their best endeavors to settle such disputes or differences through amicable discussions. To this effect, they shall consult and negotiate with each other, in good faith and understanding of their mutual interests, to reach an amicable and equitable solution satisfactory to both Parties.
- b. However, if the dispute is not resolved within a period of thirty (30) days from the date the dispute is addressed by either party to the other Party then such disputes shall be resolved by reference to Arbitration by Sole Arbitrator to be appointed by both parties or through court as per the provisions of the Arbitration and Conciliation Act, 1996 along with any amendments thereto. The arbitration proceedings shall be conducted under the Arbitration and Conciliation Act, 1996 and any amendments thereto. The arbitration proceedings shall be conducted in English language and the seat of Arbitration shall be Mumbai, India. The **Bidder** shall bear all the expenses pertaining to Arbitration proceedings including arbitration fees and charges decided by the Arbitrator. The award so passed by the Sole Arbitrator shall be final and binding on the Parties.
- c. The Parties expressly agree that while any dispute under this document is subject of reference to arbitration proceedings, the Parties shall continue to perform all their respective obligations under this e-RFP without prejudice to the final determination of such reference by the Sole Arbitrator.

**21. Force Majeure:**

- a. Neither Party hereto shall be liable for failure to perform or for delay in forming any of its obligations under the e-RFP/Contract, if such failure or delay is caused or results from a condition or FORCE MAJEURE.
- b. The term FORCE MAJEURE as used in the e-RFP/Contract means Act of God, Pandemic, War, Revolt, Riot, Fire Tempest, Flood, Earthquake, Lighting, direct or indirect consequences of war (declare/undeclared) sabotage, hostilities, National Emergency, Civil Disturbances, Natural Calamities, Commotion, Embargo (Blockage) due to any law or promulgation, Ordinance or Executive order whether central or State or Local or Municipal Authorities, Regulation

**22. Jurisdiction:**

This E-RFP shall be governed by, and interpreted in accordance with, the Laws of India. The Courts in Mumbai shall have exclusive jurisdiction to adjudicate the subject matter of this E-RFP.

## **ANNEXURE – B**

### **GENERAL INSTRUCTIONS TO BIDDERS**

- a. Online E-e-RFP submissions are to be submitted in a through the E-procurement portal (Technical bid and Price bid) <https://aisats.procuretiger.com/EPROC/> on or before 1700 Hrs. (Indian Standard Time) on 17<sup>th</sup> May 2024.
- b. Bids submitted online only will be submitted and bids sent by any other mode or way will be summarily rejected. **Bids** received late, delivered to a different address other than as specified in the E-RFP / or lost in transit will not be accepted irrespective of whether the delay has arisen on account of the delivery system.
- c. There will be no acknowledgement of receipt of any **Bid**. It is the responsibility of the **Bidder** to ensure that the **Bid** reaches **AISATS** in the required manner and prior to the closure of the **Bid** submission date and time.
- d. **Bids** that are incomplete and do not comply with the Terms & conditions laid down in e-RFP documents are liable to be rejected.
- e. **Bids** which will be received late or after the last date and time of submission mentioned in the E-RFP due to any reason will be rejected.
- f. The **Bidder** must sign (With Seal) all the pages of the technical bid and the price bids. The **Bidder** must submit this **E-RFP** along with the technical bid signed by the authorized signatory of his firm and affix his/his firm's stamp to each page of the E-RFP including its Annexures as the acceptance of all the terms and conditions.
- g. The Technical Bid should not contain any indication of the price. In case any indication of price is included in the technical bid, the Bid will be rejected without any reference to the **Bidder**. No correspondence will be entertained in this regard.
- h. The Price bids of only those **Bidders**, who qualify in the Technical Bid evaluation, would be opened at a later date and will be considered for further evaluation.
- i. **AISATS**, reserves the right to accept / reject any / all e-RFP without assigning any reasons.
- j. This document, or any part thereof, does not constitute and shall not be construed as a contract between **AISATS** and any **Bidder** and no communication, whether verbal or written by **AISATS** management, personnel or agents of the organization during the course of the evaluation process shall create such a contract in respect of the products or services specified in this E-RFP.
- k. The **Bidder** is responsible for all costs and expenses associated with responding to this E-RFP and **AISATS** cannot be held liable for any costs incurred by the **Bidder** regardless of the outcome.
- l. The **Bidder** must examine this document and be satisfied that it fully understands its obligations. **AISATS** shall rely upon the information provided by the **Bidder** and select the **Bidder** on the basis of this information.
- m. **AISATS** reserves the right to accept any e-RFP in respect of the whole or any portion of the Work specified in the specification and scope of the work or to divide or reduce the work. **AISATS** shall reserve the right to accept the whole or part of the E-RFP.
- n. The process of verification of the credentials, background checks, technical capabilities and performance track record of any or all the **Bidders** can be carried out at any stage before

the award of the contract by **AISATS** or its representatives. **AISATS** reserves the right to disqualify any such applicants/**Bidder** if negative feedback is recorded during such verification process.

- o. **AISATS** is not liable for any claim for whatever costs which may be incurred in the preparation of the E-RFP
- p. **AISATS** may at its sole discretion and at any time during the evaluation of proposal, disqualify any **Bidder**, if the **Bidder**:
  - 1. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
  - 2. Failed to provide related clarifications, when sought.
- q. **AISATS** reserves rights to:
  - 1. Reject any or all responses received in response to the E-RFP without assigning any reason whatsoever.
  - 2. Cancel the E-RFP at any stage, without assigning any reason whatsoever.
  - 3. Waive or change any formalities, irregularities, or inconsistencies in this proposal (format and delivery).
  - 4. Extend the time for submission of all proposals and such an extension would be duly notified on website.
  - 5. Select the next most responsive **Bidder** if the first most responsive **Bidder** evaluated for selection fails to result in the **Contract** within a specified time frame.
  - 6. Select the **Bidder** even if a single bid is received as response.
- r. **AISATS**, reserves the right to award the contract(s) in parts or in whole to one or more **Bidders**, based on its internal evaluation of the bids.
- s. **AISATS** is not bound to accept the lowest quoted e-RFP or to assign any reason for non-acceptance or rejection of the e-RFP. No e-RFP shall be deemed to have been accepted unless such acceptance has been notified in writing to the **Service Provider** by **AISATS** through the letter of acceptance.
- t. The **Bidder** acknowledges that in making its selection and when considering the formation of the Contract with the **Bidder**, **AISATS** will act in reliance on the representations made by the **Bidder** in the bid documents prepared and submitted in response to this E-RFP.
- u. The **Service Provider** shall enter / sign a contract with **AISATS** based at its Mumbai Office address.
- v. The **Service Provider** shall provide the services as prescribed in “Annexure – C” and Air India SATS Airport Services Private Limited shall purchase the services in accordance with and subject to the terms of the Contract.
- w. **AISATS** has the right to reduce / increase the scope of work based on the rates quoted by the **Bidder**.
- x. In particular but without limiting the generality of Clause” x” the **Service Provider** shall at its own cost and expense; Perform the services:
  - 1. In accordance with the provisions.
  - 2. In accordance with the Schedule.
  - 3. In accordance with the best industry practice.
  - 4. Diligently, efficiently, in a timely manner with reasonable care and skill to be expected of a reputable supplier experienced in the type of work to be carried out under the Contract.
- y. The **Service Provider** will not assign the Contract to any third party without the prior written consent from **AISATS**.

- z. In the event of default, **AISATS** reserves the right to cancel the order or the contract and can claim damages from **Service Provider** and also reserve the right to award the contract to another party at the cost and risk of the **Service Provider**.

# **ANNEXURE – C**

## **Scope of Work:**

1. Air India SATS Airport Services Private Limited (AISATS) invites quotes from Public Sector/Private sector General Insurance Companies and through IRDA approved Insurance companies or Insurance Brokers, who are members of the Insurance Regulatory and Development Authority of India and have license to carry out General Insurance in India for “Providing (a)Standard Fire & Special Perils Policy Fire with Earth Quake and STFI Cover (b) Burglary & Housebreaking Policy (Business Premises) (First Loss Policy)(c) Electronic Equipment Policy (d) Contractors Plant & Machinery (e) Public Liability (f) Money Insurance (g) Motor Insurance for AI SATS for the period 1<sup>st</sup> June 2024 to 31<sup>st</sup> May 2025.

Total Sum Insured for each Category:

- i. Furniture & Fixtures: INR 7.89 Cr
- ii. AISATS Owned Spares & Consumables: 10 Cr
- ii. EEI Insurance: INR 1.07 Cr
- iii. AISATS Owned Ramp Equipment: INR 342.73 Cr
- iv. AI Leased Owned Ramp Equipment: INR 32.78 Cr
- v. AISATS Owned Motor Vehicles: INR 4.08 Cr
- vi. Public Liability: INR 10 Cr
- vii. Cash in safe – INR 10 lakhs
- viii. AISATS - Cash in transit – INR 10 lakhs

### **1.1 In case of Insurance Broker participating in the E-RFP:**

- i. AISATS will not make any payment to the Intermediary / Broker and will pay the entire fee or expenses or premium amount whatsoever directly to Insurance Company only.
- ii. AISATS will also not pay/reimburse any commissions / expenses whatsoever to the Insurance Intermediary / Broker.
- iii. Broker shall submit the lowest bid that has been obtained and shall also mention the insurance company name in the Remarks column in the price bid.

## **Minimum Eligibility Criteria**

1. **Pre-qualification criteria:** The bidders who wish to submit their bids for the aforesaid work shall have to meet the Qualification Criteria given as hereunder:

Qualification of the bidder will be based on meeting pass/ fail criteria specified below regarding the technical experience and financial position. The bidder shall also be required to furnish the information specified in their Bid. AI SATS reserves the right to waive minor deviations, if they do not materially affect the capability of the bidder to fulfil the contract.

Following Technical and Financial criteria along with documentary evidence required is proposed for the bidders:

<b>A) EXPERIENCE CRITERIA</b>	
<b>Minimum Eligibility criteria</b>	<b>Documentary proof</b>
a) The Public Sector/Private sector General Insurance Companies and Insurance Brokers should be registered with IRDAI.	a) Self-attested copy of valid IRDA License should be furnished.
b) The Public Sector/Private sector General Insurance Companies and IRDA approved Insurance Brokers should be in operation for at least 10 (Ten) years in India as on last day of month before the one in which bids are invited.	b) Sufficient and valid documentary evidence to satisfy the eligibility criteria as stipulated at b), c) & d) are required to be submitted by the bidder.
c) The Public Sector/Private sector General Insurance Companies and IRDA approved Insurance Brokers should have experience in providing General insurance coverage of similar nature of insurance cover for Plant, Machinery, Buildings, Stockyards for Fire, Marine, Earthquake and STFI Cover, Theft, Burglary & House breaking, third party liability, Directors & officers' liability etc. to any organization during last 10 years.	



## **ANNEXURE – D** **UNDERTAKING FORMAT**

*(To be given on company letter head)*

- a. We hereby certify that all the information furnished by us is true to our knowledge. We have no objection to **AISATS** verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- b. In the event of any information or statement being found to be incorrect in any way, the same is construed to be misrepresentation, enabling **AISATS** to refuse any resultant contract.
- c. We further undertake, as and when called by **AISATS** for the inspection, to produce original(s) of the documents of which copies have been attached hereto.
- d. It is certified that we/our company have not been debarred or blacklisted from participation in Government e-RFPs at the time of submission of e-RFP document against this e-RFP.
- e. We hereby certify that we / our company have not been penalized or found guilty in the court of law.
- f. We hereby certify that we / our company have nil records of poor performance during the last 3 (three) years, as on the date of application such as abandoning the work, rescinding of contract of their clients for which the reasons are attributable to the non-performance of the **Bidder** or its constituents, inordinate delays in completion, consistent history of litigation / arbitration awarded against the **Bidder** or any of its constituents or financial failure due to bankruptcy etc.

Name

Designation

Signature

Stamp