

**DELHI TRANSPORT CORPORATION
(GOVT. OF N.C.T. OF DELHI)
I.P. ESTATE, NEW DELHI-110002
E-MAIL-DCGMMS1@DTC.NIC.IN,
TELEPHONE NO. -011-23370236[EXT. 224]**

**NOTICE INVITING TENDER(NIT)
(MODE E-TENDERING ONLY)**

Tenders are invited for 3rd party insurance cover for DTC buses and auxiliary vehicles for a period of one year (1st September 2021 to 31st August 2022) from non- life public sector and private insurance companies governed/ registered under rules & regulations of insurance regulatory & development authority of India (IRDA) through e-tendering process:-

S. No.	Description of item	Approxm. Nos of vehicle	Earnest money deposit (Rs.)	Last date/time for bid submission
1.	3 rd party insurance cover for DTC buses and auxiliary vehicles for a period of one year (1 st September'2021 to 31 st August '2022)	3744 buses & 46 aux. Vehicles (present fleet) + 1000 new buses to be added tentatively	70 Lakhs	13.08.2021 at 12.00 hrs.

Further details can be seen at <https://govtprocurement.delhi.gov.in>

DY. CHIEF GENERAL MANAGER (MS-I)

INSTRUCTIONS TO BIDDERS:-

- A. Only online tenders for 3rd party insurance cover of DTC buses and auxiliary vehicles for a period of one year (1st September'2021 to 31st August 2022) from non-life govt. And private insurance companies governed/ registered under rules & regulations of INSURANCE REGULATORY & DEVELOPMENT AUTHORITY OF INDIA (IRDA) are invited. The rates are to be quoted as per format at **Annexure 'c'**.
- B. The bidders shall keep offers valid for 120 days from the opening of the tender. Rates will be firm till the completion of the order,
- C. Offer should confirm to all the DTC terms & conditions and no counter terms & conditions will be acceptable.
- D. Rates quoted by the service provider must be for 3rd party insurance cover of DTC vehicles for a period of 1 year (1st september'2021 to 31st august 2022 from Govt./ PSUs or private insurance companies governed/ registered under rules & regulations of insurance regulatory & development authority of India (IRDA) through e-tendering process as specified in the tender document.
- E. Rates quoted should be according to the enclosed format (**Annexure "C"**). All types of addl. Discounts like qty. Discount(Q.D.), turn over discount (T.O.D.), cash discount (C.D), etc. If any, applicable should be offset and rates after such discounts only be given including GST/GOVT. LEVIES etc as per **Annexure-"C"**. Present applicable GST/GOVT.LEVIES etc shall be mentioned separately.

The insurance premium rates for the auxiliary vehicles shall be payable as per IRDA approved rates.

F. **PART-I (TECHNO-COMMERCIAL-BID) AND PART-II (PRICE BID) ON-LINE SUBMISSION ONLY**

the bidders are required to submit their bids in two parts i.e.

a) **DOCUMENTS REQUIRED FOR TECHNO. BID:-**

- A. Scanned copy of proof of EMD deposited. In case of exemption, supporting applicable documents be provided.
- B. Duly signed & stamped copy of annexure-a & annexure-b of tender documents.
- C. Scanned copy of registration with IRDA

b) **PRICE BID:-**

fill up prices / premium rate as per ANNEXURE''C''FORMAT.

- G. DTC shall not be responsible for any delay to submit the tender in the proper formats.

No E-Bids will be accepted without the EMD except govt./PSUS which are exempted. Bidders must ensure that the required amount of EDM must reach to **TENDER CELL, ROOM NO. 207, 2ND FLOOR, I.P. ESTATE, NEW DELHI-110002**. Latest up to 12.00 hrs. On due date. Tender without EMD will be rejected.

**DELHI TRANSPORT CORPORATION
(GOVT. OF N.C.T. OF DELHI)
I.P. ESTATE, NEW DELHI-110002.
E-MAIL-DCGMMS1@DTC.NIC.IN,
TELEPHONE NO. -011-23370236[EXT. 224]**

TERMS & CONDITIONS OF TENDER

1.Tender documents can be downloaded from the web site i.e. <https://govtprocurement.delhi.gov.in> for e-tendering in two bid system i.e. part-i techno commercial bid and part-ii price bids will only be accepted through on-line submission i.e. through e-tendering mode only up to 12.00 hrs. on last date and no other form of bid submission shall be acceptable. Tenders will be opened at 15.00 hrs on last date and Bidders may attend the opening, if they so desire at our TENDER CELL I.P. ESTATE, NEW DELHI-110002 or view the same by logging on our site at that time.

2.Bidders should submit their technical bids, price bids etc. In the standard formats prescribed in the tender document displayed at <https://govtprocurement.delhi.gov.in> on or before last date up to 12.00 hrs.

3. Price bids of techno commercially qualified short listed Bidders only shall be opened at a later date which shall be displayed on the <https://govtprocurement.delhi.gov.in> for participation of bidders if they so desire.

4. Tender formats should be clearly filled giving full address of the Bidders. Bidders should quote in figure as well as in words the rates or amount tendered by him/them. The rate will be firm till the completion of order, if issued except GST/GOVT. LEVIES/Toll Charges etc. **The tender rates, etc. Should be kept open for 120 days from the date of opening of the tender and if withdrawn before that date, the earnest money will be forfeited in full.** The decision of this office in this respect will be final and binding on the Bidders.

5.**EMD** (i) the Bidders must deposit an earnest money of **Rs. 70,00,000/-**(Rs. Seventy Lakh only) by means of account payee demand draft, fixed deposit receipt or banker's cheque from any of the commercial bank in an acceptable form payable to SYNDICATE/ CANARA BANK, New Delhi and drawn in favour of the Managing Director, DELHI TRANSPORT CORPORATION, I.P. ESTATE, NEW DELHI-110002. The bid security is normally to remain valid for a period of Sixty(60) days beyond the final bid validity period, if the same is in the form of bank guarantee. Tenders not accompanied by earnest money are liable for summary rejection. However, the earnest money is exempted as per GFR 2017 provisions and to Govt./PSUs. The Bidder can also furnish, as part of its Bid, an EMD of Rs. 70,00,000/- (Rs. Seventy Lakh only) in form of Online payment in DTC Account No. 1075808661, IFCS- CBIN0281467, Central Bank of India, Branch- DDA Building, ITO, New Delhi-110002, as stated in Tender, in favor of M.D, DTC payable at Delhi. The scanned copy of receipt of EMD with transaction Id certified by the same bank must be enclosed along with the Bid and Original instrument must be submitted in the Office of Dy. Manager, Tender Cell, DTC HQ, as per the due date & time of submission of bids. Tender without Earnest Money in the prescribed form, will not be accepted.

Note: - EMD to be submitted physically in separate envelope with tender cell, room no. 207, DTC HQ IP ESTATE please.

(ii) In case of unsuccessful tenders earnest money will be refunded immediately after the finalization of the tender and latest on or before the 30th day after award of the contract. No interest will be paid on the earnest money deposit. The EMD shall be forfeited in the event of the bidder withdrawing his offer within 120 days from the date of opening of technical bids and on refusal to accept the offer on award of contract by DTC or non deposit of performance security deposit in line with the performance security clause.

6. Evaluation/Selection Criteria

I. The Technical eligibility will be evaluated on the basis of evaluation criteria mentioned in the tender.

II. The financial proposals of only technically qualified bidder (qualified bidders) will be opened for evaluation. The financial proposal will be ranked as per the Lowest Bid quoted by the Bidders for the payable rate after off-setting all discounts(Rs.) for total premium/bus/year quoted in the Price Bid.

III. In case, two or more technically qualified bidders have the same financial quote, then the tender would be awarded to the bidder who has the highest / higher Annual Turnover during the financial year 2019-2020.

7. PERFORMANCE SECURITY:

(i) For satisfactory completion of assignment, the successful Bidders will also has to submit the performance security deposit/ amount @ 3% of contract value before starting contract except Govt/PSUs in the form of bank Guarantee/account payee demand draft from any of the commercial bank in an acceptable form payable to Syndicate/Canara Bank, New Delhi and drawn in favour of the Managing Director, Delhi Transport Corporation, I.P. Estate, New Delhi-110002. The performance security shall be forfeited by DTC in case of breach of any contract terms or non performance by the firm upto the satisfaction of DTC.

(ii) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the work order issued including warranty obligations.

(iii) EMD/BID security be released to the successful bidders after receipt of performance security deposit.

(iv) GOVT. CO.S/PSUS are exempted for depositing EMD & Performance Security.

8. Execution of Agreement

- I. The Successful Bidder shall enter into Agreement within 15 days with DTC for a period of 1 year or extendable as per mutual terms and conditions agreed between both the parties.
- II. The Successful Bidder shall start to insurance of buses as date specified in work order which will be treated as date of start of Agreement.
- III. Failure of the Successful Bidder to comply with the requirement of acknowledgement of Work order/Agreement shall constitute sufficient grounds for the annulment of the Agreement and forfeiture of performance security deposit

9. The Bidders submitting tenders will be considered to have accepted all the terms and conditions and no counter terms & conditions will be accepted. No enquiries written or verbal will be entertained with regard to acceptance/rejection of the tender. DTC reserves its rights to reject any offer without assigning any reason.

10. Number of vehicles for 3rd party insurance cover may increase or decrease depending upon the operative status of the vehicles or deletion/addition of vehicles in the fleet.

11. **Arbitration:** - In the event of unsettled disputes, the matter shall be referred to sole arbitrator to be appointed by the CHAIRMAN-CUM-MANAGING DIRECTOR / MANAGING DIRECTOR – DTC. The decision of the arbitrator so appointed shall be final, conclusive and binding on both the parties to this contract.

12. Scope of work shall be as per enclosed **Annexure 'B'**.

13. DTC reserve its right to accept or reject any tender in full or in part without assigning any reason thereof. We also reserve the right to split and place order on one or more than one companies.

DY. CHIEF GENERAL MANAGER(MS-I)

ANNEXURE-“A”
PRE-QUALIFICATION CRITERIA

TENDER FOR 3RD PARTY INSURANCE COVER OF DTC BUSES AND AUXILIARY VEHICLES FOR A PERIOD OF ONE YEAR (1ST SEPTEMBER’2021 TO 31ST AUGUST 2022)

S.NO.	PARAMETERS	DOCUMENTARY PROOF BY WAY OF
1	REQUISITE (Rs.70 LAKH) EARNEST MONEY DEPOSITED OR NOT.[EXCEPT GOVT./ PSUs]	DETAILS OF DD OR COPY OF CASH RECEIPT ETC.
2	AT LEAST THREE YEARS MINIMUM EXPERIENCE OF SAME NATURE OF WORK IN OTHER REPUTED ORGANIZATION (GOVT./PRIVATE).	INCORPORATION/REGISTRATION CERTIFICATES WITH COPIES OF THE ORDERS PLACED BY VARIOUS ORGANIZATION FOR INSURANCE OF VEHICLES.
3	MINIMUM TURNOVER OF RS. 10 CRORES FOR THE FINANCIAL YEAR 2019-20 IN VEHICLE INSURANCE BUSINESS.	CERTIFICATE FROM C.A.FIRM CERTIFYING TURNOVER FROM THE VEHICLE INSURANCE BUSINESS.
4.	TENDER TERMS SIGNED & AGREED TO BY BIDDERS.	SIGNED COPY OF THE TENDER DOCUMENT.
5	WHETHER THE FIRM IS REGISTERED WITH IRDA.	ADD/SUBMIT COPY OF REGISTRATION WITH IRDA.

DATE
PLACE

SIGNATURE OF BIDDERS

NAME OF BIDDERS

SEAL OF BIDDERS

NOTE: THIS ANNEXURE IS TO BE PART OF THE TECHNO-COMMERCIAL BID.

SCOPE OF WORK

LIABILITY ONLY POLICY:-

I) **THIRD PARTY LIABILITY**

- Death or bodily injury to any person (occupant or not- occupant of the bus)
- Damage to property.
- Legal costs and related expenses.

II) **LIMITS**

- Unlimited for death, bodily injury.
- For property damage.
- Limit for Pvt. Car/commercial vehicle as per IRDA and revised from time to time.
- Limit for 2 wheeler as per IRDA and revised from time to time.

2. Insurance premium payable per year per bus shall be remitted through RTGS/ NEFT. The insurance company shall deliver insurance policies of the insured vehicles physically immediately to DTC, CWS-I, BBMARG,DELHI-110009 as per guidelines of the I.R.D.A. The necessary information about the vehicles to be insured will be provided by DTC to the insurance co. As per the provision of the I.R.D.A.
3. In case of renewal of the insurance policies, the insurance co. Would inform DTC about the renewal date & premium amount at least one month prior to the due date.
4. In case physical inspection of any bus is required by the insurance co. Charges what so ever will not be paid by DTC.
5. In case any accident of the insured vehicle is reported by the concerned unit/office of DTC, the insurance co. Shall take necessary action immediately.
6. Insurance co. Will be liable to pay the claims of such awards which are decided by the COMPETENT AUTHORITY/ COURTS/ WORKMEN COMPENSATION/TRIBUNAL/MACT etc in due course of time.
7. Insurance co. Shall abide by the rules & regulations framed by the IRDA for 3rd party insurance covers as applicable both to the client (DTC) and claimants, but no extra amount on account of loading etc. Would be granted to the bidder during the contract period.
8. Matters regarding issuing of Workorder, remittance of premium payment receipt of policy documents etc shall be dealt with by DTC, CWS-I, BBMARG,DELHI-110009. However, as the vehicles remain under direct control of depots, all formalities regarding CLAIMS/MACT CASES, (summon, claims, etc.) & such matters shall be dealt with the concerned depot/legal department of DTC. Name of the depot shall be given to insurance co. By BBM OFFICE at the time of initial insurance.
9. Details of all cases settled/decided in the various COURTS/TRIBUNAL/MACT or decided mutually will be provided to this office on quarterly basis indicating the amount of claim/compensation paid against our insured buses.
10. Depots of DTC operate vehicles of the corporation in DELHI and even in other states. All will be covered for insurance.
11. All type of claims/compensation awarded by courts against the corporation in the matter of accidental vehicles & passengers of the insured vehicles will be paid by the insurance co.
12. Insurance co. Will be completely responsible for contesting/ bearing/expenses/finalization of any claim case and its appeals.
13. The copy of claim/appeals where DTC is made a party shall be handed over to insurance co. For contesting the case and its receipt will be taken from insurance co. And the cases will be contested by the counsel of insurance co.
14. All the claims/cases or appeals filed in DELHI or outside DELHI in Lower Courts/High Court/Supreme Court etc. Shall be contested by the counsel of insurance company. DTC will provide assistance to Insurance Company.
15. Compensation of the insurance claims will be given by the insurance co. Even if the decision comes after the expiry of insured period.
16. Payment of compensation to passengers/third party will be made by the insurance co.
17. If any amount is withdrawn or attached from DTC'S accounts, as per court's judgment. Then the same amount will have to be paid immediately by the insurance company to this corporation.
18. The insurance co. will bear the liabilities (expenses/ compensations) if the case is not properly defended or is decided ex-parte in the court.
19. Past data is as follows:-

S.NO	YEAR	NO. OF VEHICLE S GOT INSURED	NO. OF ACCIDENTS	NO. OF PERSON INJURED	NO. OF PERSON KILLED
1.	2018-19	3925	125	97	25
2.	2019-20	3920	118	88	30
3.	2020-21*	3333	62	44	15
*above this record is upto feb-21.					

20 Contract will be issued initially for one year which can be extended for another year subject to performance of the firm being found satisfactory by DTC.

21. **Details of buses:-**

S.NO.	MONTH	APPROX. /TENTATIVE NOS. OF BUSES DUE FOR RENEWAL OF INSURANCE POLICIES
1.	September-2021	566
2	October-2021	157
3	November-2021	207
4	December-2021	315
5	January'2022	295
6	February-2022	473
7	March-2022	449
8	April-2022	234
9	May -2022	259
10	June-2022	452
11	July-2022	206
12	August-2022	131
	Total	3744

21 (ii) **Details Of Auxiliary Vehicles:-**

S.NO.	TYPE OF VEHICLE	APPROX. QUANTITY
1.	MARUTI CIAZ	04
2.	AMB. CAR	06
3.	MARUTI DEZIRE	05
4.	MOTOR CYCLES	01
5	MARUTI VERSA	07
6	ELECT SCOOTY	02
7	MARUTI SX-4(VXI)	01
8	MARUTI EECO CAR	20
	Total	46

22 Note: above quantity may increase/decrease depending upon the operational condition of the vehicles or addition /deletion of the vehicles in the fleet of the corporation.

The DTC reserves its right to reject any offer without assigning any reason.

Dy. CHIEF GENERAL MANAGERER (MS-I)

WE CERTIFY TO UNDERTAKE THE BUSINESS OF THIRD PARTY INSURANCE
OF DTC VEHICLES AS ABOVE.

**SIGNATURE OF THE BIDDERS
WITH NAME, ADDRESS & SEAL.**

NOTE:- THIS ANNEXURE DULY SIGNED , CERTIFIED, STAMPED ETC, IS TO BE
SEALED INSIDE THE “ TECHNO-COMMERCIAL BID” ENVOLPE.

PRICE -BID
ANNEXURE "C"

S.NO	PARTICULARS	BASIC PREMIUM PER CNG BUS (RS.) (I)	PREMIUM PER PASSANGE R SEAT (RS.) (II)	PREMIUM FOR DRIVER PER BUS (RS.) (III)	PREMIUM FOR CONDUCTO R PER BUS (RS.) (IV)	PREMIUM FOR MARSHAL PER BUS (V)	SUB TOTAL (RS.) (I)+(II)+(III)+(I V) + (V) = (VI)	GST (CGST+ SGST) @ -----% (RS.) (VII)	NET PREMIUM/YEAR (IN RS.) = (VI)+(VII)= (VIII)	TOTAL PREMIUM/BUS/YEAR* (IN RS.) = (IX)
1.	RATE (RS.)									
2.	DISCOUNT, IF ANY, ON ALL COUNTS (RS.)									
3.	PAYABLE RATE AFTER OFF- SETTING ALL DISCOUNTS (RS.)									

**SIGNATURE OF THE BIDDERS
WITH NAME, ADDRESS & SEAL**

***NOTE: THE BIDDERS SHALL QUOTE THE RATE IN COLUMN 'IX' FOR ALL 56 PERSONS(53 PASSENGERS+3 STAFF I.E. ONE DRIVER, ONECONDUCTOR AND ONE MARSHAL).**