

TENDER NOTIFICATION NO: C2/541(18/1)/2016-DY CTM(C-2),  
DT.30.12.2016.



# ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

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TENDER DOCUMENT FOR PROVIDING INSURANCE COVERAGE TO THE  
PARCELS & COURIERS TRANSPORTED THROUGH APSRTC BUSES  
INCLUDING HIRE FOR A PERIOD OF ONE YEAR

through  
e-tenders

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O/o THE CHIEF TRAFFIC MANAGER(C & P),  
APSRTC, RTC HOUSE,  
NTR ADMINISTRATIVE BLOCK, PNBS,  
VIJAYAWADA-520013

**Website: <http://www.apsrtc.gov.in>**

## **DISCLAIMER**

The information contained in this Tender document or subsequently provided to Tenderers, whether in document or verbal or any other form by or on behalf of Andhra Pradesh State Road Transport Corporation (APSRTC) by any of its employees or advisors, is provided to Tenderers on the terms and conditions set out in this Tender document and such other terms and conditions subject to which such information is provided.

The purpose of this Tender document is to provide interested parties with information that may be useful to them in eliciting their proposals pursuant to this Tender document. This Tender document may not be appropriate for all persons, and it is not possible for APSRTC, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this Tender document.

This Tender document includes statements, which reflect various assumptions and assessments made by APSRTC in relation to the Contract. Such assumptions, assessments and statements do not purport to contain all the information that each Tenderer may require.

The assumptions, assessments, statements and information contained in this Tender document, may not be complete, accurate, adequate or correct. Each Tenderer should, therefore, conduct his/its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender document and obtain independent advice from appropriate sources.

Information provided in this document to the Tenderer(s) 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. APSRTC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

APSRTC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Tenderer under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender document and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender document or arising in any way in this Tender Stage.

CHIEF TRAFFIC MANAGER (C & P)

## e- TENDER DETAILS

1.	Department Name	ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION		
2.	Circle/Division	OFFICE OF THE VC & MD, CTM(C&P) SECTION, RTC HOUSE, PNBS, VIJAYAWADA		
3.	Tender Number	C2/541(18/1)/2016-DY CTM(C-2), DT.30.12.2016.		
4.	Tender Subject	The tender is for providing Insurance Coverage to the Parcels & Couriers transported through APSRTC buses including Hire		
5.	Period Of Contract	One year		
6.	Form Of Contract	As per Tender Document		
7.	Tender Type	Open		
8	Earnest Money Deposit	Rs. 100/- (Rupees One hundred only) ). Bidders should make payment of the same amount through RTGS to APSRTC account no: <b>060611100003165</b> , IFSC Code <b>ANDB0000606</b> , Acc. Name: <b>APSRTC</b> , Bank name: <b>Andhra Bank</b> .Vijayawada		
8	Tender document Process Fee	Rs2300/- (Two Thousand three hundred only)		
9.	Tender document Process Fee Payable To	Rs. 2300/- , should make payment along with EMD amount through RTGS to APSRTC <b>account no: 060611100003165, IFSC Code ANDB0000606, Acc. Name: APSRTC, Bank name: Andhra Bank</b> .Vijayawada.		
10.	Bid Details:		Date	Time
		Schedule Down Loading Start Date/Time	11.02.2017	11.00 hrs
		Schedule Down Loading End Date/Time	06.03.2017	17.00 hrs
		Bid Submission Last Date/Time	07.03.2017	14.00 hrs
		Technical Bid Opening Date/Time	07.03.2017	15.00 hrs
		Commercial Bid Opening Date/Time	08.03.2017	15.00 hrs
11	Contact person regarding e-portal	7337318402, 7337318403, 7337318405.		

12.	Officer Inviting Bids	Chief Traffic Manager (C&P), APSRTC
13.	Contact Person	Chief Traffic Manager (C&P) , APSRTC
14.	Address/e-mail id	C T M(C&P), Commercial Section, RTC House, PNBS, Vijayawada, ctmmcap@gmail.com
15.	Contact Details:Telephone	9959222746, 9100948675
16.	Procedure to Offer Submission	<p>The Bidders shall submit their response through Bid submission to the tender on e-Procurement platform at <a href="https://tender.apecurement.gov.in">https://tender.apecurement.gov.in</a> by following the procedure given below.</p> <p>The Bidders would be required to register on the e-procurement portal <a href="https://tender.apecurement.gov.in">https://tender.apecurement.gov.in</a> and submit their bids online. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform. The Bidders shall submit the details in the online standard formats displayed in e-procurement web site. The Bidders shall attach/upload the scanned copies of the receipts for payment of EMD and application fee in the e-procurement web site. The Bidders shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the Tender Notice and Bid Document.</p> <p><b>1. Digital Certificate Authentication:</b></p> <p>The Bidders shall authenticate the bid with their Digital Certificates for submitting the bid electronically on e-procurement platform and the bids not authenticated by digital certificate of the Bidders will not be accepted on the e-procurement platform <a href="https://tender.apecurement.gov.in">https://tender.apecurement.gov.in</a>.</p> <p><b>2. Registration with e-procurement platform:</b></p> <p>For registration and online bid submission, Bidders may contact HELP DESK of M/s Vupadhi Technologies Limited or <a href="https://tender.apecurement.gov.in">https://tender.apecurement.gov.in</a>.</p> <p><b>3. Payment Of Transaction Fee:</b></p> <p>It is mandatory for all the participant Bidders from 1st January 2006 to electronically pay a Non-Refundable Transaction fee to M/s APTS(Andhra Pradesh State Technological Services), the service provider through "Payment Gateway Service on e-procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any Bank and Direct Debit Facility/Net Banking of ICICI Bank, HDFC, Axis Bank to facilitate the transaction. This is in compliance to</p>

		<p>G.O. Ms.No. 13 dated 07.05.2006. A service tax of 15% + Bank Charges on the transaction amount payable to M/s APTS (Andhra Pradesh State Technological Services) shall be applicable.</p> <p><b>4. Tender Document:</b></p> <p>The Bidders are requested to download the Tender Document and read all the terms and conditions mentioned in the Tender Document and seek clarification, if any, from the Tender Inviting Authority. Any offline bid submission clause in the tender document should be neglected. The Bidders have to keep track of any changes by viewing the Addenda / Corrigenda issued by the Tender Inviting Authority from time-to-time, in the e-procurement platform. The Department calling for Tenders shall not be held responsible for any claims / problems arising out of this.</p> <p><b>5. Bid Submission Acknowledgement:</b></p> <p>The Bidders shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the Bidders. Users may also note that the bids for which an acknowledgement is not generated by the e-procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids. The Government of AP and M/s APTS (Andhra Pradesh State Technological Services) are not responsible for incomplete bid submission by users.</p>
16.	General Terms & Conditions	As per Tender Document

CHIEF TRAFFIC MANAGER (C & P)

## HOW TO APPLY

Click at <https://tender.apecurement.gov.in> to download e-procurement notification and Tender document

- Read the document completely, carefully.
- Price Bid shall be submitted online only.
- The system will generate an acknowledgement with a unique offer submission number on successful completion of the above process.

For any help or technical support on e-procurement, Bidders may contact M/s Vupadhi Technologies Limited over phone or in person or their helpdesk at:

e-procurement Help Desk  
Vupadhi Technologies Limited  
1st Floor, Ramky Grandiose,  
Sy. No: 136/2&4, Gachibowli,  
Hyderabad - 500032.  
Telangana State.  
Phone : +91 40-39999700, 39999701  
Fax : +91 40-39999702  
email ID: [contact@vupadhi.com](mailto:contact@vupadhi.com)  
Zippr Code: **VTSL6105**

**DETAILS OF NOTIFICATION NO.C2/541(18/1)/2016-DY CTM(C-2), DT:30.12.2016.**

- 1 Tender is for providing Insurance Coverage to the Parcels & Couriers transported through APSRTC buses including Hire for a period of one year.
- 2 OPEN TENDERS in **two bid system** i.e., Technical Bid and Commercial Bid *THROUGH E-PROCUREMENT PLATFORM* are invited from reputed and experienced Companies/firms/organizations/agencies approved by IRDAI having experience in providing Insurance Coverage to Parcels& Couriers transported by various Logistics Companies.
- 3 Tenders are invited through e-tender process.
- 4 Tender documents can be downloaded from the e-procurement platform of Government of Andhra Pradesh. i.e., <https://tender.apecurement.gov.in>. Tender documents can also be down loaded from the website [www.apsrtc.gov.in](http://www.apsrtc.gov.in).
- 5 Cost of tender form is ₹ 2,300/- which shall be paid through RTGS A/c No.060611100003165, IFSC code ANDB0000606. The cost of application is non-refundable. Scanned copy of payment receipt shall be uploaded along with Technical tender document.

Completed tender forms shall be submitted online through e-procurement system in <https://tender.apecurement.gov.in>.

- 6 Stipulated EMD amount of ₹ 100/- shall be paid through RTGS to A/c No. 060611100003165, IFSC code ANDB0000606. Scanned copy of payment receipt shall be uploaded along with Technical tender document and the same shall be sent to [dyctmc2@gmail.com](mailto:dyctmc2@gmail.com).
- 7 Intending tenderers should fulfill all the requirements to participate in e-tenders for providing Insurance Coverage to the Parcels & Couriers duly enrolling themselves well in advance in the <https://tender.apecurement.gov.in> e-portal.
- 8 In the event of the date specified for receipt and opening of tender being declared as a holiday for APSRTC's office, the due date for submission of tenders and opening of tenders will be the following working day.
- 9 Before submission of the tender, tenderers are required to make themselves fully conversant with the eligibility, terms and conditions.
- 10 APSRTC reserves the right to accept any tender or reject/cancel any tender or all the tenders received in response to this tender notification at any stage without assigning any reasons whatsoever.
- 11 The participating tenderers should pay 0.03% of quoted value + applicable ST as non-refundable transaction feeto the service providerM/s APTS (Andhra Pradesh State Technological Services).

**12. Requirements/Conditions for Insurance are as follows:**

- Total value of goods proposed to be transported annually—Rs. 500 cr.
- Geographical area of Transportation--Anywhere to Anywhere in South India.
- Risks to be Covered--- Burglary, Robbery, Accidental Damage, Non-delivery, Fire & Allied Perils, RSMD (Riot, Strike and Malicious Damage), Transit damage, Earthquake and Flood perils.

Signature of the Tenderer.

- Nature of Packing---Appropriate packing based on the goods.
- Mode of transport---by Road.
- Limit of Liability - Per carrying limit --- Rs. 10 Lakhs.  
For entire year --- Rs. 04 Crs.
- Policy Excess – 0.25% of consignment value or 1% of claim amount whichever is higher subject to a minimum of Rs. 500/- for each and every loss.

## **TERMS AND CONDITIONS OF THE TENDER**

### **General:**

1. All the tenderers including those who have downloaded the Tender Document are requested to get in touch with Commercial Department / APSRTC for all updates on the tender such as addendums, replies to queries, postponement of tender schedules etc., or monitor the website for the same. No claims or compensation will be entertained on account of the Tenderer having not read/noticed the updates, etc.
2. Tenderer is required to read carefully the contents of this document and is expected to examine all instructions, forms, terms and conditions in the tender documents. Failure to furnish all the information required as per the tender document or submission of a tender not substantially responsive to the tender documents in every respect will be at the Tenderer's risk and may result in rejection of the tender.
3. Tender must be submitted in the prescribed Tender Form along with requisite Tender document fee and EMD as at Annexure-I.
4. Tender form is not transferable. The Tender form must be signed by the Tenderer only.
5. Tender once submitted shall not be permitted to be withdrawn. Corporation shall not be held responsible for the delay in finalizing the tenders for administrative reasons or for the reasons beyond its control viz., Court directive etc.
6. Incomplete Tender form, Tender form not accompanied by scanned RTGS receipts for requisite EMD and Tender form cost will be rejected.
7. Any person/agency/organization/Company, who/which was a contractor to the Corporation in the past and was terminated due to default in payment or for any other reason and any existing contractor who defaulted in payment of contract amount equivalent to 6 months and above in the present contract on the date of submission of this tender, is disqualified from participating in this Tender.
8. **Earnest Money Deposit:**  
EMD of ₹ 100/- shall be paid through RTGS to A/c No. 060611100003165, IFSC code ANDB0000606.
9. No exemption of EMD is allowed to any Government Organization/SSIs etc. EMD in any other form will not be accepted. Scanned copy of the RTGS receipts towards EMD and Tender form cost shall be mailed to [dyctmc2@gmail.com](mailto:dyctmc2@gmail.com).
10. EMD will not carry any interest. The EMD of the unsuccessful tenderers will be refunded only after finalization of Tenders. The Corporation shall not be responsible for any delay in refund of EMD due to any reason in finalizing Tenders i.e., Administrative reasons / Court directive etc.

Signature of the Tenderer.



**11.** EMD of the tenderer will be forfeited and the tender will be treated as invalid and rejected under the following circumstances:

- (a) When the EMD is not paid or less paid than what is stipulated in the tender.
- (b) When the EMD is paid through other means i.e., in a manner other than what is stipulated in the Tender Notification.
- (c) When Tender form with pre-conditions or additional conditions is submitted.
- (d) When the tender is submitted in an unconcerned tender form.
- (e) When the tender is submitted for the business other than that notified in the tender notification.
- (f) When the tender form is submitted by minor. However, in case the tender is submitted on behalf of a minor, necessary proof of guardianship shall be submitted, failing which tender will be rejected.
- (g) When the Tender form is not submitted by the tenderer as stated vide clause 7 above.
- (h) When the successful tenderer backs out from the contract, within the stipulated period, for whatsoever reason.
- (i) When the successful tenderer fails to enter into an agreement with the Corporation within 30 days from the date of issue of allotment letter for the contract.

**12. Requirements/Conditions for Insurance are as follows:**

- Total value of goods proposed to be transported annually—Rs. 500 cr.
- Geographical area of Transportation--Anywhere to Anywhere in South India.
- Risks to be Covered--- Burglary, Robbery, Accidental Damage, Non-delivery, Fire & Allied Perils, RSMD (Riot, Strike and Malicious Damage), Transit damage, Earthquake and Flood perils.
- Nature of Packing---Appropriate packing based on the goods.
- Mode of transport---by Road.
- Limit of Liability - Per carrying limit --- Rs. 10 Lakhs.  
For entire year --- Rs. 04 Crs.
- Policy Excess – 0.25% of consignment value or 1% of claim amount whichever is higher subject to a minimum of Rs. 500/- for each and every loss.

**Submission of Tender:**

**13.** Before submission of the tender, tenderers are required to make themselves fully conversant with terms and conditions, so that no ambiguity arises at a later date in this respect.

Signature of the Tenderer.

**14.** If the tenderer finds discrepancies in tender document and its conditions or if he is in doubt as to their meaning, he should at once intimate and obtain clarification from CTM(C & P), RTC House, PNBS, Vijayawada.

**15.** If the tender is submitted on behalf of a firm, name of the person representing the firm along with designation shall be mentioned in the tender form below the firm name. Also proof of authorization shall be enclosed.

**16.** Tender form shall be filled in all respects and shall be signed by the Tenderer. The Tenderers should ensure that their offer is submitted on the **due date and time**. Offers received after due date and time shall not be accepted.

Incomplete tenders or tenders not fulfilling any of the conditions specified above are liable to be rejected without assigning any reason.

**17.** Tenderer has to attach the following documents along with e-tender form:

- (a) RTGS receipt for Rs.2,300/- towards e-tender form cost .
- (b) Requisite RTGS receipt towards the EMD.
- (c) Self Attested copy of PAN/and Aadhaar Card of the Tenderer.

**18.** Tenderer shall quote the monthly Insurance premium as shown in Annexure – II only, in the column specified in the tender form. The contract amount shall be quoted in figures as well as in words. There shall not be any alterations in the amount quoted by the tenderer. In case of difference in the amount recorded in figures and words, the amount recorded in words will be taken into consideration.

**19. Eligibility Criteria:**

To be considered for engagement by APSRTC, Insurance Company should meet the following criteria:

- a) Insurance company which is issued license by Insurance Regulatory & Development Authority of India(IRDAI) is only eligible to apply.
- b) Company should be doing business of Insurance at least for a period of 3years as on 31.12.2016 i.e., IRDAI license must have been obtained prior to 01.01.2014 and should be valid as on date.
- c) Company should have its office or branch in Vijayawada and should have sufficient manpower to coordinate the insurance requirements and claims processing of APSRTC.
- d) Total premium booked by the Company during the FY. 2015-16 should be at least Rs. 500Crs.
- e) **Declaration/undertaking to be furnished by the Insurance Company:**

“We hereby declare that there is no case with the Police/Court/IRDA/SEBI/Regulatory Authority against the Company/Directors/Employees. We have not been suspended/delisted/blacklisted by any Govt. Ministry/Department/Public Sector Undertaking/IRDA/SEBI/Autonomous Body/Financial Institution/Court, etc. We certify that neither our company nor any of the Directors are involved in any scam or disciplinary proceedings settled or pending adjudication.

Signature of the Tenderer.

We hereby undertake and confirm that we have understood the scope of work properly and shall comply with the terms of engagement”.

**Signature of the Authorized Signatory with seal**

**20. Selection criteria:**

Tender will be evaluated based on the **Lowest Insurance Premium** amount offered.

**Note:** Even though the tenderers meet the requirements, they are subject to be disqualified at any stage if they have made misleading or false presentations in the forms, statements and attachments submitted in proof of the requirements, which will also entail forfeiture of EMD.

**18. Tender Evaluation Committee**

- a) Tender Evaluation Committee constituted by APSRTC shall evaluate the tenders. The decision of the Tender Evaluation Committee in the evaluation of the Tenders shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Committee.
- b) Any approach from the tender representative or his Contractor, trying to influence the decision on the tender, officially or otherwise, shall render the tender liable to be summarily rejected. The tender committee has been empowered to take the final decision regarding the tender.

**19. Amendment of Tender Document:**

- a) At any time prior to the deadline for submission of proposals, APSRTC may for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, modify the Tender Document by issuing an addendum.
- b) Any Addendum thus issued shall become a part of the Tender Document and will be communicated through e-portal and website of the Corporation.
- c) To provide reasonable time to the prospective Tenderers to take an addendum into account while preparing their proposals, the deadline for submission of proposals may be extended, at the discretion of the tendering authority, if required.

**20. Allotment of contract:**

As per the recommendations of the Committee, the contract will be allotted to the successful tenderer. The successful tenderer shall enter into agreement within 30 days from the date of issue of allotment letter.

**21. Termination of tender process:**

APSRTC may terminate the tender process at any time and without assigning any reason. APSRTC makes no commitments, express or implied, that this process will result in a business transaction with anyone.

Signature of the Tenderer.

## GENERAL AGREEMENT CONDITIONS OF THE CONTRACT

1. Contract is for Insuring Parcels & Couriers Transported through APSRTC Buses including Hire by ----- Insurance Company ,for a period of one year.
2. Agreement is operative for a period of **one ( 1 )** year commencing from -----and ending with -----.
3. **Insurance Company has to liaise with the concerned Depot Managers/Assistant Traffic Managers (Commercial) and settle the claims within the stipulated period of 10 days.**
4. **Insurance Company has to cover the following risks and pay the liability as stipulated below:**
  - Total value of goods proposed to be transported annually—Rs. 500 cr.
  - Geographical area of Transportation--Anywhere to Anywhere in South India.
  - Risks to be Covered--- Burglary, Robbery, Accidental Damage, Non-delivery, Fire & Allied Perils, RSMD (Riot, Strike and Malicious Damage), Transit damage, Earthquake and Flood perils.
  - Nature of Packing---Appropriate packing based on the goods.
  - Mode of transport---by Road.
  - Limit of Liability - Per carrying limit --- Rs. 10 Lakhs.  
For entire year --- Rs. 04 Crs.
  - Policy Excess – 0.25% of consignment value or 1% of claim amount whichever is higher subject to a minimum of Rs. 500/- for each and every loss.

### 5. IMPOSITION OF PENALTY:

All the claims preferred shall be settled with in a period of 10 days from the date of claim. However, APSRTC is authorised to impose a penalty of 10% of claim amount per day in case the claim is not settled within the stipulated period of 10 days.

### 6. MONTHLY PREMIUM :

Corporation shall release the monthly Insurance premium after receipt of certification from concerned Depot Managers/Assistant Traffic Managers (Commercial) that the claims, if any, are settled amicably.

### 7. PERIOD OF PROVIDING INSURANCE:

Insurance Company should provide insurance for the entire one year from the date of allotment without any exception.

### 8. TERMINATION OF AGREEMENT:

Corporation can terminate the contract **with onemonth advance notice** on the following grounds:

- i. If the Company fails to provide Insurance Coverage (for which premium is paid) for a continuous period of 30 (thirty) days.
- ii. If the Company defaults in payment of Insurance Claims for one month.
- iii. In case of misbehaviour /assault committed by the Insurance Company, his/her representatives against the employees of the corporation.
- iv. For breach of any terms and conditions of deed of licence.

Signature of the Tenderer.

Chief Traffic Manager(C&P)

**OTHER TERMS AND CONDITIONS:**

- 9.** Insurance Company shall not transfer the Contract to anybody except with the prior permission of APSRTC. Also the bidder shall not sub-contract any part of his obligations to any third party without prior approval of APSRTC.
- 10.** All notices, consents, sanctions, directions and approvals referred to in this agreement or otherwise shall be given by APSRTC to the Insurance Company and vice versa in writing.
- 11.** In all disputes on the scope and doubts of interpretation of the clauses or conditions and application of this Agreement or otherwise the decision of the Vice Chairman and Managing Director, APSRTC shall be final.
- 12.** If any dispute arises between the Insurance Company and the Andhra Pradesh State Road Transport Corporation, only the Courts in Andhra Pradesh shall have jurisdiction.
- 13.** Corporation reserves the right to modify any condition/conditions of the agreement and to incorporate fresh clauses. The Insurance Company has to enter into a fresh deed of license at his/her own cost.

Signature of the Tenderer.

Chief Traffic Manager(C&P)

To  
The Chief Traffic Manager(C & P),  
A. P. S. R. T. C., RTC House,  
PNBS, VIJAYAWADA.

Sir,

Sub:-**e-TENDERS** - Submission of e-tender for providing Insurance Coverage to the Parcels & Couriers transported through APSRTC buses including Hire for a period of one year – Reg.

Ref: Tender Notification No: C2/541(18/1)/2016-DyCTM(C-2), DT.30.12.2016.

I/We hereby submit e-tender for providing Insurance Coverage to the Parcels & Couriers transported through APSRTC buses including Hire for a period of one year after carefully going through the Terms and Conditions and other rules stipulated by the Corporation, which are made available to me/us, along with the Tender Form.

Encl: i) Signed Tender Document

Place:

Yours sincerely,

Date:

(SIGNATURE OF THE TENDERER)  
along with seal

Address:

Contact No.

Tender Notification No: C2/541(18/1)/2016-DyCTM(C-2), DT.30.12.2016.

**ANNEXURE – I**

**Technical Bid cum Tender application form**

To  
The CHIEF TRAFFIC MANAGER (C&P),  
A. P. S. R. T. C., RTC House, PNBS,  
V I J A Y A W A D A .

<p><b>Affix latest passport size photo with self attestation</b></p>
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Sir,

Sub:-**TENDERS** - Submission of Technical Bid cum application form for providing Insurance Coverage to the Parcels & Couriers transported through APSRTC buses including hire for a period of one year – Reg.

- 1) Name of the Tenderer :  
(In capital letters)
- 2) Address for correspondence :  
Telephone No.
- 3) Email/Website address :
- 4) Tender document fee:
  - a) RTGS receipt No. & Date :
  - b) Amount in Rs. : Rs.2, 300/-
  - c) Bank particulars :
- 5) Earnest Money Deposit
  - a) RTGS receipt No. & Date :
  - b) Amount in Rs. :
  - c) Bank particulars :
- 6) Eligibility Criteria : Relevant documents supporting the following conditions should be uploaded along with the tender application.
  - a) Insurance company which is issued license by Insurance Regulatory & Development Authority of India (IRDAI) is only eligible to apply.
  - b) Insurance Company should be doing business of Insurance at least for a period of 3 years as on 31.12.2016 i.e., IRDAI license must have been obtained prior to 01.01.2014 and should be valid as on date.

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- c) Insurance Company should have its office or branch in Vijayawada and should have sufficient manpower to coordinate the insurance requirements and claims processing of APSRTC.
- d) Total premium booked by the Insurance Company during the FY. 2015-16 should be at least Rs. 500 Crs.
- e) Self attested copy of PAN/ and AADHAR Card of the tenderer.
- f) **Declaration/undertaking to be furnished by the Insurance Company:**

“We hereby declare that there is no case with the Police/Court/IRDA/SEBI/Regulatory Authority against the Company/Directors/Employees. We have not been suspended/delisted/blacklisted by any Govt. Ministry/Department/Public Sector Undertaking/IRDA/SEBI/Autonomous Body/Financial Institution/Court, etc. We certify that neither our company nor any of the Directors are involved in any scam or disciplinary proceedings settled or pending adjudication.

We hereby undertake and confirm that we have understood the scope of work properly and shall comply with the terms of engagement”.

- 7) It is hereby to confirm that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.
- 8) I/we have carefully read and understood the terms and conditions of the tender and of the contract and hereby confirm my/our acceptance to the Terms and Conditions stipulated.

Place:  
Date:

Yours sincerely,

(SIGNATURE OF THE TENDERER)  
along with seal  
Address:



Tender Notification No: C2/541(18/1)/2016-DyCTM(C-2), DT.30.12.2016.

**ANNEXURE – II**

**Commercial Bid cum Tender application form  
(To be submitted through e-portal)**

To  
The Chief Traffic Manager(C & P),  
A. P. S. R. T. C., RTC House,  
PNBS, VIJAYAWADA.

Affix latest  
passport  
size photo  
with self  
attestation

Sir,

Sub:- Submission of Commercial Bid through e-tender for providing Insurance Coverage to the Parcels & Couriers transported through APSRTC buses including Hire for a period of one year– Reg.

1. Name of the Tenderer :  
(In capital letters)
2. Status (Individual/Partnership :  
Firm/Company/Others)
3. Address for correspondence :

Telephone No.

4. Permanent Official address :

Telephone No. :

5. Email/Website address :

6. **Insurance Premium quoted** :₹ .\_\_\_\_\_ /- **per month.**

**(Rupees in words \_\_\_\_\_) per month.**

7. I/We have carefully read the terms and conditions of the tender document and I/We hereby submit our offer in the above proforma.

Tender Notification No: C2/541(18/1)/2016-DyCTM(C-2), DT.30.12.2016.

8. I/we have carefully read and understood the terms and conditions of the tender and of the contract and hereby confirm my/our acceptance to the Terms and Conditions stipulated. In the event of my/our failure to abide by any of the Terms and Conditions, the EMD amount paid by me/us is liable for forfeiture.

Yours sincerely,

Date:

(Signature of the Tenderer)

along with seal/stamp

LETTER OF AUTHORISATION FOR ATTENDING TENDERS

Subject: Authorization for attending opening of e-tender on ..... (Date) /for negotiations with the tender committee in the tender of providing Insurance Coverage to the Parcels & Couriers transported through APSRTC buses including Hire.

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Following persons are here by authorized forattending opening of e-tenders invited vide notification No. **C2/541(18/1)/2016-DY.CTM(C-2), DT.30.12.2016** on ..... (Date) /for negotiations with the tender committee mentioned above on behalf of ..... (Tenderer), in order of preference given below.

Order of preference	Name	Specimen signature
1		
2		

Signature of Tenderer  
(Or)Officer authorized to sign the tender

Note:

1. Maximum of two representatives will be permitted to attend tender opening. In case where it is restricted to one, first preference will be allowed.
2. Permission for entry to the hall where tenders are opened may be refused in case authorization as prescribed above is not produced.
3. The persons authorized by the tenderer above shall have decision making Power.