

**DELHI PUBLIC SCHOOL
(BALAJEE ARUN EDUCATIONAL SOCIETY)
ISO 9001:2008 CERTIFIED**

Tele : 040-33621222
6305216213

Balajee Arun Educational Society
Nacharam-Telangana

2019/BAES/2019/Transport/003

24TH Feb 2019

**INVITATION OF QUOTATION FOR
INSURANCE CONTRACT FOR SCHOOL BUSES
TENDER No. 19-20/BAES/TRANSPORT/03**

Dear Sir/Madam,

1. Balajee Arun educational society intends to enter into annual contract for school buses Authorized Insurance Agents / Corporate companies offering Insurance Dealers for comprehensive Insurance and allied benefits for our subsidiary organisations Delhi Public School Nacharam, Nadergul and Mahendra Hills

2. Quotation should be submitted on or before 27 -Feb-2019 via email.

tenders@dpssecunderabad.in

3. Quotation submitted must be limited to 10MB. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected. Printable version mail is mandatory.

4. Mandatory information about firm and details of the authorized agency in Hyderabad / Secunderabad area in along with financial quotes in one envelope. Tenders sent by fax will not be considered.

(a)	Validity	:	365 Days from date of issue
(b)	Last date of Submission	:	27 Feb 19 up to 10:00 Hrs
(c)	Date of Opening	:	27 Feb 19 at 10:30 Hrs
(d)	Place of Opening	:	Chairman Cabin DPS Nacharam
(e)	Conditional requirements	:	Attached as Appendix 'A'
(f)	Schedule of requirements	:	As appended below

5. **Bid validation** : Administration on the guidelines of chairman reserves a right to qualify/dis-qualify bids even though the quotes are meeting the criteria fully. The rejected contracts will be held up for record purpose.

6. **Paying Officer** : **DGM , Finance Delhi Public School, Nacharam**

7. **Terms of payment** : The payment of bills will be made on actual attendance duly submitted by after pre-authentication by AGM Transport.

- (a) Pre-cost estimation needs to be submitted.
- (b) Insurance certificates are to be delivered in 03 Hours of Payment.
- (c) Exemption certificate for TCS/GST/ /Service taxes, if applicable.
- (d) Details of electronics payment viz. Account Holder's Name, Bank Name, Branch Name and address. Account Type Account Number, IFSC Code, MICR Code (if these details are not incorporated in the supply order/ contract).
- (e) Any other document /certificate that may be provided for in the contract.
- (f) 100% bus capacity passengers along with Driver is mandte.

8. **Option Clause** : The administration holds a right to extend / terminate tender with / without notice.
9. **Liquidation Damage:** If the vendor fails to deliver the good in stipulated time frames . A LD charge of 2% per week will be applicable on Original Insurance order issued.
10. **Insurance Agent:** A dedicated insurance agent is required to be designated for all types of insurance and claims processing with mail id and contact number as well. The company may provide a option for insurance as the organization also holds insurance companies.
11. **Tyres** : No insurance for tyres is required.
12. **Transfer of Insurance:** In case where in the Bus is transferred to any other agency during insurance validity period, The same shall be enforced by the agent without extra cost of transfer.
13. **Registration of firm :** The firm should be compliant with IRDA norms and RTA rules in sync as well.
14. **Online support** : The firms / agencies competing should provide online web site claims log-in procedure and voice support for any complaints and developments should be provided in real time basis.
16. **Payment terms** : Will be deliberated on declaration of L1 (lowest/accepted firm bids)
17. **FOR destination :** All insurance certificates should be submitted to DPS Nacharam branch and as preliminary affect a copy of insurance to be forwarded to Transport@dpssecunderabad.in .
18. **Accidents due to mechanical failures and testing:** All the damages are to be considered for insurance claims.
19. **Net requirements** : (May increase/decrease 20% above original projection)

As attached as Appendix C to this tender

20. **PNC:** Will be intimated on finalization of L1 (Lowest / acceptable bid)

Thanking you,

Yours Sincerely,

Sd/-
(AVS Sridhar)
Asst Gen Manager
Balaji Arun Educational Society
Nacharam

Annexure "A"

Tender no 2019/ABES/2019/TRANSPORT/003

MANDATORY INFORMATION TO BE FURNISHED BY FIRM

1. The firm registration certificate as per IRDA certification.
2. The firm should be at least five years old in the field of motor insurance.
3. Last two years bank statement duly certified by certified audit financier.
4. Web site and contact details with HO details.
5. Agents authorized for claim processing with all necessary contact details.
6. Details of legal areas of jurisdiction.
7. Rate of depreciation in terms of IDV.
8. Rules that help us reduce cost of insurance for educational society.
9. Clear pen picture of breakdown of charges applicable.
10. Hidden raiders if any.

FOR ANY QUERIES PLEASE CONTACT 6305216213

Annexure “B”
Tender no 2019/ABES/2019/TRANSPORT/003

INSURANCE CONTRACT TENDERS

BIDS SUBMISSION FORMAT

Sl No	Seating Capacity	Make	IDV	Cost	Savings if any
1.	40+1				
2.	57+1				

Special seasonal offers also to be indicated and also to furnish multiple insurance companies cost factor.

Bonus offers for vehicles pertinent to one peculiar brand and multiple insurance benefits also to be deliberated.

Continuation in the same firm insurance for without any claims advantages may also be disseminated.(loyalty)

The quotes are to be sent by mail for instructional purpose new buses benefits are to be disseminated .

Appendix "C" to

Tender no 2019/ABES/2019/TRANSPORT/003

NET REQUIREMENT OF INSURANCE FOR NEW BUSES

PROPOSAL OF INSURANCE THROUGH ORIGINATOR FOR NEW PROCUREMENT OF BUSES

SL NO	SEATING CAPACITY	WHEEL BASE	MAKE	IDV (IN LAKHS)	QTY	AC	NON AC	BASIC LIABILITY	LEGAL LIABILITY	GST	NET PAYABLE	BENEFIT TO COMPANY / CASH BACK	NET COST EFFECT PER UNIT
1	57+1	5350	ASHOK LEYLAND SKOOL	22.57	3.00	3.00	0.00						
2	40+1	4200	ASHOK LEYLAND SKOOL	18.60	12.00	12.00	0.00						
3	39+1	4200	ASHOKL LEYLAND MYTR	17.50	11.00	5.00	6.00						
4	40+1	4200	SWARAJA MAZDA STARLINE	18.00	11.00	11.00	0.00						
5	42+1	4200	TATA STAR BUS ULTRA	15.50	4.00	0.00	4.00						
				51.00									

PER SEAT INSURANCE FOR UNNAMED PASSENGER + WIND SHIELD TO BE INCLUDED

ALL BUSES ARE BS-IV VERSION

OTHER THAN THESE BUSES SPCIETY OWNS 400+ FLEET WHICH WILL BE DESSIMINATED ON FINALISATION OF THE TENDERS