

No. 49/WPE/INDIPEX-2011/PHIL
Dated:05-07-2010
Ministry of Communication & IT
Department of Posts
World Philatelic Exhibition Secretariat
5th Floor, Dak Bhawan, Sansad Marg
New Delhi-110001

Request for proposal ó Insurance to exhibits/visitors to be displayed in INDIPEX-2011	
File No.	49/WPE/INDIPEX-2011/PHIL
Last date of submission	13.00 Hrs/02-08-2010
RPF to be sent to:	The Assistant Director World Philatelic Exhibition Secretariat Room No. 523B 5 th Floor ,Dak Bhawan Sansad Marg, New Delhi-110001 Phone No. 011-23753993
Authority to be contacted for further detail	General Manager World Philatelic Exhibition Secretariat Room No. 523B 5 th Floor ,Dak Bhawan Sansad Marg, New Delhi-110001 Phone No. 011-23753993
Document available on website	www.indiapost.gov.in
Last date and time for opening of the commercial bids	15.00Hrs/02-08-2010

The terms of reference applicable to RFP have been mentioned in Annexure-I. The proforma for submission of RFP has been given in Annexure-II for technical information i.e. technical bid and Annexure III for commercial bid to this notice of inviting RFP.

(Assistant Director)
WPE-2011

RFP No.49/WPE/INDIPEX-2011/Phil
Department of Posts
Terms of reference

Subject: Notice inviting RFP for comprehensive insurance cover to exhibits to be displayed in INDIPEX-2011

1. Highlights:

- 1.1 A World Philatelic Exhibition, INDIPEX2011 is being organized by the Department of Posts from 12th to 18th February, 2011 at Pragati Maidan Exhibition Complex. Philatelists, Stamp dealers, designers, security printers, postal administrations who issue stamps, and stamp journalists from approximately seventy countries would be participating in the event. India Post is committed to the international and domestic participants to provide full proof security to their priceless exhibits.
- 1.2 The Department would be requiring comprehensive insurance coverage, of Special Contingency Policy (SCP) as well as Public Liability (PLI). The SCP would cover the loss or damage of stamps and stationeries due to accidental external means like, fires and allied perils, burglary and theft, acts of terrorism, etc from the time the exhibits arrive at Delhi airports until they are finally handed over to the airlines authority for transportation after the event is over. The PLI or Third Party Insurance would inter-alia cover all the items that are included in the guidelines of the General Insurance Company (GIC) of India.
- 1.3 Most of our exhibits both from domestic as well as international participants would be arriving in February 2011. It is planned to transport these exhibits from the airport under proper security and custody and these shall be securely kept till the exhibition is over.

- 1.4 The Department of Posts or the organizers shall take all requisite steps for a secure environment at the venue by engaging security personnel from Delhi Police, ITPO Security and Army Postal Services.
2. Eligibility Criteria: All the PSU General Insurance Companies are eligible.
 3. Earnest Money and Security Money: Nil in case of award of work to company shortlisted.
 4. Technical Bid: The technical bid should be in form given in Annexure-II.
 5. Commercial Bid: Commercial Bid should be submitted in form given in Annexure-III in a separate sealed cover kept inside the main cover.
The commercial bids received from the PSU General Insurance Companies will be opened on a specified date and time to be intimated to the respective companies. A duly constituted committee will evaluate the commercial bids.
 6. Evaluation of technical bids: As per clause 2 of the Annexure-I all the PSU General Insurance Companies are made eligible for submission of the Bids, there shall be no specific technical evaluation with regard to short listing of any company on technical grounds. However, only technical information as prescribed in Annexure-II will be the requisite condition for the purpose of making further references to the authorized person to sign the RFP and Contract Agreement in case work awarded to the insurance company.
 7. Evaluation of commercial bids: The lowest quote of the premium amount payable to the Insurance Company by the INDIPEX-2011 shall be the criterion for evaluation of the commercial bids.
 8. Period: The duration of Insurance cover shall be 15 days from 8th to 22nd February 2011.

9. Communication of acceptance: The successful bidder insurance company will be informed of the acceptance of RFP.

10. Term of Payment: The payment of premia in respect of the policies sought for by the Department shall be made in accordance with the general practice being adopted in the field of insurance.

11. Terms and condition: The successful bidder company shall be required to enter into an agreement with the department for proper execution of the service

RFP No.49/WPE/INDIPEX-2011/Phil
Department of Posts
RFP form-1- Technical information

Subject: Notice inviting RFP for comprehensive insurance cover to exhibits to be displayed in INDIPEX-2011

1. Name of the Insurance Company:
2. Name and Designation of authority to sign the RFP and Contract Agreement in case of award of work:
3. Any other information important in the opinion of the bidder company:

Dated Signature of Bidder
With stamp of the
Insurance Company

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Department of Posts
RFP form-2- Commercial information (Commercial Bid)

Subject: Notice inviting RFP for comprehensive insurance cover to exhibits to be displayed in INDIPEX-2011

All inclusive rates should be quoted in Rs. in the following format-

S. No.	Type of Policy	Sum Insured	Premium Amount to be quoted by Company
1.	Special Contingency Policy	8 Crore	

Special liability Policy:

S. No.	Type of Policy	Premium Amount to be quoted by Company
1.	With indemnity limit of Rs.75 lakhs for any one accident and Rs. 6 Crore as aggregate responsibility.	

Dated Signature of Bidder
With stamp of the
Insurance Company