



**JAIPUR METRO**

**JAIPUR METRO RAIL CORPORATION LTD.**

Directorate of Operations & Systems  
JMRC, 2<sup>nd</sup> Floor, Admin Building.  
Mansarovar Depot, Near Ganga Jamuna Petrol Pump,  
Mansarovar, Jaipur.302020

Website: [transport.rajasthan.gov.in/jmrc](http://transport.rajasthan.gov.in/jmrc)

**POLICY FOR INSURANCE OF METRO TRAINS  
(ROLLING STOCK)**

**BID DOCUMENT**

**(CONTAINING NOTICE INVITING BID (NIB) AND INSTRUCTION TO BIDDER (ITB) & Commercial Bid)**



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**NOTICE INVITING BID (NIB)**

NIB No. Bid No: JMRC/O&S/RS/2021-2022/NIB/001

Date: . .2021

**1 GENERAL**

1.1 Jaipur Metro Rail Corporation Ltd. (JMRC) invites **online open bidding process** for Policy for Insurance of Metro Trains (Rolling Stock).

1.2 The key details of the NIB are as follows:

a.	Name of Bid	Policy for Insurance of Metro Trains (Rolling Stock)
b.	UBN No.	
c.	Estimated Premium	Rs. 16,93,889/-(for one year)
d.	Bid Security	Bid Security Declaration shall be submitted (Refer Clause 14 and Annexure II )
e.	Cost of Bid Form	Rs.500/-+GST @ 18%=Rs. 590/- (Rs. Five Hundred Ninety only) (Non refundable)(By cash, or by bank demand draft, banker's cheque in favour of Jaipur Metro Rail Corporation Limited)refer rule 45 of RTPPR
f.	Processing Fee	Rs.500/-+ GST @ 18% =Rs. 590/-(Rs. Five Hundred Ninety only) (Non refundable) by Demand Draft / Bankers Cheque, payable in favor of MD, RISL, Jaipur.
g.	Online Bid Document availability period	From 17:00 hrs 05.08.2021 Up to 12:00 hrs 27.08.2021
h.	Date of Pre- bid Conference	12.08.2021 at 11:00 hrs
i.	Last date for receiving queries/ clarifications	17:00 hrs on 12.08.2021
j.	Place for Pre-bid Meeting	JAIPUR METRO RAIL CORPORATION LTD, Room No. D10 Conference Hall, Train Maintenance, Mansarovar Depot, Near Ganga Jamuna Petrol Pump, Mansarovar, Jaipur.302020
k.	Up loading of Remarks of Metro Administration to the Issues raised in Pre bid conference	Up to 17:00 hrs on 16.08.2021
l.	Submission start date	09:00 hrs on 17.08.2021
m.	Last Date for submission of Bid	12:00 hrs on 27.08.2021
n.	Time & Date of Opening of Online Bid	15:00 hrs on 27.08.2021
o.	Venue of Opening of Online Bid	Room no. S09, DCOS Building, Mansarovar metro train depot, Bhriгу path,Mansarover,Jaipur-302020
p.	Venue and Date of Physical Submission of Bid Cost, Bid Security and Processing Fee	Up to 12:00 hrs on 27.08.2021 Room no. S09, DCOS Building, Mansarovar metro train depot, Bhriгу path,Mansarover,Jaipur-302020
q.	Validity of Bid	90 days from the last date of submission of bid.
r.	Performance security	(2.5 % of the P. O. Amount) in the form of Banker's Cheque/ Demand Draft/ Bank guarantee/FDR of a

Signature of Authorized Signatory of Bid

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		Scheduled Bank in favour of "Jaipur Metro Rail Corporation Ltd." payable at Jaipur(Refer clause 22).
s.	Stipulated date of Commencement of Insurance Policy	Immediate from the date of making payments/submission of cheque by JMRC.
t.	Period of Completion of Insurance Policy	1 Year from the date of commencement.
u.	<p>The complete bid document can be downloaded from the state e-procurement website <a href="https://www.eproc.rajasthan.gov.in">https://www.eproc.rajasthan.gov.in</a> in and interested bidders will have to submit their offer in electronic formats both for technical and financial proposal on this website with their digital signatures. The complete bid document can also be seen on Corporation's website <a href="http://transport.rajasthan.gov.in/jmrc">transport.rajasthan.gov.in/jmrc</a> and state procurement portal i.e., <a href="http://www.sppp.raj.nic.in">www.sppp.raj.nic.in</a>.</p> <p>Bidders who wish to participate in this bidding process must register on <a href="https://eproc.rajasthan.gov.in">https://eproc.rajasthan.gov.in</a>. To participate in online bidders, as per Information Technology Act, 2000, Bidders will have to obtain Digital signature Certificate (DSC) from any agency approved by Controller of Certifying Authorities (CCA). Bidders who already have a Valid Digital Signature Certificate need not to obtain a new Digital Signature Certificate. This DSC will be used to sign the bids submitted online by the bidder. Unsigned bids will not be entertained and will be rejected outright.</p>	

The Bid document consists of

- Notice Inviting Bid (NIB)
- Instructions to Bidders/Bidders (ITB)
- Commercial Bid -Annexure II i.e. Bill Of Quantities (BOQ), & Annexure-I
- JMRC GCC

Note: -

- (A) Corrigendum, Addendums and subsequent clarifications on bid terms, if any, can be downloaded from the above mentioned websites. All the information, intimation and updates regarding this bid shall be published on above mentioned websites only. Keep visiting these websites for any subsequent clarifications & modifications.
- (B) If the date of opening is declared holiday, then Bids will be opened on next Insurance Policing day.
- (C) Approved GCC is applicable and available on the JMRC website successful bidder shall sign the complete GCC submit to the JMRC.
- (D) If same firm/company quoted bid more than one at different branches for bidding process, all such that bid will be rejected as per Rule 81 of RTPPR,2013.





**2 ELIGIBILITY CONDITIONS**

Eligibility criteria	Document required to substantiate the same (All documents should be attested and self attested both)
<p>The Eligibility Criteria for the bidders is that the bidder should be</p> <ul style="list-style-type: none"> <li>❖ A Non Life Insurance Govt./PSU/Private Company authorized/approved by the Insurance Regulatory and Development Authority (IRDA) to Insurance Policy in India and Annual Gross Direct Premium underwritten in the Financial Year 2019-20 not less than Rs 1000 crore.</li> </ul>	<ul style="list-style-type: none"> <li>a. Copy of license issued by the IRDA to carry out Non Life Insurance Business.</li> <li>b. Audited statement or undertaking from Insurance Company certifying Gross Direct Premium underwritten in the Financial Year 2019-20 not less than Rs1000 crore.</li> <li>c. An undertaking certifying availability of Branch (es) of the Insurance Company with in Municipal limit of Jaipur city.</li> </ul>

**OVERVIEW OF JAIPUR METRO RAIL CORPORATION LTD.**

Presently metro trains are running between Mansarovar and Badi Chaupar section (Approximately 12.05 Kms Section). This is called Phase 1(combination of Phase-A and Phase 1-B of East – West Corridor (Pink Line). Both corridor phase 1A and phase 1B are included in this bid.

The Government of Rajasthan had set up the "Jaipur Metro Rail Corporation Ltd." (JMRC) as a wholly owned company of the State Government for implementation of Jaipur Metro Rail Project. JMRC aims to provide a safe, comfortable and efficient transport system to its commuters. Cleanliness of the metro trains to international standards shall be of paramount importance. The depot forms the hub of the maintenance activities and also reflects this key philosophy.

The total Train holding of JMRC at present is 10 Train Sets (Each Consisting of 4 Coaches). The present operational requirement is for 7 Trains to be on Main Line and balance 3 Trains are used as Standby or Maintenance Spare or in Transit. However the numbers of Trains to be on Main Line can be changed by JMRC at any time to suit its operation requirement.

The present bid is for insurance of all the Trains Sets i.e 10 Trains Sets (40 Coaches) as per details given in Bill of Quantity (BOQ).

EXECUTIVE DIRECTOR (RS)  
JAIPUR METRO RAIL CORPORATION LTD,  
4<sup>th</sup> Floor, Admin Building, Metro Depot Mansarovar,  
Bhrigu Path, Mansarovar, Jaipur – 302020  
Tel. No. 0141- 2822105, E-mail – [edrs@jaipurmetrorail.in](mailto:edrs@jaipurmetrorail.in)

Signature of Authorized Signatory of Bid





**INSTRUCTIONS TO BIDDER (ITB)**

**General Guidelines:-**

- A. This Bid Document does not purpose to contain all the information that each bidder may require. Bidders are requested to conduct their own investigations and analysis and to check the accuracy, reliability and completeness of the information in this Bid Document before participating in the bid process. JMRC Ltd. makes no representation or warranty and shall incur no liability under any law, statute, rules & regulations in this regard. Information provided in this Bid Document is only to the best of the knowledge of JMRC Ltd.
- B. Bidders should read carefully the contents of this document and to provide the required information. Each page of the Bid Document, Addendum (if any) and other submissions, before submission of the bid, may be Numbered, Signed & Stamped, as a token of acceptance of terms and conditions of this bid. Any unsigned and unstamped document may not be considered for evaluation. The signature is required to be done by the bidder itself/ authorized signatory of the Bidder for which a valid Power of Attorney shall be enclosed. All documents shall be submitted in English Language.
- C. Bidders should provide all the required information and attach supporting documents as earmarked/mentioned signed by the bidder/authorized signatory of the bidder and attested by competent authority wherever asked.
- D. For any query from bidder, JMRC reserves the right not to offer clarifications on any issue raised in a query. No extension of any deadline will be granted for JMRC having not responded to any query or not provided any clarification.
- E. Bidders should clearly note the date and time of submission of Bid. Late or delayed Bids will not be accepted. Bidders are reminded that no supplementary material will be entertained by JMRC and Evaluation will be carried out only on the basis of submissions received by JMRC by the date/time of the bid submission. However JMRC may ask for any supplementary information, if required.
- F. Evaluation process will help assess whether the bidder possesses the earmarked technical/financial capabilities.
- G. It shall however be noted that JMRC will not discuss any aspect of the evaluation process. Bidders will deem to have understood and agreed that no explanation or justification of any aspect of the selection process will be given by JMRC and that JMRC's decisions are without any right of appeal/litigation whatsoever. Applicants may note that the selection process will entirely be at the discretion of JMRC.
- H. Bids will not be considered if Bidders make any false or misleading representations in statements/attachments. If any submission is found false or misleading, even at later stage i.e. after completion of process then also JMRC may annul the award of Insurance Policy.
- I. Bidders may remain in touch with the JMRC's website [transport.rajasthan.gov.in/jmrc](https://transport.rajasthan.gov.in/jmrc) or state procurement portal [www.sppp.raj.nic.in](http://www.sppp.raj.nic.in) or <https://eproc.rajasthan.gov.in> for any kind of latest Information, Addendum, Clarification, etc.

**3 BID DOCUMENT**

- 3.1 The Bid Document is meant to select for providing 'RS8'-Insurance of Rolling Stock. Necessary details of required services are there in the Scope of Insurance Policy at 4.0 below.
- 3.2 The Bid Document duly encompasses the Scope of Insurance Policy, Eligibility Criteria, Selection Procedure, Necessary Instructions, Terms and Conditions and other associated/related Document(s)/Annexure(s). Same has been delineated by various parts of the Bid Document as mentioned in clause 1.2 of the NIB.

Signature of Authorized Signatory of Bid





#### 4 SCOPE OF INSURANCE POLICY

Contractor shall be required to execute Policy for insurance of metro trains (rolling stock)

#### 5 WHO CAN APPLY

Those insurance companies who qualify the eligibility conditions as mentioned in the notice inviting Bid (NIB) can apply for the Bid.

#### 6 BID REQUIREMENTS

6.1 In this bid process, the bid document requirement has been detailed below-

- 6.1.1 The bidder shall upload signed and stamped copy of the Bid Document **including BOQ** on <https://eproc.rajasthan.gov.in>. Besides this, all other associated/required documents shall be uploaded duly numbered and signed and stamped by the bidders. All applicable Annexures/Proformas shall be duly filled by the contractor.
- 6.1.2 Power of Attorney in the name of Authorized Signatory, in case the documents are signed by the authorized signatory of the bidder.
- 6.1.3 The bidder shall be required to upload signed/stamped copy of valid Registrations/statement as per following:-
- Registration certification of the firm/certificate of incorporation etc.
  - Articles of Association & Memorandum of Association(If applicable)
  - Copy of Insurance License issued by IRDA
  - Audited statement from Insurance or undertaking Company certifying Gross Direct Premium underwritten in the Financial Year 2019-20 not less than Rs 1000 crore.
  - An undertaking certifying availability of Branch (es) of the Insurance Company at Jaipur.

#### 7 BID CLARIFICATION PROCESS: QUERY FROM BIDDERS

- 7.1 If the bidder for any reason, whatsoever, be in doubt about the meaning of anything contained in the Bid Document, he may seek clarifications in the form of query, in writing, from the **Office of Manager/Rolling Stock(Mob.No.7728895421, E-mail-mgrs3@jaipurmetrorail.in)** as per schedule given in the Notice Inviting Bid. Authorized Reply to Query as mentioned at 7.2, if any given by JMRC, shall form part of the Bid Document.
- 7.2 Except for written clarifications (Reply to Query(s) or otherwise) from the **office of Manager/Rolling Stock**, which is expressly stated to be an addendum to the bid document issued by JMRC, no written or verbal communication/ presentation/explanation by any other employee of JMRC shall be taken to bind or fetter JMRC under the bid/contract.

#### 8 COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of his bid and JMRC will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

#### 9 SITE VISIT

Any site information/schedule of Insurance Policies given in this bid document is for guidance only. The bidder is advised to visit and examine the Insurance Policy site and its surroundings at his cost and obtain for himself on his own responsibility, all information that may be necessary for the preparation of the bid and entering into the Contract.





#### 10 BID VALIDITY

The bid shall remain valid and open for acceptance for 90 days from the date of submission of the bids. In exceptional circumstances, prior to the expiry of the bid validity period, JMRC may request the bidders for a specified extension in the period of bid validity. The request and the response thereto shall be made in writing or by tele-fax. Bidders agreeing to the request for extension of bid validity period shall not be permitted to modify their bid. If the bidder/s does/do not agree for extension may withdraw and get their bid security back as per RTTP Act 2012 & RTTP Rule 2013.

#### 11 LANGUAGE OF BID

The bid prepared by the bidder and all correspondence and documents relating to the bid shall be in English language. The documents submitted by the bidder will not be returned by JMRC to the Bidder.

#### 12 BID PRICES

- 12.1 The Contract shall be for the whole Insurance Policy. The bidder shall fill the requisite charges etc. in the Bill of Quantity (BOQ). The bidder is required to quote his rates taking into account all the Terms & Conditions of the Bid.
- 12.2 The bidder shall quote his rates inclusive of all taxes, duties, royalties, statutory payments (except GST) to be made by the bidder, overheads and all other costs incidental to the Insurance Policy required to be carried out by the successful bidders as per the term and conditions of this Bid Document.
- Quoted price will be deemed to include all incidental charges, supervision, transport, all taxes (except GST) contractor's profit and establishment/overheads, all risks & insurance liabilities, compliance of labour laws and other obligations set out or implied in the contract, complete as required.

#### 13 SUBMISSION OF BIDS

- 13.1 The Bids shall be uploaded as per Single Cover system on <https://eproc.rajasthan.gov.in>.
- 13.2 Bid documents sent by the post/ courier for submission shall be summarily rejected by the JMRC. Only original Instruments of Bid cost, bid security and processing fee should be submitted.
- 13.3 The Bid Package shall contain the following:
- 13.3.1 Bid package consisting of a pdf copy of this Bid Document with each page digitally signed by the Bidder in acceptance of the terms and conditions therein, along with scanned copy of all the required documents, comprising the following:
- a) Bid cost, bid security and processing fee
    - I. These original Instruments should be submitted with forwarding letter mentioning the NIT No., Name of Work and particulars of these financial instruments in Room no. S09, DCOS Building, Mansarovar metro train depot, Bhargu path, Mansarovar, Jaipur-302020 at the backside of every instrument, firm needs to mention Name of Firm, NIT No. and Mobile No. of authorized signatory of the firm.
    - II. Scanned copy of Bid cost, Bid security and Processing Fee Instruments need to





be submitted with the online bid and these original instruments are to be submitted as per schedule.

III. If firm fails to submit the original instruments in the desired form and amount by the stipulated date and time then its Bid shall not be opened and it shall be summarily rejected.

IV. If scanned copy of or all of these instruments (i.e. Cost of Bid Form, Processing Fee and Bid Security) Submitted with filled Bid document does not match with the original instruments submitted by the firm then Bid Submitted by the firm shall be liable for rejection.

b) Copy of the Bid Document - The bidder shall enclose digitally signed and stamped, (lead member in case of Consortium) copy of the Bid Document including BOQ. bids, digitally signed without any of the information desired in the prescribed formats will not be considered. Besides this all other associated / required documents shall be submitted duly numbered and digitally signed/ stamped by the bidders.

13.4 An undertaking that there are No Technical or Commercial deviations or additional Conditions incorporated in the Bid document.

13.5 Bid documents as listed below:

- i. Notice Inviting Bid (NIB)
- ii. Instructions to Bidders/ Bidders. (ITB)
- iii. Undertaking Annexure-I
- iv. Bill Of Quantities (BOQ), & Annexure –II
- v. JMRC GCC

13.5.1 All documents establishing the eligibility of the Bidder as per NIB Condition.

- o Draft Policy wording specifying scope of coverage, add-on covers, exclusions, deductibles and other terms & conditions proposed by the Insurer shall be narrated.
- o Copies of audited balance sheet for the last one year.
- o Information pertaining to gross premium collected, claim paid, net profit and solvency ratio for the last one year.
- o Insurer to submit an undertaking as per Annexure–I on company's letter head.

13.6 If it is found at any stage of Bid scrutiny after submission of Bid that the bidder has made any correction/addition/alteation/omission in Bid documents vis-à-vis the issued/uploaded Bid documents, then such altered bid document shall be treated as non responsive and shall be summarily rejected.

#### 14 BID SECURITY

14.1 As per RTPPR i.e. Rajasthan Transparency in Public Procurement (Second Amendment) Rules,2020 to 31.12.2021,in lieu of Bid Security a Bid Security Declaration shall be taken on stamp paper of stamp duty Rs.50/-(Rajasthan state) with surcharge 30% of stamp duty amount. The format of Bid Security Declaration is enclosed at Annexure-II in the bid document. Bidders shall fill the Bid Security Declaration at prescribed stamp and submit with seal and signature, failing which bid will be rejected.





## 15 BID OPENING AND EVALUATION

### 15.1 BID OPENING

- 15.1.1 The duly authorized committee of JMRC will online open the Bid on the scheduled Date, Time and Venue.
- 15.1.2 Bidder(s) or their authorized representative(s) who may choose to be present at the time of Bid opening, if the Bidder wishes.

## 16 PROCESS TO BE CONFIDENTIAL

- 16.1 Except the public opening of Bid, information relating to the examination, clarification, evaluation and comparison of Bids and recommendations concerning the award of Contract shall not be disclosed to bidders or other persons not officially concerned with such process.
- 16.2 Any effort by a bidder to influence the Employer/Engineer in the process of examination, clarification, evaluation and comparison of Bids and in decisions concerning award of contract, may result in the rejection of the bidders Bid as per RTPP Act, 2012& RTPP Rules, 2013.

## 17 CLARIFICATION OF BIDS

- 17.1 To assist in the examination, evaluation and comparison of Bids, the Engineer / Employer may ask bidders individually for clarification of their bids, including break-up cost of prices. The request for clarification and the response shall be in writing or by E-mail or at online platform but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm correction of arithmetical errors discovered by the Engineer during the evaluation of bids in accordance with Clause 16 herein.

## 18 DETERMINATION OF RESPONSIVENESS

- 18.1 Prior to the detailed evaluation of bids, the Engineer will determine whether each bid is responsive to the requirements of the bid documents.
- 18.2 For the purpose of this Clause, a responsive bid is one, which conforms to all the terms, conditions and specifications of the bid documents without material deviation or reservation. "Deviation" may include exceptions, exclusions & qualifications. A material deviation or reservation is one which affects in any substantial way the scope, quality, performance or administration of the Insurance Policies to be undertaken by the bidder under the contract, or which limits in any substantial way, the Employer's rights or the bidders obligations under the Contract as provided for in the Bid documents and/or is of an essential condition, the rectification of which would affect unfairly the competitive position of other bidders presenting substantially responsive bids at reasonable price.
- 18.3 If a bid is not substantially responsive to the requirements of the bid documents or if the Insurance Policing methods proposed by the bidder are considered impracticable, it will be rejected by the Employer, and will not subsequently be permitted to be made responsive by the bidder by correction or withdrawal of the non-conformity or infirmity.
- 18.4 The decision of the Engineer/Employer as to which of the bids are not substantially responsive or have impractical / methods or programmes for execution shall be final.





## 19 EVALUATION OF BID

- 19.1 The Employer will, keeping in view the contents of eligibility conditions, carry out evaluation of submitted technical proposals to determine that the bidder has a full comprehension of the Insurance Policy. Where a bidder's technical submittal has a major inadequacy, his bid will be considered to be non-compliant and will be rejected.
- 19.2 The evaluation of financial proposals by the Employer/Engineer will take into account, in addition to the bid amounts, the following factors:
- a) Arithmetical errors corrected by the Employer/Engineer in accordance with Clause 20.1 of the ITT.
  - b) Such other factors of administrative nature as the Employer/Engineer may consider having a potentially significant impact on contract execution, price and payments, including the effect of items or unit rates that are unbalanced or unrealistically priced.
- 19.3 a) Offers, deviations and other factors, which are in excess of the requirements of the bid documents or otherwise will result in the accrual of unsolicited benefits to the Employer, shall not be taken into account in bid evaluation.
- b) The JMRC reserves the right not to consider any deviation that in the sole discretion of the JMRC is found unacceptable. JMRC shall require such deviations to be withdrawn, for the unaccepted deviations. The evaluation subsequently will be made on the rates quoted for such items in original offer.
- 19.4 Evaluation of financial proposal will be based on pricing schedule/quantities in bill of quantity (BOQ) and rates quoted. Any alternation in BOQ will not be given any cognizance.
- 19.5 The duly authorized Engineer / Committee reserve the right to ask for submission of the basis/reasonability of rates before the bid can be considered for acceptance. If the bidder, who is called upon to do so, does not submit within a reasonable time of written order to do so, JMRC shall be at liberty to reject the bid of such bidder.

## 20 CORRECTION OF ERRORS

- 20.1 Errors will be corrected by the Employer / Engineer as follows:
- a. Where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
  - b. Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern unless in the opinion of the Employer / Engineer there is an obviously gross misplacement of the decimal point in the unit price, in which event, the total amount as quoted will govern.
  - c. If the rates are being asked to be quoted in percentage above/below vis-à-vis to the Estimated Cost and there arises a discrepancy in deciding the "above" and "below" words then the above/below mentioned in the WORDS will prevail. If contractor fails to mention above/below in words and figures both then the same shall be decided by the Quoted Amount mentioned (if any) by the contractor.
- 20.2 If a bidder does not accept the correction of errors as outlined above, his bid will be rejected.

## 21 OTHER BID GUIDELINES/ EVALUATION OF BIDS

- 21.1 JMRC reserves the right not to proceed with the bid process at any time without any notice, justification or liability.





- 21.2 All bids, documents and other information submitted by the bidders to JMRC shall become the property of JMRC. Bidders shall treat all information furnished as strictly confidential. JMRC will not return any submission.
- 21.3 The bid is not transferable under any circumstances.
- 21.4 Bid in any form other than the prescribed format issued by JMRC will not be entertained and will be summarily rejected.
- 21.5 Bids with revised/modified rates/offer after submission/opening of the bid will be summarily rejected.
- 21.6 JMRC reserves the right to accept or reject any or all bids or any part of the bid without assigning any reason thereof, and the decision of JMRC in this respect shall be final. JMRC reserves the right to award the bid to a bidder other than the most economic bidder.
- 21.7 JMRC may not consider bidders who have poor performance records such as abandoning Insurance Policies, not following statutory requirements, financial failure, etc.

## 22 PERFORMANCE SECURITY

- 22.1.1 Prior to delivery of items and Performance security shall be solicited from successful Bidder except the departments of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned or controlled or managed by the State Government and undertakings of the Central Government. However, a performance security declaration shall be taken from them. The State Government may relax the provision of performance security in particular procurement or any class of procurement.
- 22.1.2 The amount of performance security shall be 2.5% of the amount of supply order/ Purchase order in case of procurement of goods and services.
- 22.1.3 Amount to be paid of performance security will be informed to successful bidder at the time of Purchase order.
- 22.1.4 Performance security shall be furnished in any one of the following forms: -
  - a. Bank Draft or Banker's Cheque of a scheduled bank;
  - b. Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the bidding document for Tender Security.
  - c. Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of Tenderer and discharged by the Tenderer in advance. The procuring entity shall ensure before accepting the FDR that the Tenderer furnishes an undertaking from the bank to make payment/ premature payment of the FDR on demand to the procuring entity without requirement of consent of the Tenderer concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.
- 22.1.5 Performance security shall be valid for a period of 60 days beyond the date of completion of all contractual obligations.
- 22.1.6 Security amount in full or part may be forfeited, including interest, if any, in the following cases:-
  - a. When any terms and condition of the contract is breached.
  - b. When the Tenderer fails to make complete supply satisfactorily.





- c. If the Tenderer breaches any provision of code of integrity, prescribed for Tenderers, specified in the bidding document.

22.1.7 Notice will be given to the Tenderer with reasonable time before Performance Security deposited is forfeited.

22.1.8 No interest shall be payable on the Performance Security Deposit.



A handwritten signature in blue ink, consisting of a stylized 'S' followed by a horizontal line.





### 23 AWARD OF CONTRACT

- 23.1 JMRC will award the contract to the Lowest Bidder (L1), whose bid has been determined to be substantially responsive, technically & commercially suitable, complete & in accordance with the bid document.
- 23.2 In case, two or more responsive bidders have quoted the same price, which is also the lowest one rate offered, then all such bidders will be given an opportunity to revise their financial bid by submitting fresh financial bid, which shall necessarily be lower than the previous bid. The revised financial bid shall be submitted by the date and time as notified to the concerned bidders.
- 23.3 In case, two or more responsive bidders again quote the matching rates in their revised Financial Bids, then JMRC will resort to an open auction among the same Bidders (i.e. who have quoted the matching rates). Out of this open auction process, the bidders who offer the most little shall be declared as successful bidders. The date and time of auction will be notified to the concerned Bidders.
- 23.4 Prior to the expiry of the period of bid validity, JMRC will notify the successful bidder in writing, either through Letter of Intent or Letter of Acceptance, that his bid has been accepted.
- 23.5 The Letter of Acceptance (LOA) would be sent in duplicate to the successful bidder, who will return one copy to JMRC duly acknowledged, signed and stamped by the authorized signatory of the bidder, as an unconditional acceptance of the Letter of Acceptance, within three days from the date of issue of LOA. LOA shall be treated as unconditional binding document on the part of insurer till a formal insurance policy is received by the JMRC. Cheque of insurance premium shall be issued to the successful bidder along with the LOA.
- 23.6 No correspondence will be entertained by JMRC from the unsuccessful bidders upon Letter of Acceptance being signed and returned by the successful bidder.
- 23.7 The Insurance Contract shall be governed by the Tariff/Rules/Guidelines & Insurance Policies as filed with IRDA by the Insurer, which the Insurer shall confirm at the time of submission of the Bid.
- 23.8 If a particular offer is found eligible otherwise, however Jaipur Metro Rail Corporation shall seek 'No objection/No DUES' certificate from 'State Insurance and Provident Fund' Department (Government of Rajasthan) and order shall be place only after receipt of such certificate.

### 24 SIGNING OF CONTRACT AGREEMENT

- 24.1 Within 7 days of issuance of the LOA by JMRC, successful bidder shall submit the executed insurance policy as per the draft accepted during bidding process. Insurance policy shall be issued on the Non Judicial stamp paper of the prescribed value. Successful bidder shall arrange and bear the cost of such Non Judicial stamp paper.
- 24.2 The LOA, executed insurance policy document, signed bid document along with its Addendums and any other document so prescribed by the JMRC shall form part of the contract agreement.
- 24.3 Prior to signing of the Contract Agreement, the successful bidder shall be required to submit the following: -
- 24.4 Power of Attorney in favour of Authorized Signatory(s)
- 24.5 The Contract Agreement shall require to be executed within 20 days from the date of issue of the Letter of Acceptance.

Signature of Authorized Signatory of Bid





## 25 CANCELLATION OF LETTER OF ACCEPTANCE (LOA)

- 25.1 AFTER ISSUANCE OF THE LETTER OF ACCEPTANCE, IN CASE, THE SUCCESSFUL BIDDER FAILS TO SUBMIT THE EXECUTED INSURANCE POLICY, FOR WHATSOEVER REASONS, AS PER TERMS & CONDITIONS OF BID THEN THE LOA SHALL BE CANCELLED.

## 26 CORRUPT & FRAUDULENT PRACTICES

- 26.1 JMRC requires that the Bidders and / or their agents observe the highest standards of ethics during Bidding and execution of this Contract. In pursuance with this policy, JMRC: -
- a. Defines, for the purpose of these provisions, the terms set forth below as follows: -
    - (i) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to Licensor or its employees, influence in the contract execution; and
    - (ii) "fraudulent practice" means a concealment or misrepresentation of facts in order to influence execution of the contract to the detriment of JMRC, and includes collusive practice among Bidders (prior to or after bid submission) designated to establish bid prices at artificial non-competitive levels and to deprive JMRC of the benefits of free and open competition.
    - (iii) Breach of any of the contract condition during execution.
  - b. Will reject the bid or rescind the contract if JMRC determines that the Bidder/Contractor or the employees deployed by the contractor for the performance of services are engaged in corrupt or fraudulent practices.
  - c. Will declare a Contractor ineligible, either indefinitely or for a stated period of time, for participation in the bidding process, if it at any time determines that the Contractor has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
  - d. The successful Bidder/Contractor shall apprise JMRC through CVO or equivalent officer or authorized officer of JMRC of any fraud/suspected fraud as soon as it comes to their notice.

## 27 DURATION OF CONTRACT

- 27.1 The policy will begin immediately on acceptance of the Letter of Award (LOA) by the successful bidder. The initial time period of the policy will be for one year, which will be extendable as per RTPPR (extended contract period), at the behest of JMRC, if required. Such extension would be on mutual agreement between JMRC and the Agency on the same rates and terms & conditions. Rate once approved will remain fixed for entire duration of policy period.





Annexure-I

(On Company's Letter Head)

To,

EXECUTIVE DIRECTOR (RS)  
JAIPUR METRO RAIL CORPORATION LTD,  
4<sup>th</sup> Floor, Admin Building, Metro Depot Mansarovar,  
Bhrigu Path, Mansarovar, Jaipur – 302020

UNDERTAKING

Dear Sir,

1. We hereby agree to provide the Insurance Policies as outlined in your bidding documents.
2. We have understood and have thoroughly examined the detailed Scope of Insurance Coverage along with Extensions and Exclusions with other features laid down by you and are fully aware of nature and scope of coverage required.
3. We hereby confirm our unconditional, complete acceptance and compliance to the provisions contained in the bidding documents. We declare that the Insurance Coverage and Services will be rendered strictly in accordance with the requirement. Reductions in Tariff (if any) at a later date will however be passed on to JMRC.
4. We further confirm premium rates charged in all policies at the inception of policy will remain unchanged during the policy period. The same rate will be charged in respect of any additions in the sum insured if made during the policy period.
5. We further confirm that in case if any violation / breach in respect of premium rates charged by us and result into any Financial Liability or consequences to JMRC, then JMRC in any manner, will not be held responsible and we will not demand any additional payment from JMRC on this account.
6. Copies of confirmations / undertakings / submissions as per the terms & conditions of the Bid document are enclosed here with.

Stamp and Signature of the Bidder

Date:

Place:

Signature of Authorized Signatory of Bid



**Annexure-II Bid-Securing Declaration (Rs. 50/- Stamp of Rajasthan State)**

Date:

Bid No:

Alternative No:

To:

We, the undersigned, declare that:

We understand that, according to your condition, bids must be supported by a Bid-Securing Declaration.

We accept that we are required to pay the bid security amount specified in the Term and Condition of Bid, in the following cases, namely:-

- a) when we withdraw or modify our bid after opening of bids;
- b) when we do not execute the agreement, if any, after placement of supply/work order within the specified period;
- c) when we fail to commence the supply of the goods or service or execute work as per supply/work order within the time specified;
- d) when we do not deposit the performance security within specified period after the supply/work order is placed; and
- e) If we breach any provision of code of integrity prescribed for bidding specified in the Act and Chapter VI of these rules.

In addition to above, the State Government shall debar us from participating in any procurement process undertaken for a period not exceeding three years in case where the entire bid security or any part thereof is required to be forfeited by procuring entity.

We understand this Bid Securing Declaration shall expire if:-

- I. We are not the successful Bidder;
- II. The execution of agreement for procurement and performance security is furnished by us in case we are successful bidder;
- III. Thirty days after the expiration of our bid.
- IV. The cancellation of the procurement process; or
- V. The withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

Signed

Name

In the capacity of

Duly authorized to sign the bid for and on behalf of:

Dated on                      day of

Corporate Seal

[Note:

(i) In case of a Joint Venture, the Bid Securing Declaration must be signed in name of all partners of the Joint Venture that submitting the bid.

(ii) Bid Security Declaration shall be taken on stamp paper of stamp duty Rs.50/- with surcharge 30% of stamp duty amount.]

Signature of Authorized Signatory of Bid



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Annexure-III

**BILL OF QUANTITY**

**POLICY FOR INSURANCE OF METRO TRAIN (ROLLING STOCK)**

S. N	Items	Perils (Industrial Risk Category)	Base Rate	@GST ( as applicable)	Total Amount (including GST)	
1	Insurance of 10 trains sets i.e. 40 coaches of JMRC covering. Total Sum insured- Rs.350crs.	a) Fire & Allied Perils Policy.				
		a) EARTHQUAKE				
		b) TERRORISM RISK				
		c) Storm, Tempest, Flood, Inundation (STFI)				
		Total Amount (Including GST)				
		Total Amount (Including GST) in Words				

NOTE: While quoting rates bidders may take in consideration that zero claim against previous policies till date.

AOA (Any one Accident) =Rs30 Crores.

AOY (Any one Year) = Rs 50 Crores.

Authorized Signatory

Name\_\_\_\_\_

Designation\_\_\_\_\_

Seal/Stamp\_\_\_\_\_

