



THE STATE TRADING CORPORATION OF INDIA LIMITED
(A Government of India Undertaking)
BHOPAL REPRESENTATIVE OFFICE
www.stclimited.co.in
A-Block, IIIrd Floor, Chetak Complex, MP Nagar, Zone-II,
Bhopal-462011

REF NO.: STC/BHOPAL/INS/1/2025-26

DATE: 03.09.2025

SUB: LIMITED E- TENDER TO INVITE QUOTATIONS FROM FOUR EMPANELLED CONSULTANT OF STC FOR THE RENEWAL OF INSURANCE POLICY NO 0408001124P108775130, FOR OFFICE PREMISES AT A-BLOCK, IIIRD FLOOR, CHETAK COMPLEX, MP NAGAR, ZONE-II, BHOPAL-462011.

	DATED	TIME
TENDER CLOSING	08.09.2025	11:00 AM
BID OPENING	08.09.2025	11.30 AM

STC INVITES QUOTATION FROM STC'S EMPANELLED FOUR CONSULTANT FOR ABOVE REFERRED LIMITED TENDER FOR RENEWAL OF ABOVE CITED POLICY FOR FURTHER PERIOD OF ONE YEAR AS PER DETAILS MENTIONED IN ATTACHED POLICIES.

Bids must be uploaded online using e-Procurement portal of NIC (eprocure.gov.in) in the prescribed format along with all necessary documents and information requested herein.

The bids may be uploaded online latest by 11:00 HRS(IST) on 08.09.2025, and will be opened at 11:30 HRS (IST) on 08.09.2025.

All details regarding the subject NIT are available on websites: stclimited.co.in and www.eprocure.gov.in/eprocure/app. Any change/modification/ corrigendum in connection with this NIT will be intimated through one or more of these websites only. Prospective bidders are therefore requested to visit above mentioned websites regularly to keep themselves updated. STC shall not be liable to send any individual information or issue a public notice.

The participating insurance Companies through the STC's Empanelled consultant should fulfill the following:

1. It should be registered with and licensed by IRDA.

2. As far as excess is concerned, it should be as per Tariff.
3. The insurance Company so appointed for the above tender would ensure submission of insurance certificate, bills and other related documents within 24 hours from the date and time of placement of Insurance Business.
4. The insurance claim, if any, would also be settled within 15 days after submission of all documents by STC to Insurance Company.

1. Instructions for filling the e-bid

- a) Bids are invited via limited e-bid process for the renewal of attached insurance policies for further period of one year.
- b) Bids have to be uploaded online only via <https://eprocure.gov.in/eprocure/app> (the e-procurement portal of NIC). No bids shall be accepted in hard copy or any other form.
- c) For submission of e bids, bidders are required to get themselves registered with NIC's central Public Procurement (CPP) portal (<https://eprocure.gov.in/eprocure/app>) using Class –III digital signature certificate. All the details mentioned during registration / enrolment process should be correct and true. Bidders have to abide by all the terms and conditions mentioned during registration process.
- d) Bidders are advised in their own interest to upload the online bids well before the bid document submission Closing date and time (as per server system clock of CPP). STC shall not be responsible for any delay or the difficulties encountered by the bidder during submission of bids at the eleventh hour on account of any technical or other issues.
- e) For any queries relating to the process of online bid submission or queries relating to Procurement Portal (<https://eprocure.gov.in>), the bidders may contact CPP Portal Helpdesk on Tel No's: 0120- 4001002 / 4001005 / 4493395 and email ID: support-eproc@nic.in.
- f) Bidders may regularly visit STC website for any information / clarification / addendum / corrigendum etc. related to this bid, processing of bids received, award of job, pre bid meet decisions etc. STC shall not be liable to send any information individually or publish a public notice for any further information regarding this bid in newspapers.
- g) Portal for Online Submission is <https://eprocure.gov.in/eprocure/app>
- h) STC may ask the bidders to submit any or all the documents in original or any additional information as part of their online bid anytime during the bid process.
- i) Bidder has to satisfy STC for ensuring sufficiency of documents necessary for Tender evaluation at his cost if so desired by STC.
- j) The bid document available on e-procurement portal shall be taken as final. STC reserves its right to ask for more document as "Clarification/supporting" only for verification of the uploaded documents. Decision of STC will be final and binding in this regard.

2. Bidder's Responsibility:

- Although all details presented in this bid document have been compiled with all reasonable care, it is the bidder's responsibility to ensure that the information provided is adequate and clearly understood.

- Site visit for understanding of risk, “Applicable Special Feature Discounts”. Etc. has to be done by bidder at its own risk and cost.
- Bidder’s quotation is the responsibility of the bidder and no relief or consideration can be given for errors and omissions.

General

YOU MAY QUOTE THE MOST COMPETITIVE OFFER FROM GOVT. INSURANCE COMPANIES, THROUGH STC’S EMPANNELED CONSULTANT FOR THE RENEWAL OF INSURANCE POLICY NO 0408001124P108775130, FOR OFFICE PREMISES AT A-BLOCK, IIIRD FLOOR, CHETAK COMPLEX, MP NAGAR, ZONE-II, BHOPAL-462011, FOR FURTHER PERIOD OF ONE YEAR. i.e. **13.09.2025 TO 12.09.2026**. IN ADDITION, PLEASE NOTE THAT THE SUM INSURED IS BASED ON RIV VALUE AND THE INSTATEMENT CLAUSE SHOULD INVARIABLY BE MENTIONED IN THE POLICIES. PLEASE NOTE THAT THE SUM INSURED IS PROVISIONAL AND CAN BE REVISED AT ANY POINT OF TIME.

STC reserves the right to award the policy to the lowest bidder. In case of award of work to the insurance company, they are required to issue the cover note immediately after receipt of payment of premium by cheque/ RTGS/ NEFT, and Policy wordings are required to be submitted to STC within 07 days of receipt of cheque/RTGS/ NEFT. Final policy will be issued within 15 days after receipt of comments from STC, if any.

(Ajay Rawat)
Manager (AUD)
STC of India Ltd.,
New Delhi

Instruction for Electronic Submission of Price Bid (BOQ)

1. Procedure for filling of Financial Bid Online at CPP

(<https://eprocure.gov.in/eprocure/app>) :

a) BOQ (Financial/ Price Bid) uploaded by STC to be used only for submission of price.

b) The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the 'Name of the Bidder' and 'Premium Rate (All Inclusive)' only.

c) At the time of uploading of BOQ, the file name for uploading the BOQ (Financial/ Price Bid) should remain the same as it was downloaded from the CPP Portal.

2. No other format of price submission shall be accepted.

3. The offer shall be valid for 30 days from the date of bid opening.

4. Leaving an unfilled entry in the price bid against any term shall mean as Zero cost and bid shall be evaluated accordingly.

(BOQ Sample)

AUDINS_BOQ [Compatibility Mode] - Microsoft Excel

Rate BoQ

Tender Inviting Authority: Sh. Ajay Rawat, Manager-AUD, The State Trading Corporation of India Ltd., Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi-110001

Name of Work: LIMITED E- TENDER TO INVITE QUOTATIONS FROM FOUR EMPANELLED CONSULTANT OF STC FOR THE RENEWAL OF INSURANCE POLICY NO 0408001124P108775130 FOR OFFICE PREMISES AT A-BLOCK, 1RD FLOOR, CHETAK COMPLEX, MP NAGAR, ZONE-II, BHOPAL- 462011

Contract No: REF NO. STC/BHOPAL/INS/1/2025-26

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.)

NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	PREMIUM RATE (INCLUSIVE OF ALL) In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT in Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	DESCRIPTION	13	53	54	55
1.01	FOR THE RENEWAL OF INSURANCE POLICY NO 0408001124P108775130 FOR ONE YEAR (FROM 13.09.2025 TO 12.09.2026) FOR OFFICE PREMISES AT A-BLOCK, 1RD FLOOR, CHETAK COMPLEX, MP NAGAR, ZONE-II, BHOPAL- 462011		0.00	0.00	INR Zero Only
Total in Figures			0.00	0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only			