

# **INSTITUTE OF ADVANCED VIROLOGY**



## **LIMITED TENDER ENQUIRY** **STANDARD FIRE AND SPECIAL** **PERILS INSURANCE COVERAGE FOR** **FIXED AND OTHER ASSETS**

Tender No: IAV/345/ADMIN/2025 dt 19.02.2026

## NOTICE INVITING BIDS

### STANDARD FIRE AND SPECIAL PERILS INSURANCE

Institute of Advanced Virology (IAV) is an autonomous institution under the Science and Technology Department, Government of Kerala. The Institute functions at Bio 360 Life Sciences Park, Thonnakkal P.O, Thiruvananthapuram in a campus area of 5 acres. The total built-up area of the Institute is 110000 Sq.Ft area and consists of 14 BSL 2 level laboratories and other facilities. Each lab contains several high-end equipment to cater for the research activities in Virology. Institute also has the supporting facilities, such as electrical substations, DG backup, Solar Power Station, HVAC Systems, Firefighting systems etc to cater the day do day requirements.

IAV invites bids from IRDA-accredited public sector insurance companies towards providing Standard Fire and Special Perils insurance coverage for its fixed and other assets.

Tender Reference No	IAV/345/ADMIN/2025 dt 19.02.2026
Bid Start Date/Time	19.02.2026
Bid End Date/Time	02.03.2026 at 01.00 p.m
Bid Opening Date/Time	02.03.2026 at 03.00 p.m
Pre-bid meeting	25.02.2026 at 11.30 a.m
Bid Offer Validity (From End Date)	90 days
Delivery Period	From the date of payment of the agreed premium.
Duration of the insurance	One year from the date of commencement
Minimum Average Annual Turnover of the bidder (For 3 Years)	₹ 01 Crores
Years of Past Experience Required for same/similar service	3 year(s)
Type of Bid	Two Packet Bid

Time allowed for technical clarifications during the technical evaluation	2 working days
Earnest Money Deposit	Rs. 50,000/-

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

### **1. Eligibility criteria:**

- a) The bidder should be an Indian Public sector Insurance Company and must be registered and approved by IRDA and must have its fully functional branch at Thiruvananthapuram.
- b) The bidder should have experience of insuring fixed assets of Central/ State Government Research Institutes/ Academic institutes of sum assured of not less than 65 lakhs during the last 3 financial years in a single case.
- c) Bidder should submit documentary evidence in support of (a), (b) &(c) along with the technical bid. Each page of the tender document should bear the bidder's seal and signature with the date.

### **2. Scope of Insurance Coverage:**

Insurance coverage of the institute's stores, fixed assets, including laboratory and office equipment, furniture & fixtures, computer/peripherals, etc. for fire, earthquake & peril, including flood, terrorism, riots and commotion.

### **3. Site Inspection:**

The bidders are advised to visit the Institute and ascertain the nature of assets to be insured and the possible threats. The bidders shall submit the proof of site inspection carried out along with the technical bids and to submit the details of the same as per format attached at **Annexure V**.

#### **4. Total sum assured:**

The value of the assets for which Insurance coverage to be provided shall be. **₹ 95,06,22,510/- (Rupees Ninety-five crores six lakhs twenty-two thousand five hundred ten only)**. The breakup of assets to be insured is enclosed at **Annexure I**.

The detailed list of equipment to be insured under the policy shall be provided to the successful bidder. The insurance firm shall keep the details as confidential and in no circumstances shall share the details with any third party.

#### **5. Preparation of Bid:**

Bidder should avoid, as far as possible, corrections, overwriting, erasures or postscripts in the bid documents. In case of any corrections, overwriting, erasures or postscripts in the bid, these should be supported by signatures of the authorised person signing the bid documents. However, Bidder shall not be entitled to amend/ add/ delete/ correct the clauses mentioned in the entire tender document. The documents submitted along with the tender shall be treated as final.

#### **6. Two bid System:**

The two bid systems will be followed for this tender. The documents pertaining to the Technical Bid and Commercial Bid must be submitted separately as follows: -

##### **A. Technical Bid: -**

The Bidder must submit copies of documents to prove the credentials as listed below:

- a) The bidder should be an Indian Public sector Insurance Company and must be registered and approved by IRDA.

- b) The Insurance Company must have its fully functional branch at Thiruvananthapuram.
- c) The bidder should have experience of insuring fixed assets, Central / State Government Research Institutes/ Academic institutes of a sum assured value not less than Rs. 65 Crores during the last 3 financial years in a single case.
- d) Proof of submission of EMD for Rs.50,000/-
- e) Each page of the tender document with the bidder's seal and signature with date.
- f) Proof of site inspection carried out
- g) Any other document as per the tender requirement.

Note: IAV reserves the right to reject the bid if any of the above listed document/s is not submitted.

**B. Commercial Bid shall contain: -**

Duly filled Commercial Bid as per format (**Annexure-II**), complete in all respects. Conditional offers will not be accepted.

**7. Last Date of submission/ uploading:**

The sealed bids, complete in all respects, should be submitted to the Office of the Director on or before the date given in the tender schedule. The responsibility of submitting the bids before the due date is the responsibility of the bidder. IAV shall not be responsible for postal/courier delays, if any.

**8. Opening of Technical bids:**

The Technical e-bids will be opened on the date given in the tender schedule.

**Note:** Please do not put "Commercial Bid" (prices offered) in the technical bid documents. If the price offered is submitted/leaked with the technical bid, the tender will be rejected at the sole discretion of IAV.

## **9. Opening of commercial bids:**

Commercial bids of the technically qualified bidders only will be opened. The decision of IAV's bid evaluation committee in this regard will be final and binding on bidders. The evaluation Committee has been authorised to take appropriate decisions on minor deviations, if any.

## **10. Earnest Money Deposit (EMD)**

The bidder should submit an EMD of Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of DD in favour of the Director, Institute of Advanced Virology. Alternatively, the amount can be submitted in the following account and the proof can be submitted along with the technical bid.

Name of Bank Account: Institute of Advanced Virology

Account No. 41430501536

IFSC: SBIN0070722

Branch: State Bank of India, Chempakamangalam Branch

**Note:** The Technical bids without EMD would be considered as UNRESPONSIVE and will not be accepted.

## **11. Period of validity of bids**

- a) Bids shall be valid for a minimum period of 90 days from the date of opening of bids.
- b) IAV may ask for the Bidder's consent to extend the period of validity. Such requests and the response shall be made in writing only. A bidder agreeing to the request for extension will not be permitted to modify their bid.

## **12. Submission of Bids:**

The Bid documents shall be neatly arranged, and all pages should be numbered. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognised, unless confirmed by the Bidder's signature.

## **13. Award of Contract**

- a) IAV shall place the order(s) on the eligible Bidder whose technical bid has been accepted and determined as the lowest evaluated commercial bid. However, IAV reserves the right and has sole discretion to reject the lowest bid.
- b) If more than one Bidders happens to quote the same lowest price, IAV reserves the right to place the order on the eligible Bidder having larger sales turn-over for last financial year. The decision of IAV shall be final in this regard.
- c) The successful Bidder, on award of contract/order, must send the contract/order acceptance in writing, within 03 days of award of contract/ order, failing which IAV reserves the right to take action against the bidder and cancel the order.
- d) Suitable action, including forfeiting of EMD, shall be taken against the successful bidder:
  - i) If the Bidder withdraws the bid during the period of bid validity specified in the tender.
  - ii) If the Bidder fails to provide the services as per the agreed terms on awarding the contract.

#### **14. Purchaser's Right to amend/cancel**

- a) IAV reserves the right to amend the eligibility criteria, commercial terms & conditions, Scope of Supply, quantities, technical specifications etc. The same shall be published on the Institute website.
- b) IAV reserves the right to cancel the entire or partial tender without assigning any reasons thereof.
- c) IAV reserves the right to reject the bid submitted by the lowest evaluated Bidder.

#### **15. Corrupt or Fraudulent Practices**

- a) It is expected that the bidders who wish to bid for this project have the highest standards of ethics.
- b) IAV will reject bid if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.
- c) IAV may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if at any time determines that the Vendor has engaged in corrupt and fraudulent practices during the award / execution of contract.

#### **16. Interpretation of the clauses in the Tender Document / Contract Document**

In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, the interpretation of the clause(s) by the Director, IAV shall be final and binding on all parties.

#### **17. Terms & Conditions:**

- a) For the total sum assured (Amount of insurance), IAV shall consider number of policies as deemed fit in consultation with successful bidder.
- b) Completion of Job: -Insurance Policy/policies as per the requirement of IAV to be issued within 24 hours from the date of award of tender or as the date mentioned in the Award Letter. All insurance coverages shall be effective immediately after the award of the tender or as per the agreed terms and remain valid for one year.

- c) Claims, if any, against the policies shall be settled within a maximum of 15 days from the date of submission of claims.
- d) Arbitration: - Disputes, if any, in respect of the operation of the insurance policies shall be amicably settled through mutual discussion. However, if disputes are not amicably resolved, the same shall be referred to arbitration as per the relevant rules & laws prevailing in India.
- e) Any legal dispute that may arise will be settled within the jurisdiction of the courts of the Thiruvananthapuram District only.
- f) All corrections (if any) must be signed at the appropriate place by the authorised signatory of the bidder; otherwise tender will be invalid. There should not be any corrections or overwriting on the price bid. If so, the offer will summarily be rejected.
- g) Offer validity: Offer/ quotation shall be valid for 90 days from the date of opening the tender.
- h) Bidder's quoted Price shall remain firm till completion of the Insurance coverage period. Quoted price shall be inclusive of all taxes & duties, other charges etc applicable for the job.
- i) Operating Authority: - Operating authority of the insurance contract shall be the Director, IAV.
- j) Payment Terms: 100 % premium shall be paid by IAV immediately on submission of the bill / Cover Note.
- k) Price should be mentioned both in the figure and Words.
- l) Lowest bid shall be evaluated on the basis of lowest price (all inclusive) received from a bidder as per the price bid format.
- m) An unconditional acceptance of the scope of work and terms & conditions should be submitted along with the technical bid.
- n) IAV reserves its right to accept or reject any /all bid(s) without assigning any reasons thereof.

Sd/-  
Director

**Technical Bid (To be filled by the bidders)**

1.	Name & Address of Registered Office of the Company  Telephone No. FAX No: E-Mail:	
2.	PAN No.	
3.	GST No.	
4.	Whether the bidder is an Indian public sector insurance Company registered and approved by IRDA. (Attach proof)	Yes / No
5.	Whether the bidder has a fully functional branch at Thiruvananthapuram. (Attach proof)	Yes / No
6.	Whether the bidder have experience of insuring fixed assets of Central/ State Government Research Institutes/ Academic institutes of sum assured value not less than Rs. 65 Crores during the last 3 financial years in a single case. (Attach proof)	Yes / No
7.	Whether submitted EMD for Rs.50,000/- Attach the DD or proof of remittance	Yes/No

**Please note that the bidders should attach all supporting documents in support of the eligibility criteria in one go, and in case of failure to attach the above-said documents in support of eligibility criteria, such bid shall be subject to rejection.**

**(Authorized signatory)**

**INSTITUTE OF ADVANCED VIROLOGY (IAV)**  
**DETAILS OF ASSETS FOR WHICH INSURANCE TO BE PROVIDED**

**PHASE 1A ASSET DETAILS**

<b>Particulars of Assets</b>	<b>Value</b>
Building	₹ 9,75,74,103.00
Research Equipment	₹ 26,74,83,349.00
Blinds and curtains	₹ 2,71,040.00
Office Furniture	₹ 80,97,793.00
Laboratory Furniture	₹ 1,10,07,361.00
MBD(Generator 320 KV & 160 KW)	₹ 38,66,251.00
Electrical Substation and associated equipment	₹ 1,83,16,373.00
UPS	₹ 3,65,138.00
Sewage Treatment Plant	₹ 11,76,519.00
Solar Power Plant 130 KW Capacity	₹ 75,99,200.00
Lift	₹ 20,35,500.00
HVAC and allied Installations	₹ 89,48,844.00
Platen glass	₹ 50,00,000.00
Plumbing installations	₹ 17,54,455.00
Electric Fittings	₹ 1,71,70,424.00
Extra low voltage (ELV) fittings	₹ 10,81,523.00
Fixed Fire Fighting Installations	₹ 5,91,361.00
<b>TOTAL</b>	<b>₹ 45,23,39,234.00</b>

**PHASE 1B ASSET DETAILS**

<b>Particulars of Assets</b>	<b>Value</b>
Building	₹ 39,03,42,195.00
Research Equipment	₹ 2,38,81,527.00
Laboratory & Office Furniture	₹ 92,15,931.00
Electrical installations	₹ 69,07,057.00
ELV installations	₹ 78,50,023.00
Plumbing installations	₹ 13,02,863.00
Board partitions	₹ 1,70,70,390.00
HVAC and allied installations	₹ 22543290.00
Lift	₹ 91,70,000.00
Platen glass	₹ 1,00,00,000.00
<b>TOTAL</b>	<b>₹ 49,82,83,276.00</b>

**Grand Total - ₹ 95,06,22,510/-**

**PRICE BID FORMAT**

Sl. No.	Description of insurance cover	Single Premium Amount in Indian Rupees (in Figures)	GST		Total Premium Amt in Rs. (Incl. GST)
			% age	Amount (Rs.)	
1	<b>Insurance Coverage of Fixed Assets</b> [Including Equipments (Lab & Office), furniture & fixtures, Computer/ Peripherals, other fixed assets, Networking etc.] at Phase IA & Phase IB buildings at the Permanent Campus of IAV as per the scope and Terms & Conditions of the tender. (Tax percentage / tax amount, if any, should be mentioned separately)				

Total Premium Amount in words Rs.....

**Bidder's Seal & Signature**

**COVERING LETTER**

To

The Director,  
Institute of Advanced Virology (IAV)  
Thiruvananthapuram

**Subject: Submission of bid for insurance of the Fixed Assets of Institute of Advanced Virology**

Dear Sir,

We, the undersigned, offer to insurance of the Fixed Assets of IAV Thiruvananthapuram, in response to your Tender No. \_\_\_\_\_.

We are hereby submitting our proposal for the same, which includes a technical bid and a financial bid.

We hereby declare that all the information and statements made in this bid are true, and we accept that any misinterpretation contained in it may lead to our disqualification.

We hereby certify that my/ our firm has not been disqualified and/or blacklisted by any Office/ Department/ Undertaking of the State Government / Central Govt. of India, PSU/ Autonomous Body of the Government of India, as on the date/time of submission of this bid.

We agree to abide by all the terms and conditions of the tender document, including corrigenda. We would hold the terms of our bid valid as per the terms & conditions as stipulated in the tender document.

We understand you are not bound to accept any proposal you receive.

The undersigned is authorised to sign this bid document. The authority letter to this effect is enclosed.

Yours sincerely,

Authorized Signatory:  
Name and Title of Signatory:  
E-mail:  
Mobile No:

**AUTHORITY LETTER**

Dated:

To

The Director,  
Institute of Advanced Virology (IAV)  
Thiruvananthapuram

**Subject: Authority Letter**

Reference: Tender No:.....

Dear Sir,

We, M/s..... (Name of the bidder)  
having registered office at .....  
.....(address of the bidder)  
herewith submit our bid against the said tender document.

Mr./Ms.....(Name and  
designation of the signatory), whose signature is appended below, is authorized to  
sign and submit the bid documents on our behalf against said tender.

Specimen Signature:

The undersigned is authorised to issue such authorisation on behalf of us.

For M/s. \_\_\_\_\_ (Name of the bidder)

Signature and company seal

Name:

Designation:

Email:

**UNDERTAKING FOR SITE INSPECTION**

Tender no.: IAV/345/ADMIN/2025 dt 19.02.2026

**Name of tender:** Standard Fire and Special Perils insurance coverage for fixed and other assets at the Institute of Advanced Virology, Thonnakkal, Thiruvananthapuram

We undertake that we have visited the site for the above-mentioned tender and have understood the site conditions and the scope of insurance to be provided. We also undertake that our financial quote is arrived at after ascertaining site conditions and the scope of the service.

Signature of bidder(s) with stamp

(Note: the declaration shall be submitted by the bidder in their company letter head duly signed & sealed by the authorized representative of the bidder)