

Himachal Pradesh Power Corporation Ltd.
(A Govt. of H.P. Undertaking)

Corporate Office: Himfed Building, BCS, New Shimla, Himachal Pradesh-171009.



NOTICE INVITING TENDER

The Himachal Pradesh Power Corporation Ltd. (HPPCL) invites sealed Bids (Techno Commercial Bid & Price Bid) for procurement of insurance policies (BSUS/BLUS policies) from Nationalized insurance companies in India, who meet the qualification requirements for procurement of Standard Fire & Allied Perils (**Bharat Sookshma Udyam Suraksha & Bharat Laghu Udyam Sooraksha policies**) for the Residential & Non- Residential buildings and associated assets of Sawra Kuddu HEP & Kashang HEP locations for a period of one year with effect from the date as stated in the Invitation to Bid.

Tender No.	HPPCL/SKHEP/Sr.Manager(P&C)/NIT-2025-26-Tender-15 Dated 30.01.2026
Tender Publishing date	30.01.2026
Submission end date of the Queries from the prospective bidders	04.02.2026 at 14:30 Hrs
Clarification of Queries	05.02.2026 at 15:00 Hrs
Bid Submission Last Date & Time	09.02.2026 at 11:00Hrs
Tender Opening Date & Time (Technical Bid)	09.02.2026 at 11:30Hrs
Scope of Work	Detailed in SECTION-III: Particulars
Bidding Procedure	Single Stage (2 envelopes) Cover-1 – Technical Bid Cover-2 – Price Bid
Tender Opening Date & Time (Financial Bid)	To be intimated by HPPCL
Name, Designation, Address of the tendering authority	Sr. Manager (P&C), Sawra Kuddu HEP, HPPCL, Hatkoti, Tehsil-Jubbal, Distt.-Shimla, HP – 171206. <u>procurement.skhep@gmail.com</u>
Address for Communication	(same as address of tendering authority above)

For details of the tender documents, terms & conditions etc. please visit / refer the website as www.hppcl.in

-sd-

**Sr. Manager (P&C),
Sawra Kuddu HEP,
HPPCL, Hatkoti, Tehsil-
Jubbal, Distt.-Shimla,
HP – 171206.**

NOTICE INVITING TENDER

To,

The Prospective Bidders

Dear Sir/Madam,

A. Himachal Pradesh Power Corporation Ltd., hereinafter to be referred as HPPCL, invites bids from eligible Bidders in a sealed bid cover strictly for the sum insured, deductibles and risks profiles in accordance with the Annexure – “III” (Price Bid Document) enclosed herewith for providing insurance requirements for procurement of Standard Fire & Allied Perils (**BSUS & BLUS**) Policy for the Residential & Non Residential buildings and associated assets of Sawra Kuddu HEP & Kashang HEP locations from Nationalized Insurance Companies in India (under guidance of **Insurance Regulatory and Development authority**, Govt. of India.).

B. The brief details of the tender are as under:

- Any Bidder, who wishes to quote against this tender, may download the complete bidding document along with its amendment(s) if any from the website www.hppcl.in and submit their Bid complete in all respect as per terms & conditions of Tender Document on or before the due date of bid submission.
- Bidders are advised to submit their quotation in accordance with the Annexure-III (Price Bid Document) & strictly as per the terms and conditions of the tender document attached to it and submit sealed and stamped signed offer complete with stamped and signed tender document and other necessary undertakings and declarations to reach us by 09.02.2026 at 11:00Hrs on at the following address: -

**Sr. Manager (P&C),
Sawra Kuddu HEP,
HPPCL, Hatkoti,
Tehsil-Jubbal, Distt.-Shimla,
HP – 171206.**

- Alternatively, the bidders may submit a stamped and signed offer with necessary undertakings and declarations in the form of scanned electronic documents with price bid enclosed in a password protected zip file by email at procurement.skhep@gmail.com latest by 11:00 Hrs. on 09.02.2026.

The password for opening the price bid to be shared with HPPCL team on demand only after completion of the technical evaluation.

- **The quotation should clearly indicate the total cost of premium for all the risks and sum insured under various sections after considering all discounts and rebates under the policy/ies.**
- Deviations / exceptions shall be mentioned separately. To accept or reject the offer / quote of any / all the Bidder agency/ies shall be at the sole and absolute discretion of Tender Evaluation Committee at HPPCL without assigning any reason/s.
- The contract of insurance shall be governed between you and HPPCL and incapacity / inability in any manner of the re-insurer/s for whatever reason/s to indemnify against any claim/s under the policy, shall not be a ground for repudiation or inadmissibility of any claim/s by the Insurer.
- **The late Offers / Quotes received after the deadline will not be entertained.**
- HPPCL reserves the right to summarily reject the tender of the bidders deviating from the terms requested in the NIT.
- HPPCL reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.

Yours sincerely,

----sd-----

**Sr. Manager (P&C),
Sawra Kuddu HEP,
HPPCL, Hatkoti,
Tehsil-Jubbal, Distt.-Shimla,
HP – 171206.**

Tel: +91-8894009990, 7807009995.

E-mail: procurement.skhep@gmail.com

Contents

GENERAL BIDDING GUIDELINES	6
PREPRATION OF THE BID	8
BID PROCESS	10
COVER 1: DOCUMENTS: TECHNICAL BID	11
COVER 2: PRICE BID	11
CONDITIONAL AND INCOMPLETE TENDER	12
GENERAL BIDDING GUIDELINES	13
EXAMINATION OF BIDS:	16
BID OPENING & EVALUATION	16
Opening of Cover 1: Technical Cover along with other important documents.....	16
Opening of Cover 2: Price Bid along with other important documents	17
Financial Bid Evaluation Criteria:	17
ALLOTMENT OF THE CONTRACT	19
CONDITIONS /SCOPE OF INSURANCE POLICY	20
ANNEXURE-I: BIDDER INFORMATION SHEET	24
ANNEXURE-II: Not been Suspended / Delisted/Banned / Blacklisted /Debarred.....	25
ANNEXURE-III: BID COVERING LETTER (PRICE BID FORMAT).....	26

Himachal Pradesh Power Corporation Ltd.

(A Govt. of H.P. Undertaking)

Corporate Office: Himfed Building, BCS, New Shimla, Himachal Pradesh-171009.



General Terms & Conditions

for

**“Insurance Coverage for Residential & Non Residential and Associated Assets
of Sawra Kuddu HEP and Kashang HEP of HPPCL for F.Y 2026-27”**

**Tender Inquiry No.: HPPCL/SKHEP/Sr.Manager(P&C)/NIT-2025-26-Tender-15 Dated
30.01.2026**

GENERAL BIDDING GUIDELINES

1. LANGUAGE OF BID:

The bid prepared by the Bidder and all correspondence/documents relating to the bid exchanged by the Bidder and HPPCL shall be written in English language alone. **Bid in any other language is liable to be rejected.**

2. VALIDITY OF BID:

Bidders should specify the validity period of their offer which should be valid for a minimum period of 60 (Sixty) days from the date of opening of the Price Bid. The offers which are not kept valid for at least 60 days from the date of opening the Price Bid will be rejected outright.

3. ONE BID PER BIDDER

A Firm/Bidder shall submit only 'one Bid' in the same Bidding Process individually as a Bidder. A Bidder who submits or participates in more than 'one Bid' will cause all the bids to be disqualified.

4. Extension of Bid Submission / Bid Opening Date:

HPPCL may, at its sole discretion, decide to extend the Bid submission date and / or Bid opening date. In such a case, all rights, and obligations of the HPPCL and that of Bidders previously subject to the Bid opening date will thereafter be subject to the new Bid opening date.

5. Rejection of Bids:

Any Bid received by HPPCL after the expiry of the Date of submission of Bids will be rejected outright and returned to the Bidder. Bids not containing all the information sought will be rejected.

6. HPPCL's Right to Accept any Bid and to Reject any or All Bids:

HPPCL reserves the right to accept or reject any Bid or to annul the bidding process and reject all Bids at any time prior to contract award, without assigning any reasons thereof and the HPPCL shall not entertain any claim whatsoever on this account. The Bidder shall have no claim on the HPPCL in case his Bid is rejected, or the bidding process is annulled.

7. Bidding Cost:

The Bidder shall bear all costs and expenses associated with the preparation and submission of its Bid and the HPPCL shall under no circumstances be responsible or liable for any such costs regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

8. Bid Clarifications:

During the Bid evaluation, HPPCL may, at its discretion, ask the Bidder for clarifications on its Bid. Based on the HPPCL's evaluation, and at the HPPCL's sole discretion, Bidders may be given an opportunity to

clarify their Bids in all respects to achieve compliance with the Commercial Contract and Technical Specifications. Bid clarifications shall be made in writing and addressed to the HPPCL.

9. Extension of Price Bid Validity Period:

In exceptional circumstances, Tender Evaluation Committee at HPPCL may request all the Bidders to consent to an extension of the period of validity of their respective Price Bid. The request and the response thereto will be made in writing. Extension of validity period by the Bidder must be unconditional.

10. BID CURRENCIES

Bidders must submit bid in Indian Rupees only.

11. AUTHENTICITY OF THE DOCUMENTS:

Every page of tender document along with enclosure must be signed & stamped by the bidder.

12. JURISDICTION OF THE COURT:

In case of any legal dispute arising out of this tender/ contract, the jurisdiction shall be the Courts at Shimla, Himachal Pradesh only.

PREPRATION OF THE BID

1. UNDERSTANDING OF THE BIDDING DOCUMENTS

- i. The HPPCL is not responsible for the completeness of the Bidding Document and its addenda/amendments, if they were not obtained directly from the source stated by the HPPCL in the Invitation for Bids.
- ii. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information required by the Bidding documents or submission of a bid not substantially responsive to the Bidding documents in every respect may result in the rejection of the Bid.

1. CLARIFICATION OF THE BIDDING DOCUMENT

- i. Bidder shall examine the Bidding Document thoroughly in all respect and if any conflict, discrepancy, error, or omission is observed, the bidder must submit the related queries through email within the specified date as mentioned in the date schedule.
- ii. The HPPCL will assume no responsibility for any understanding or representations concerning conditions made by any of its Officers or Agents prior to award of the Contract. No claim whatsoever for adjustment to the contract awarded under the specification and documents mentioned hereunder will be entertained by HPPCL neither any change in the time schedule of the Contract nor any adjustments arising thereof shall be permitted by HPPCL which arises out of lack of such clear knowledge or its effect on the execution of the Contract on the part of the Bidder. Any failure by the Bidder to comply with the aforesaid shall not excuse the Bidder, after subsequent award of contract, from performing the work in accordance with the contract.

Bidders are requested to resolve all their clarifications /queries to the Bidding document without any deviation and submit their Bid in total compliance to the Bidding document without any deviation/stipulation/clarification.

2. AMENDMENT OF BIDDING DOCUMENTS

- i. At any time prior to the deadline for submission of bids, HPPCL may, for any reason whether at its own initiative or in response to a clarification requested by prospective Bidders, modify the Bidding document by issuing addenda/Amendments.
- ii. The amendment/addenda shall be part of the Bidding documents and will be notified electronically to all prospective bidders and shall be binding on them. The Bidders will be required to acknowledge receipt of any such amendment to the Bidding documents only by uploading the Annexure-II duly signed and sealed.
- iii. To provide time to prospective Bidders to consider such amendment in preparing their bids, HPPCL may, at its discretion, extend the deadline for the submission of Bids.
- iv. HPPCL shall in no way responsible if the bidder fails to take notice or act in accordance with the addenda/Amendments issued time to time.

- v. HPPCL may, at its discretion, extend the deadline for the submission of bids by amending the Bidding documents, in which case all rights and obligations of HPPCL and bidders previously subject to the deadline, will thereafter be subject to the deadline as extended.

BID PROCESS

- a. Tenders are to be submitted by way of in person/post/ E-mail (**procurement.skhep@gmail.com**). All the documents uploaded along with NIT by the Tender Inviting Authority on its website form an integral part of the bid.
- b. Bidders are to keep track of all the Addendum / Corrigendum issued against the NIT and download copies of the above documents and merge the Addendum/ Corrigendum with respective NIT if applicable.
- c. Bidders are required to submit all the tender documents along with the other documents, as asked for in the tender and the addendum / corrigenda of the tender, within the stipulated date and time as given in the NIT.
- d. Any Bid which is incomplete, ambiguous, or not in compliance with the Bid Document is liable to be rejected.
- e. Tender Evaluation Committee at HPPCL reserves all rights to reject any price bid without citing any reasons even if the insurance company qualifies in technical bid.
- f. The Sum Insured as indicated in the schedules are on Provisional Basis and may be subject to changes at the time of placement of business/ on submission of valuation report after placement of the captioned insurance policies. Such upward or downward revision of Sum Insured, if any, should not have any impact on premium rate(s) quoted by underwriters and change of Sum Insured should be accepted on pro-rata premium adjustment basis.
- g. Details of each insurance cover required with respective Sum Insured (SI) is mentioned in Annexure-III attached with RFQ and the total SI for all policies has been stated in the Format of Price Bid.

The Price Bid should be on gross basis for each insurance cover/ each policy. The Goods & Services (GST) Tax should be shown separately. This would be signed by authorized signatory of Insurance Company and should be contained in a separate sealed envelope super scribing **“Price Bid for HPPCL –Standard Fire and Special Perils Policy 2025-2”** or a zip file with such file name.

- h. The Bidders must take all responsibility of submitting the Bids within the prescribed Bid Submission Date & manner.
- i. HPPCL will not accept as valid reason or be responsible for any postal delay or non-receipt/non- delivery of the Bids.
- j. Please note that premium quotations for all the insurances sought herein will be aggregated to a single figure for both locations for the purpose of comparison / evaluation of final quotation and placement / recommendations/ decisions. A separate comparative will be drawn for each policy. Tender Evaluation Committee at HPPCL reserves the right to disqualify any bidders for any deviation from standard practice / norms and terms / conditions prescribed/stipulated in the bid parameters.
- k. The ‘Format of Price Bid’ as per the Annexure-III should strictly comply with the terms as specified in the respective Schedule(s).
- l. Quotes received after scheduled date and time will not be considered and will be rejected.

COVER 1: DOCUMENTS: TECHNICAL BID

- a) The Bidders (Insurance Companies) should have the following Registration Certificate and other documents/certificates & shall submit the physical copies Duly signed and sealed by authorized signatory along with the Bid:
- i) IRDA Registration Certificate
 - ii) GST Registration Certificate
 - iii) Copy of the PAN Card
 - iv) Solvency Margin
 - v) Claims Settlement ratio (FY- 2023-24)
 - vi) Bidder information sheet as per Annexure-I furnishing name, residential address, phone no, e-mail address and place of business of person (s) authorized to sign the tender with signature of appropriate authority with designation and seal of the Company.
- N.B.: The Tender Evaluation Committee at HPPCL reserves the right to reject any tender or all tenders received at its discretion without assigning any reason whatsoever. The Tender Evaluation Committee at HPPCL is not necessarily bound to accept the lowest offer.
- b. Bidders should agree to Scope of Coverage along with Add-on covers and all the conditions of Policy and other provisions of the bidding documents. HPPCL reserves the right to reject the offer on account of such deviations/exceptions. If the Bidder, on advice of HPPCL, does not withdraw the deviations/exceptions, HPPCL reserves the right to reject the bids.
- c. Technical & Commercial Bid shall not contain any price.

COVER 2: PRICE BID

- A. All Premium Rates and total Premium to be quoted by the Bidders will be in Indian Rupees (INR) only. Basic Premium on lump sum basis shall be quoted in the Price Schedule, of Bidding Forms.

It needs to be ensured that there is no calculation mistake while quoting the premium. The entire premium quoted must be firm and no revision in the premium quoted will be allowed after the submission of bids. The premium quoted against this tender must cover all the assets indicated under Section-III: (List of Assets) of the detailed Bid Document.

- B. The Bidders cannot withdraw their offer after opening of Bids.
- C. The Bid Proposal shall remain valid for a period of 60 days from the date of receipt of 'Technical & Commercial Bid and price bid'.

CONDITIONAL AND INCOMPLETE TENDER

- a) Conditional and incomplete tenders are liable to summary rejection.
- b) The entire offer to be submitted by the bidder should be unconditional. Any information, assumption, statement mentioned in the bid document shall be treated as a condition and as such a deviation from the tender norms stipulated in the tender documents. Bidders are, therefore, requested to thoroughly scrutinize the entire tender document and seek clarifications if required before submission of tender.
- c) If any bidder fails to produce any original hard copies of the documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies submitted with the Bid document, it may be treated as submission of false documents by the bidder and action may be referred to the appropriate authority.
- d) The Corporation reserves the right to accept/ cancel any or all tenders without assigning any reason whatsoever.
- e) The corporation does not bind itself to accept the rate quoted by the lowest bidder and reserves the right to accept or to reject any or all the tenders or to split the whole work for entrusting the same to more than one insurance company.
- f) All the expenses, incidental to the submission of the tender, discussion, conferences, if any, shall be borne by the bidder irrespective of whether the tender is accepted or not and the Tender Evaluation Committee at HPPCL Shall bear no liability whatsoever.

GENERAL BIDDING GUIDELINES

A. Requests for Clarifications:

1. If the Bidder has any doubt as to the meaning or intent of any sections hereof or requires additional information, the Bidder may request such information or clarification from the Tender Evaluation Committee at HPPCL.
2. The Tender Evaluation Committee at HPPCL, at its discretion may make responses, which it believes to be of significance to all Bidders, available to all Bidders.
3. The queries are to be mailed to **procurement.skhep@gmail.com**
4. It will be the responsibility of the insurer to adhere to the above stated requirement. HPPCL will not be liable for any non-reply of queries if the above provision is not adhered. Should the accumulation of changes to the Price Bid Documents necessitate an extension to the Bid Submission Date, HPPCL may extend such date at their discretion.
5. All changes to the Price Bid Documents including any extension to the Bid Submission Date will be made formally by issuance of an amendment to the request for proposals. All Bidders must acknowledge receipt of all Amendments issued against the request for proposals when the Amendment is received, and additionally, Bidders must confirm that all Amendments have been incorporated in the preparation of their Bid. It is the responsibility of the bidder to visit the website of HPPCL to confirm of any amendments.

B. Amendments issued to this NIT:

1. Tender Evaluation Committee at HPPCL reserves the right to issue any Amendments to the Price Bid Document without assigning any reason thereto. The amendment(s) will be notified to all prospective bidders through e- mail and such amendment(s) will be binding on them. Bidders must acknowledge receipt of each amendment(s) by e-mail, in writing, by registered mail, air courier or facsimile, with specific reference to the title and date of issuance of the relevant amendment.
2. In response to such Amendments, if the Bidder has already submitted its Bid prior to issue of such amendments/corrigenda, either they shall submit their addendum Bid, only responding to this amendment(s) marked on the envelope as "Addendum Bid" or they shall be free to re- submit a fresh Bid marked on the envelope as "Amended Bid".
3. At any time prior to the deadline of submission of Bids, Tender Evaluation Committee at HPPCL may, for any reason, whether at its own initiatives or in response to a clarification by a prospective bidder, modify the Price Bid documents through amendment(s). Tender Evaluation Committee at HPPCL, at its discretion may make responses, which it believes to be of significance to all bidders, available to all bidders.

Corrections & Erases:

No erases or over writings are permissible. All the alterations, omissions, additions, or any other amendments made in the Bid shall be initialled by the person(s) signing the Bid.

C. SUM INSURED INCREASE/DECREASE AND MIDTERM CANCELLATION OF POLICY

The following to be applicable in case of Midterm Increase/Decrease of Sum Insured, Midterm Cancellation of Policy required irrespective of any claim ratio.

Additional Premium due to Sum Insured increase	Refund of Premium due to Sum Insured decrease	Refund of Midterm Cancellation, in case of renewal of policy with incumbent insurer
On Prorata Basis	On Prorata Basis	On Prorata Basis

D. IN CASE MIDTERM CHANGE OF RATING METHODOLOGY

Any change in the rating methodology during the currency of the policy by the Regulator/GI Council/TAC etc. as the case may be resulting in premium reduction, the same needs to be effected by the Insurance Company for the remaining number of days with effect from the date of the Circular/guidelines.

E. SETTLEMENT/PAYMENT OF CLAIM:

1. All claims under the scheme shall be settled by the Insurance Company (successful bidder) within the 15 (Fifteen) days from submission of claim documents.
2. Provision of “**On Account Payment for admitted claim**” must be kept for all the policies and must be released not later than 30 days of first survey/ establishment of admissibility of claim/ mutually agreeable condition.
3. For all practical purposes all claim related document submission will happen at the registered office of HPPCL at “**Himfed Building, BCS, New Shimla, Himachal Pradesh-171009**” only.

F. DEPUTATION OF SURVEYERS:

To facilitate early survey/assessment of the loss/damage in case of any claim, the bidders will have to depute the surveyor at the site of loss/damage within 72 hours from the time of intimation by the Board about the claim.

The bidders also need to submit a list of empanelled surveyors for the respective line of business.

G. CLAIM SETTLEMENT PROCEDURE:

Insurance Company will put in place a claim settlement procedure that is positive, prompt, and transparent.

- i. On intimation of any loss where a Surveyor must be appointed for assessing a loss/claim it shall be so done maximum within 48 hours of receipt of intimation from the insured and the Surveyor shall be deputed.
- ii. The surveyor shall call for all the documents in support of claim in one go but not in piece meal manner for expeditious settlement of claim, preferably at the time of visit or within 3 days thereafter.
- iii. Where the insured is unable to furnish all the particulars required by the Surveyor or where the Surveyor does not receipt the full documents from the insured, the insurer, or the Surveyor as the case may be, shall inform in writing the insured about the same to avoid delay in the assessment of the claim.

- iv. The Surveyor shall communicate its finding to the insurer within 30 days of his appointment with a copy of the report in furnish to the insured, if he so desired. Where in special circumstances of the case, either due to its special and complicated nature, the Surveyor shall under intimation to the insured, seek an extension from the insurer or submission of his report.
- v. If an insurer, on the receipt of a survey report, finds that it is incomplete in any respect, he shall require the Surveyor under intimation to the insured, to furnish an additional report.

H. PREMIUM VS. CLAIM HISTORY:

Nil Claims in Last 3 years for both policies.

EXAMINATION OF BIDS:

- The Tender Evaluation Committee at HPPCL will examine the bids to determine whether they are generally in order and confirms to all the terms conditions and specification of the Tender.
- Prior to the detailed evaluation, the Tender Evaluation Committee at HPPCL will determine whether each bid is of acceptable quality, is generally complete and is substantially responsive to the bidding documents. For the purposes of this determination, a substantially responsive bid is one that confirms to all the terms, conditions, and specifications of the bidding documents without material deviations, objections, conditionality, or reservations.
- The Tender Evaluation Committee at HPPCL shall not accept any obligation to request clarifications or substantiating information after bids have been submitted, although the Corporation at its discretion reserves the right to do this. In consequence, any such inadequacies in data submitted in any bid may adversely affect the ranking of that tender during technical evaluation.

BID OPENING & EVALUATION

Opening of Cover 1: Technical Cover along with other important documents

1. Technical covers along with other important documents will be opened by the authorised representatives of the Tender Evaluation Committee.
2. While evaluation, the Committee may ask the Bidders and seek clarification / information additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.
3. Information relating to the evaluation of bids and recommendation of contract award shall not be disclosed to bidders.
4. Any attempt by a bidder to influence Tender Evaluation Committee at HPPCL in the evaluation of the bids or Contract award decisions may result in the rejection of its bid.
5. If quoted in separate typed sheets and any variation in item description, unit or quantity is noticed; the Bid is liable to be rejected.

Opening of Cover 2: Price Bid along with other important documents

1. Price bid along with other important documents will be opened by the authorised representatives of the Tender evaluation committee.
2. Information relating to the evaluation of bids and recommendation of contract award shall not be disclosed to bidders.
3. Any attempt by a bidder to influence HPPCL in the evaluation of the bids or Contract award decisions may result in the rejection of its bid.
4. If quoted in separate typed sheets and any variation in item description, unit or quantity is noticed; the Bid is liable to be rejected.
5. IF REQUIRED, Bidders selected for opening of their price bids shall be informed about the date of price bid opening. Bidders may depute their authorized representative to attend the bid opening. The Bidders' representatives may be required to be present on a short notice.
6. The Price Bid to be submitted and should contain the following document in cover-2 as per the Annexure-III.
7. Financial proposal(s) for the technically eligible bidder(s) declared by the Tender Evaluation Committee will be opened on the prescribed date and time.

Financial Bid Evaluation Criteria:

1. After opening of financial covers and evaluation of L1, L2, L3.... Bidders (**separately for both BSUS & BLUS policy**), the intimation to qualified bidder(s) and further communications thereafter will be intimated online/offline/through HPPCL portal.
2. Evaluation by the Tender Evaluation Committee at HPPCL shall be based on the documents as uploaded by the bidder as per the tender clauses. The requirements as stipulated in the tender documents are the minimum ones and the committee has the right to ask for any additional information, if necessary, in case the documents uploaded by the bidder are found inadequate. The Tender Evaluation Committee reserves its right to reject any tender if the bidder is found not qualified to perform the work satisfactorily. The Tender Evaluation Committee reserves the right to reject any tender, at any stage, if the bidder is found to have become qualified by giving incorrect and/or false information.
3. Notwithstanding anything stated above or elsewhere, The Tender Evaluation Committee reserves the right to assess the capability and capacity of the bidder (in discussion with the appointed broker), should the circumstances warrant such assessment in the overall interest of the HPPCL.

4. In case of a tie, the contract will be awarded to the bidder with Higher Solvency/Claims Settlement Ratio of the Insurer as on 31st March 2025.

5. VALIDITY OF BID:

A. Bid shall remain open for acceptance by the Owner for a period of **Sixty (60) days** from the last date of opening of the Bid. During this period the Bidder shall not withdraw or amend his Bid.

B. Notwithstanding sub-Clause (a) above, the Owner may obtain the Bidder's consent to extend the validity period of his Bid, as required. The request and response thereto shall be made in writing. A Bidder accepting the request will not be permitted to modify his Bid.

ALLOTMENT OF THE CONTRACT

A. ALLOTMENT OF THE WORK:

Tender Evaluation Committee at HPPCL will award the Contract to the successful bidder whose Bid has been determined to be substantially responsive and has been determined as the lowest (L1) by the Tender Evaluation Committee.

Tender Evaluation Committee at HPPCL reserves the right to decide the basis of ascertaining the lowest (L1) bidder for the purpose of allotment of work order, as it deems fit, in any of the following manner-

- 1) L1 bidder based on overall premium quoted for all line of policies under this NIT taken together; or
- 2) L1 bidder in each line of policy taken individually and premium quoted against each for placement on policy-wise basis.
- 3) Tender Evaluation Committee at HPPCL does not bind itself to accept the rate quoted by the lowest bidder and reserves the right to accept or to reject any or all the tenders or to split the work order among more than one bidder in a co-insurance pattern as decided by the Tender Evaluation Committee.
- 4) The Tender Evaluation Committee at HPPCL shall not be obliged to furnish any information/ clarification/ explanation to the non- qualified Insurance agencies, if any, as regards non-acceptance of their bids. HPPCL shall correspond only with the qualified Insurance agencies.

B. CONTRACT PERIOD:

The Contract Period will be for 1 (one) year.

C. TERMINATION OF CONTRACT:

Tender Evaluation Committee at HPPCL reserves the right to cancel the contract placed on the bidder if:

- i. The bidder commits breach of any of the terms and conditions.
- ii. The bidder goes into liquidation voluntarily or otherwise.
- iii. The service is found unsatisfactory.

CONDITIONS/SCOPE OF INSURANCE POLICY

Policy Type: - Bharat Sookshma Udyam Policy & Bharat Laghu Udyam Sooraksha Policy as defined in the Policy wording(s)

Policy Description:

The Bharat Sookshma Udyam Suraksha Policy for Residential & non-residential Building & associated assets of Sawra Kuddu & Kashang Hydro Electric Power and the like owned by the Insured or additional insureds with others or held in trust for which the insured have an insurable interest therein.

Insured Name:

‘Himachal Pradesh Power Corporation Limited’ (followed by the name of the plant) having Registered Office at **“Himfed Building, BCS, New Shimla, Himachal Pradesh-171009”**. (Principal Assured) and/or subsidiaries and/or affiliated companies and/or associated companies and/or owned controlled, Joint Venture, Shareholder or any subsidiary companies or corporations as now or may hereinafter be constituted as their respective rights and interest may appear and/or subcontractors, O&M contractors and/or Owner’s Engineer and /or finance parties (lending banks/lending institutions & their advisors) under the finance documents all for their respective rights and interests and/or as required under any contract together with their respective successors in title and assigns and all as their respective rights that may appear.

Financer: Shall be advised later.

Policy details:

Sr. No	Name of the plant	Location address	Occupancy	Policy Period
1	Hatkoti (Sawra Kuddu)	Hatkoti Tehsil, Jubbil District, Shimla (HP-171206)	for Residential & non-residential Building & associated assets of Kashang Hydro Electric Power	1 year
2	Kashang	City-Reckong PEO, Distt: Kinnaur, State: Himachal Pradesh- 172107	for Residential & non-residential Building & associated assets of Kashang Hydro Electric Power	1 year

Description	Sum Insured (in INR)	
	Kashang	Hatkoti (Sawra Kuddu)
Building	2,99,35,339/-	27,39,85,393/-
Plant & Machinery		19,05,695/-
Computer & Data Processing		51,86,695
Electrical & Electronics Items		84,55,430
Furniture & Fixtures		65,15,092
Total Asset value	2,99,35,339	29,60,48,305/-

List of Add-on Covers

Policy shall also include the following clauses/extensions/add-on covers:

Coverages and Clauses (As per Bharat Sookshma Udyam Sooraksha Policy)	Limit of Liability
STFI	Full Sum Insured
Earthquake	Full Sum Insured
Terrorism	Full Sum Insured
Architects, Surveyors Consulting Engineers Fees up to 5% of the claim amount	In-Built cover
Cost of Removing Debris up to 2% of the claim amount	In-Built cover
Additions, alterations, or extensions covered up to 15% of SI except Stock	In-Built cover
Temporary removal of stock up to 10% of value	In-Built cover
Start-up expenses up to Rs.5,00,000/-	In-Built cover
Cost compelled by Municipal Regulations. The Total amount recoverable under any item of the policy shall not exceed the Sum Insured thereby.	In-Built cover
Cover for Specific Contents: Money upto Rs.50,000/- during the policy period. Cover for Documents such deeds, manuscripts, business books, plans, drawings, securities etc. upto Rs.50,000/- during the policy Period. Cover for computer programmes, information, and data upto 5 Lakh during the policy period. Cover for Personal effects of employee, Directors, and visitors upto Rs.15,000/- per person for a maximum of 20 persons during the policy Period.	In-Built cover
Under Insurance waived off upto 15%	In-Built cover
Impact damage of any kind i.e., damage caused by impact of, or collision caused by,	In-Built cover

any external physical object (e.g., vehicle, falling trees, aircraft wall etc)	
Theft within 7 days from the occurrence of and proximately caused by any of the above Insured Events.	In-Built cover
Reinstatement Value Clause (Not applicable on stocks)	In-Built cover
Any other Add-on cover filed under BSUS/BLUS policy by the participating Insurance company	

Deductibles/ Excess:

Sr. No.	Policy Section	Deductible
1	Property Damage	As per BSUS/BLUS Policy Tariff
2	Terrorism	As per Terrorism Pool for BSUS/BLUS Policies

Good Features Details :

Good Feature Details	Kashang	Hatkoti (Sawra Kuddu)
Operational Fire hydrant/ sprinkler/ water spray system/ fire alarm/smoke detectors	All Buildings have fire extinguisher facilities.	NIL
Electrical Installations - Well maintained standard equipment and installations	All buildings have well maintained standard equipments & installation.	All buildings have well maintained standard equipments & installation.
Provision of storm water drainage system and building with plinth level at least 1.5 ft above ground	Well maintained gravity storm water drainage.	Gravity storm water drainage is present.
High standard of Security for 24*7 and CCTVs	Security persons deputed at all locations.	NIL
Past 3-year claim ratio	NIL	NIL
Basement in the building used for Operations/storage/plants & machinery installed therein	NIL	NIL
Insured premises located within 1KM distance of a water body	Only three buildings are located within 1Km of water body.	Yes
Risk is located in a thickly populated area with no access to fire brigade vehicle	NIL	NIL

Age of building beyond 30 years/ Strength & Conditions of building below average	NIL	NIL
--	-----	-----

ANNEXURE-I: BIDDER INFORMATION SHEET

(ON THE LETTER HEAD OF THE BIDDER)

Sr. NO	Description	Bidders Response
1	Name of the Firm	
2	Registered Office details	
3	Communication address of the participating office of bidder	
4	Contact Telephone Nos.	
5	Email ID:	
6	Name of the Bidders representative	
7	Communication address Bidders representative	
8	Contact Telephone Nos.	
9	Email ID:	
10	Nature/status of candidate firm (whether sole Proprietary/ Partnership)/Private Limited/ Public Limited/Public sector)	
11	IRDAI Registration number (copies of licenses to be submitted)	
12	GST Registration details	
13	PAN/TAN No.	

Signature:

SEAL OF COMPANY

Name : Designation :

* Scanned self-attested copies of certificates/documents, as applicable to be submitted. Authorized Signature, Name & Designation

**ANNEXURE-II: Not been Suspended / Delisted/Banned /
Blacklisted /Debarred**

(ON THE LETTER HEAD OF THE BIDDER)

Ref: Tender No.: HPPCL/SKHEP/Sr.Manager(P&C)/NIT-2025-26-Tender-15 Dated 30.01.2026

We hereby declare that we have not been suspended / delisted/banned / blacklisted /debarred by any other Govt. Ministry /Department / Public Sector Undertaking / IRDA / SEBI / Autonomous Body / Financial Institution / Court etc. We certify that neither our Company nor any of the Directors are involved in any scam or disciplinary proceedings settled or pending adjudication.

We hereby undertake and confirm that we shall comply with the Guidelines of IRDA.

We also confirm that the premium submitted by us is final & binding on us and will not be revised from our side. Only in case of any regulatory level change or guideline by Central Government / IRDAI / GIC / IIB becoming effective between the submission of our tender & before the placement of Work-order to us by HPPCL, we will confirm the impact of such change on premium in writing to HPPCL for their consideration.

Thanking you,

For & on behalf of

(Name of the Insurance Company)
(Sign & seal of Authorized signatory)

ANNEXURE-III: BID COVERING LETTER (PRICE BID FORMAT)

(Should be submitted on Bidder's Letter Head.)

BID COVERING LETTER

To,
Sr. Manager (P&C),
Sawra Kuddu HEP, HPPCL,
Hatkoti, Tehsil-Jubbal,
Distt.-Shimla, HP – 171206.
procurement.skhep@gmail.com

Sub: - Offer for **Bharat Sookshma Udyam Suraksha & Bharat Laghu Udyam Sooraksha policies** for the Residential & Non Residential buildings & associated assets of Sawra Kuddu HEP & Kashang HEP locations for a period of one year.

- A. Bharat Sookshma Udyam Policy**
- B. Bharat Laghu Udyam Sooraksha Policy**

Dear Sir,

In response to your 'Notice Inviting Tender (NIT) HPPCL/SKHEP/Sr.Manager(P&C)/NIT-2025-26-Tender-15 Dated 30.01.2026 and Bid Documents received by us, we are pleased to quote for **Bharat Sookshma Udyam Suraksha & Bharat Laghu Udyam Sooraksha policies** for the Residential & Non Residential buildings & associated assets of Sawra Kuddu HEP & Kashang HEP locations for a period of one year.

Policy Type	Policy Period
Bharat Sookshma Udyam Sooraksha Policy	1 year
Bharat Laghu Udyam Sooraksha Policy	1 year

We submit our quote as per the terms & conditions as mentioned in the Bid document. We agree to all the terms & conditions of insurance Policies contained in the Technical & Price Bid Document. We agree and confirm to issue to your insurance policies cover for Residential & Non Residential buildings & associated assets of Sawra Kuddu HEP & Kashang HEP locations for a period of one year as per the details mentioned below as per the Price Bid Document against any and every risk for whatever reason other than the limited exclusions specified by you in the Price Bid Document and accepted by us unconditionally for the deductibles, time excess and limited to the sum insured mentioned hereinbelow:

The Participating Insurance Companies need to submit their best competitive terms in the following format.

Name of the Plant	Kashang HEP	Hatkoti (Sawra Kuddu)
Policy Type	BSUS Policy	BLUS Policy
Insurer Capacity (%)		
Sum Insured (in INR)		
Property Damage	2,99,35,339/-	29,60,70,305/-
Earthquake		
STFI		
Terrorism		
Premium Rate		
Property Damage		
Earthquake		
STFI		
Terrorism		
Net Premium		
Property Damage (incl. EQ+STFI)	-	-
Terrorism	-	-
Net Premium (in INR)	-	-
GST@18%	-	-
Total Premium Payable (in INR)	-	-

Coverages and Clauses	Limit of Liability	Insurers Remarks
STFI	Full Sum Insured	
Earthquake	Full Sum Insured	
Terrorism	Full Sum Insured	
Architects, Surveyors Consulting Engineers Fees up to 5% of the claim amount	In-Built cover	
Cost of Removing Debris up to 2% of the claim amount	In-Built cover	
Additions, alterations, or extensions covered up to 15% of SI except Stock	In-Built cover	
Temporary removal of stock up to 10% of value	In-Built cover	
Start-up expenses up to Rs.5,00,000/-	In-Built cover	
Cost compelled by Municipal Regulations. The Total amount recoverable under any item of the policy shall not exceed the Sum Insured thereby.	In-Built cover	
Cover for Specific Contents: Money upto Rs.50,000/- during the policy period. Cover for Documents such deeds, manuscripts, business books, plans, drawings, securities etc. upto Rs.50,000/- during the policy Period. Cover for computer programmes, information and data upto 5 Lakh during the policy period.	In-Built cover	

Cover for Personal effects of employee, Directors, and visitors upto Rs.15,000/- per person for a maximum of 20 persons during the policy Period.		
Under Insurance waived off upto 15%	In-Built cover	
Impact damage of any kind i.e., damage caused by impact of, or collision caused by, any external physical object (e.g., vehicle, falling trees, aircraft wall etc)	In-Built cover	
Theft within 7 days from the occurrence of and proximately caused by any of the above Insured Events.	In-Built cover	
Reinstatement Value Clause (Not applicable on stocks)	In-Built cover	
Any other Add-on cover filed under BSUS/BLUS policy by the participating Insurance company		

Deductibles/ Excess:

Sr. No.	Policy Section	Deductible
1	Property Damage	As per BSUS & BLUS Policy
2	Terrorism	As per Terrorism Pool for BSUS/BLUS Policies

Sr. No.	Description
Policy Conditions	
1	
2	
3	
4	
5	
Policy Exclusions	
1	
2	
3	
4	

The value/s of the properties of the insured stated in the Price Bid Document are provisional and therefore we agree to the premium cost subject to variation on the final value to be determined by your Company for the respective properties offered for coverage of insurance.

We have agreed to all the terms & conditions of the Price Bid Document.

The quotation, terms and conditions, valuation of properties as accepted are attached to this letter containing _____ pages duly signed and stamped.

We look forward to serving you to our best against risks as per your Price Bid Document at our competitive Premium cost.

Thanking you,

For & on behalf of

(Name of the Insurance Company)
(Sign & seal of Authorized
signatory)