GODAVARI GAS PRIVATE LIMITED

(A JOINT VENTURE OF APGDC & HPCL)

Rs.No.386/2, Beside District Collectorate, Near ITI College, Dowleswaram, Rajahmundry, Andhra Pradesh – 533125

REQUEST FOR QUOTATION

Ref.: GGPL/C&P/SR 1001041/2026-27/11 **Date: 21.10.2026**

To

The Insurance Company

SUB.: INSURANCE COVERAGE FOR GGPL ASSETS AND PROJECT MATERIAL.

Dear Sirs,

Godavari Gas Private Limited, hereinafter called GGPL/Purchaser invites you to submit your Quote by submitting all Annexures duly signed and stamped including filled in price schedule.

1. The Scope of Insurance coverage is placed at Annexure-A enclosed with this enquiry.
2. Period of Cover- 1 year
3. Payment Terms: As per SCC.

MODE OF SUBMISSION OF QUOTATIONS:

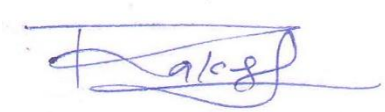
You are requested to submit your **PASSWORD PROTECTED (Strictly)** Quotations in email to contracts@apgdc.in with CC to cfo@godavarigas.com

Last date for submitting the quotation through Email is 05.11.2026 14:00 Hrs and time of bid opening is 05.11.2026 15:00 Hrs. Password shall be obtained during the bid opening via Video conference or through Email at the time of bid opening.

The management reserves the rights to amend, modify and alter any or all of the terms and conditions of this offer.

Thanking you,

Yours truly,
For Godavari Gas Private Limited



(M. Satya Rakesh)
Asst. Manager (CGD)

Enclosures:

Annexure – A : Scope of Work
Annexure – B : Price Schedule/Schedule of Rates
Annexure – C : Special Conditions of Contract (SCC)

Annexure – A

SCOPE OF WORK

SCOPE OF INSURANCE

1.0 Introduction:

Godavari Gas (P) Ltd. (a wholly owned subsidiary of APGDC & HPCL) was incorporated on 27thSeptember, 2016 for the implementation of City Gas Distribution (CGD) in the state of Andhra Pradesh.

The company has been authorized by the Petroleum and Natural Gas Regulatory Board (PNGRB) to undertake CGD projects in erstwhile West Godavari & East Godavari (EAAA) districts in the state of Andhra Pradesh. The Company is presently operating 18 CNG stations and is planning to set up about 35 CNG stations across these 2 districts. Further, new stations are under development/planning stage and will be added in due course of time. The company has also laid steel & MDPE pipelines in various towns & villages of these 02 districts to supply natural gas to various segments of customer's viz. industrial, commercial and domestic.

Considering the nature of activities and initial implementation of the CGD Projects, phase wise capitalization is being done in the cities as soon as a PNG Network is charged and gas supply to industrial customers commenced as the case may be.

SCOPE FOR INSURANCE COVER:

(A). PERIOD OF COVER:

i) Period - One year.

ii) GGPL reserves the right to renew the insurance policy(s) for another period of one year or part, on the existing terms and conditions, without assigning any reasons.

(B) DETAILS OF INSURANE COVER:

1 ALL RISK POLICY FOR MOVEABLE OF CASCADES & EQUIPMENT'S (SOR Item-1)

This policy would cover all risks including terrorism during filling of gas in the cascade, dispensing of gas from the cascade & when the LCV is in movement or non-moving condition. The policy would also cover all risks including terrorism during transit of gas. Further, unintentional act or accident from any fortuitous cause any time, losses due to digging/hitting/ or any other act by third party including terrorism would also be covered.

The sum insured would be Rs.2 lakhs. Further, GGPL opts to keep the minimum excess as Rs.5000/- for each & every claim.

2 ALL RISK POLICY FOR EQUPMENT'S AND LINE PACK (SORItem-2)

This policy would cover all risks including terrorism relating to equipments, pipelines (laid underground and over ground) and line pack. The policy would also cover all risks including terrorism during transit of gas. Further, unintentional act or accident from any fortuitous cause any time, losses due to digging/hitting/ or any other act by third party including terrorism would also be covered.

The sum insured would be Rs. 10 lakh. Further, GGPL opts to keep the minimum excess as Rs.5000/- for each & every claim.

3 STANDARD FIRE AND SPECIAL PERILS POLICY (SOR Item:3)

This policy would cover standard fire and special perils including Storm, Tempest, Flood, Inundation, Hurricane, Cyclone, Typhoon and Tornado (STFI) extension for plant and machinery of the company lying at all units/sites of the company on floater basis. The Plant & machinery will include Compressors, Dispensers, Metering Skids, DRS, MRS, Stationary & Movable Cascades, Accessories, Signage, Pipelines, Piping/ Tubing, Fittings, Civil Works including Buildings, etc. The insurance cover for plant and machinery is to be obtained on re-instatement basis. Further, all types of assets to be commissioned in the policy period would also be covered under the insurance policy. In case, there is an increase in the value of plant and machinery during the tenure of the Policy, the Sum Insured under the said Insurance Policy will be enhanced and proportionate amount of Insurance Premium will be paid and necessary endorsements shall be made in the Policy by the Insurer accordingly.

The following add-on covers are required under this policy:

(i) Earthquake (Fire and shock)
(ii) Terrorism cover
(iii) Spontaneous Combustion
(iv) Escalation
(v) Omission to insure additions, alterations or extensions
(vi) Burglary & housebreaking including theft

The sum insured under this policy would be Rs.7756.82 lakhs on re-instatement basis. The location wise sum insured would be as under:

Particulars	East	West
Alampuram DBS		70.74
Amalapuram	205.35	-
Amalapuram CNG	19.28	-
Amalapuram CNG mother station	51.71	-

Amalapuram CNG mother station to Bodasakuru	52.15	-
Amalapuram PNG Network	210.82	-
Balabadrapuram DBS	71.21	-
Bhimadole Steel Pipeline	-	155.65
Bhimavaram DBS	-	69.95
Bhimodole DRS		0.15
CNG DB Bendapudi	33.34	-
CNG DB Dharmavaram	-	32.79
CNG DB Kalaparru	-	76.72
CNG DB Lalacheruvu	31.92	-
CNG DB Ramavaram	32.20	-
CNG DB Station Amalapuram	1.07	-
CNG DB Station Balabhadrapuram	1.08	-
CNG DB Station Bhimadole	-	180.77
CNG DB Station Bhimavaram	-	1.01
CNG DB Station Chagallu	-	39.83
CNG DB Station Eluru	-	82.33
CNG DB Station Gopalapuram	29.99	-
CNG DB Station Khaza	-	28.26
CNG DB Station Morampudi	1.08	-
CNG DB Station Nidadhavolu	-	1.07
CNG DB Station Pentapadu	-	1.07
CNG DB Station Peravali	-	1.09
CNG DB Station Ravulapalem	1.08	-
CNG DB Station Razole	31.50	-
CNG DB Station Sivakodu	26.74	-

CNG DB Station Sivakoduru	51.79	-
CNG DB Station Talluru	1.07	-
CNG DB Station Thethali	-	29.20
CNG DB Station Uppalapadu	-	30.02
CNG DB Thethagunta	32.69	-
CNG DB Tuni	33.02	-
CNG Mother Station Kovvuru	-	165.86
CNG Mother Station Thethali	-	251.35
CNG Mother Sttion Vatluru	-	326.85
CNG Stations	0.33	
CNG-TP GUDEM MS	-	35.62
DBS-KATHIPUDI	81.39	-
DBS-PERAVALI	-	60.20
DBS-TALLURU	75.52	-
DCU ONGC	45.85	-
Doweleswaram MS	49.80	
Doweleswaram MS	0.78	
DRS Bhimadole	-	13.82
Eluru City (Santhi Nagar)	-	4.19
Eluru PNG Network	-	303.03
Gail Koppaka(Sv-6) to Prasad Seeds	-	567.95
Gail Koppaka(Sv-6) to Vatluru CNG Mother Station	-	634.17
GGPL Rajahmudry Office	1.00	-
Gudala terminal to Amalapuram CNG mother station	362.00	-
Kovvur Mother station	-	0.81
Kovvuru Station	-	30.31
Lalacheruvu DB Staion(Sri Surya Prakash)	51.79	-
Lalacheruvu DBS	0.52	-
Mobile Cascade	12.41	-
Morampudi DBS	74.97	-
MS KVR STN	-	674.60
Nidadavole DBS	-	79.01
Pentapadu DBS	-	71.45
Peruru	12.92	-
PNG BHIMADOL	-	0.73
PNG Bhimadole		156.15
PNG Chagallu	-	134.29
PNG DCU unit	44.87	-
PNG Kovvur	-	241.02

PNG KOVVURU	-	2.60
PNG Peruru	310.56	
PNG RJY	83.34	-
PNG TP GUDEM	-	414.66
Prasad Seeds	-	56.95
Rajahmundry	1.03	-
Ravulapalem DBS	73.29	-
RJY office	15.52	-
Tallur DBS Station	0.06	-
Tallur DBS Station	0.26	
Vatluru	-	1.03
Vatluru Mother Station	-	9.15
Vatluru to Eluru City	-	140.48
Other assets	2.58	
Grand Total	**2,499.90**	**5,256.92**
Total Plant and Machinery		**7,756.82**
Office furniture & Fixtures		8.25
Office Equipment		6.39
Computer & Telecom systems		6.85

Further, GGPL opts to keep the minimum excess as Rs.10,000/- for each & Every claim

4 STANDARD FIRE AND SPECIAL PERILS POLICY (SOR Item:4)

This policy would cover standard fire and special perils including Storm, Tempest, Flood, Inundation, Hurricane, Cyclone, Typhoon and Tornado (STFI) extension for stock held in open storage (including stock held at transporter's space) and closed storage (including stock held at transporter's space) for all the units/sites of the company in east and west Godavari districts on Floater basis. The insurance cover is to be taken for Steel Pipes, MDPE Pipes, Compressors; Cascades; Back up Power Generator; Odorizer , MDPE Valves & Fittings, Insulating Joints; Fittings & Flanges; Meter Regulating Skids; District Regulating Systems; Dispensers; SS Tubes; Meter & Regulators; Backup Power Generator; Mass Flow Meter, Spares, Stationeries, Liveries etc.

The following add on covers are required under this policy:

(i) Earthquake (Fire and shock)
(ii) STFI extension
(iii) Terrorism cover
(iv) Burglary & housebreaking including theft

The sum insured under this policy would be Rs.1115.41 lakhs (Under open storage and under closed storage) on re- instatement basis for stock held at following locations:

S.No	Location
1	CWC Rjy
2	Ravulapalem
3	Tadepalligudem Stores
4	Kovvur CNG Station
5	Tadepalligudem Office
6	Dowleswaram CNG Station
7	Rajahmundry Office

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Further, GGPL opts to keep the minimum excess as Rs.5,000/- for each & every claim.

5 STANDARD FIRE AND SPECIAL PERILS POLICY FOR FURNITURE & FIXTURES AT OFFICE PREMISES (SOR Item:5)

This policy would cover standard fire and special perils for furniture and fixtures lying at various office premises (including site offices) of the company located in East and West Godavari districts on Floater basis. The insurance cover is to be taken for chairs, tables, almirah, filing cabinet, sofa, book case, sliding doors including glass panels etc. for all office premises (including site offices) of the company located in East and West Godavari districts.

The following add on covers are required under this policy:
(i) Omission to insure.
(ii) Escalation.
(iii) Earthquake (Fire & Shock) including Tsunami.
(iv) STFI extension.
(v) Burglary & housebreaking including theft

The sum insured under this policy would be Rs.8.25 lakhs for all office premises (including site offices) of the company located in east and west Godavari districts on re-instatement basis. This policy would cover existing as well as new/upcoming office(s), site(s), station(s) etc. of the company. Further, GGPL opts to keep the minimum excess as Rs.5,000/- for each & every claim.

6 STANDARD FIRE AND SPECIAL PERILS POLICY FOR ELECTRIACL EQUIPMENTS ETC. AT OFFICE PREMISES (SOR Item:6)

This policy would cover standard fire and special perils for electrical equipments at various office premises (including site offices) of the company located in east and west Godavari districts on Floater basis. The insurance cover is to be taken for AC, LCD, calibrator, and multi meter etc. for all office premises (including site offices) of the company located in east and west Godavari districts.

The following add on covers are required under this policy:
(i) Omission to insure.
(ii) Escalation.
(iii) Earthquake (Fire & Shock) including Tsunami.

(iv) STFI extension.
(v) Burglary & housebreaking including theft

The sum insured under this policy would be Rs. 6.39 lakhs for all office premises (including site offices) of the company located in east and west Godavari districts on re-instatement basis. This policy would cover existing as well as new/upcoming office(s), site(s), station(s) etc. of the company .

Further, GGPL opts to keep the minimum excess as Rs.5,000/- for each & every claim.

7. STANDARD FIRE AND SPECIAL PERILS POLICY FOR COMPUTERS, PRINTERS, SCANNERS AND UPS ETC. AT OFFICE PREMISES (SOR Item: 7)

This policy would cover standard fire and special perils for computers, scanners, printers and UPS etc. at various office premises (including site offices) of the company located in east and west Godavari districts on Floater basis.

The following add on covers are required under this policy:
(i) Omission to insure.
(ii) Escalation.
(iii) Earthquake (Fire & Shock) including Tsunami.
(iv) STFI extension.
(v) Burglary & housebreaking including theft

The sum insured under this policy would be Rs.6.85 lakhs for all office premises (including site offices) of the company located in east and west Godavari districts on re-instatement basis. This policy would cover existing as well as new/upcoming office(s), site(s), station(s) etc. of the company.

Further, GGPL opts to keep the minimum excess as Rs.5,000/- for each & every claim.

8 MONEY INSURANCE POLICY (SOR Item-8)

This policy would cover all risk relating to cash at office, site, plant, station, on the table, sales manbag, etc. This policy would also cover cash in transit from the premises of the insured to bank & vice-versa. This policy is to be obtained for the company as a whole on floater basis and the policy coverage shall include:

Coverage component	**Proposed wording**
Money Insurance – overall sum insured	Rs. 15,00,000
Cash in safe and cash in counter	Rs. 5,00,000
Annual carrying limit – cash in transit	Rs. 10,00,000
Single carrying limit – cash in transit	Rs. 10,00,000

This policy would cover existing as well as new/upcoming office(s), site(s), station(s) etc. of the company.

9 FIDELITY GUARANTEE POLICY (SOR Item-9)

This policy is required for 20 un-named employees on floater basis who are handling cash, stores etc. This policy is required for the company as a whole. Further, contract or any other employees not on rolls of the company would also be covered under this policy. The sum insured under this policy would be Rs.100 lakhs.

10 COMPREHENSIVE GENERAL LIABILITY POLICY (SOR Item-10)

Comprehensive general liability insurance policy is required for the company as a whole. The aggregate limit would be Rs.100 lakhs and the limit per occurrence would also be Rs.100 lakhs.

11 PUBLIC LIABILITY POLICY (SOR Item-11)

Public liability insurance policy is required for the company as a whole. The aggregate limit would be Rs.18057.00 Lakhs (paid-up capital of the Company) and the limit per occurrence would be Rs.18057.00 lakhs. AOA:AOY shall 1:2

12 PUBLIC LIABILITY FOR CNG CUSTOMERS & DOMESTIC CUSTOMERS (SOR Item-12)

This policy coverage for CNG customers & registered PNG Domestic customers premises for Supply through piped network or through DCU for East and West Godavari Locations. The sum insured under this policy would be Rs. 200 lakhs with following features:

Death Benefit (Rs/Event)	Rs. 6 Lakh
Medical Expenses (Rs per event /individual cap)	Rs 30 Lakh (Maximum Rs 2 Lakh per person; immediate relief of Rs 25,000 per person)
Property Damage	Rs 2 Lakh

ANNEXURE-B

SCHEDULE OF RATES

Annexure – B

SCHEDULE OF RATES (SOR)

Insurance coverage – Standard fire and allied perils for one year					
Sl. No.	Type of Policy	Type of Assets	Sum (In Rs. lakhs) Insured	Amount of Premium (Rs. in figures)	Amount of Premium (Rs. in words)
1	Special contingency policy/ All risk	Gas in Movable Cascades	2.00		
2	Special Contingency Policy/ All risk (Aggregate Limit)	Pipeline and line pack (underground and over ground including gas inventory in pipeline)	10.00		
3	Standard Fire & special peril policy including add on EQ, STFI, etc.	Plant & Machineries like Compressors, Dispensers, Cascades, Metering Skids, DRS, MRS, Accessories, Signage's and Civil Works including Building, etc.	7756.82		
4	Standard Fire & special peril policy including add on EQ, STFI, etc.	Storage on Floater Basis (Open) including transporters' space: Steel Pipes, MDPE Pipes, Compressors; Cascades; Back up Power Generator; Odorizer, Spares etc.	1115.41		

5	Office Furniture & Fixtures	Chairs, Tables, Almirah, Filing Cabinet, Sofa, Book Case, Sliding Doors including glass panes, etc. for all offices including sites all over india.	8.25		
6	Office Equipment	AC, LCD, calibrator, Multimeter, etc. for all offices including sites all over india	6.39		
7	Computer & Telecom systems	Computers, Scanners, UPS, Printers etc. for all offices including sites all over india.	6.85		
8	Money Insurance (Cash in hand and Cash in Transit)	Cash at Office, Site, Plant, Station, On the Table is Rs.5,00,000 and Sales man Bag, etc. Per Transit Rs. 10,00,000/-	15.00		
9	Fidelity Guarantee Insurance (Collective)	Persons handling Cash, stores, etc.	100.00		
10	CGL Cover including Public Liability Policy/Third Party and Product Liability	The aggregate limit would be Rs.100 lakhs and the limit per occurrence would also be Rs.100 lakhs	100.00		
11	Public Liability Act only Policy	The aggregate limit would be Rs.18057 Lakhs (paid-up capital of the Company) and AOA:AOY shall 1:2	18057.00		
12	Public Liability for Domestic Customers	Coverage for CNG consumers and Registered Domestic PNG consumer Premises for supply through Piped network, for East & West Godavari	200.00		

		locations.			
	Total Assets to be Insured		27,377.72		
A	Total Amount [including all taxes & duties except GST]				
B	Total Amount GST@ 18%				
C	Total Amount Incl. GST@ 18%				

Signature of Authorized Signatory:.....
Name:.....
Designation:.....

ANNEXURE - C

SPECIAL CONDITIONS OF CONTRACT

Ref No: GGPL/C&P/SR 1001041/2026-27/11

BIDDER'S GENERAL INFORMATION

To,
M/s Godavari Gas Private Limited
Rajahmundry

TENDER NO:

1	Bidder Name	
2	Status of Firm	Proprietorship Firm/Partnership firm/ Limited/Others If Others Specify:_____ [Enclose certificate of Registration]
3	Name of Proprietor /Partners/ Directors of the firm/company	
4	Number of Years in Operation	
5	Address of Registered Office: *In case of Partnership firm, enclose letter mentioning current address of the firm and the full names and current addresses of all the partners of the firm.	
		City:
		District:
		State:
		PIN/ZIP:
6	Operation Address (if different from above)	
		City:
		District:
		State:
		PIN/ZIP:
8	Telephone Number	_____ (Country Code) (Area Code) (Telephone No.)
9	E-mail address	
10	Website	
11	Fax Number:	_____ (Country Code) (Area Code) (Telephone No.)
12	ISO Certification, if any	{If yes, please furnish details}
13	Bid Currency	
14	Banker's Name	
15	Branch	
17	Bank account number	
18	PAN No.	[Enclose copy of PAN Card]

19	GST no.	[Enclose copy of GST Registration Certificate]
20	EPF Registration No.	[Enclose copy of EPF Registration Certificate]
21	ESI code No.	[Enclose copy of relevant document]
22	We (Bidder) are cover under the definition of section 2 (n) of the MSMED Act	Yes / No *(If the response to the above is 'Yes", Bidder to provide Purchaser a copy of the Entrepreneurs Memorandum (EM) filled with the authority specified by the respective State Government.)*
23	Whether Micro/Small/Medium Enterprise	(Bidder to submit documents as specified it ITB)
24	Type of Entity	Corporate/ Non-Corporate (As per Service tax Act). (In case of Non-Corporate Entity, bidder will submit documentary evidence for same).

Place:
Date:

[Signature of Authorized Signatory of Bidder]
Name:
Designation:
Seal:

Ref No: GGPL/C&P/SR 1001041/2026-27/11

AGREED TERMS & CONDITIONS

To
M/s Godavari Gas Private Limited
Rajahmundry

Sl.	DESCRIPTION	BIDDER'S CONFIRMATION
1	Bidder's name and address	
2.	Please confirm the currency of quoted prices is in Indian Rupees.	
3.	Confirm quoted prices will remain firm and fixed till complete execution of the order.	
4	Rate of applicable GST	CGST:……..% SGST:……..% IGST:…….% Total : ……..%
4.1	Whether in the instant tender GST is covered in reverse charge rule of Goods and service tax	Yes/ No In case of Yes, please specify GST) payable by: GGPL:…….% Bidder:……..%
5.	i) Confirm acceptance of relevant Terms of Payment specified in the Bid Document. ii) In case of delay, the bills shall be submitted after deducting the price reduction due to delay.	
6.	Confirm that Contract Performance Security will be furnished as per Bid Document.	
7.	Confirm that Contract Performance Security shall be from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank. However, in case of bank guarantees from banks other than the Nationalized Indian banks, the bank must be a commercial bank having net worth in excess of Rs 100 crores and a declaration to this effect shall be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead.	
8.	Confirm compliance to Completion Schedule as specified in Bid document. Confirm contract period shall be reckoned from the date of Fax of Acceptance.	
9.	Confirm acceptance of Price Reduction Schedule for delay in completion schedule specified in Bid document.	
10.	a) Confirm acceptance of all terms and conditions of Bid Document (all sections). b) Confirm that printed terms and conditions of bidder are not applicable.	
11.	Confirm your offer is valid for period specified in BDS from Final/Extended due date of opening of Techno-commercial Bids.	
12.	Please furnish EMD/Bid Security details: a) EMD/ Bid Security No. & date b) Value	

	c) Validity	
13.	Confirm acceptance to all provisions of ITB read in conjunction with Bid Data Sheet (BDS).	
14.	Confirm that Annual Reports for the last three financial years are furnished along with the Un-priced Bid.	
15.	Confirm that, in case of contradiction between the confirmations provided in this format and terms & conditions mentioned elsewhere in the offer, the confirmations given in this format shall prevail.	
16.	Confirm the none of Directors of bidder is a relative of any Director of Owner or the bidder is a firm in which any Director of Owner/ GGPL or his relative is a partner.	
17.	All correspondence must be in ENGLISH language only.	
18.	Owner reserves the right to make any change in the terms & conditions of the TENDER/BIDDING DOCUMENT and to reject any or all bids.	
19.	Confirm that all Bank charges associated with Bidder's Bank shall be borne by Bidder.	

Place:
Date:

[Signature of Authorized Signatory of Bidder]
Name:
Designation:
Seal:

Ref No: GGPL/C&P/SR 1001041/2026-27/11

E-Banking Mandate Form

(To be issued on vendors letter head)

1. Vendor/customer Name :

2. Vendor/customer Code:

3. Vendor /customer Address:

4. Vendor/customer e-mail id:

5. Particulars of bank account
   a) Name of Bank
   b) Name of branch
   c) Branch code:
   d) Address:
   e) Telephone number:
   f) Type of account (current/saving etc.)
   g) Account Number:
   h) RTGS IFSC code of the bank branch
   i) NEFT IFSC code of the bank branch
   j) 9-digit MICR code

I/We hereby authorize M/s Godavari Gas Private Limited to release any amount due to me/us in the bank account as mentioned above. I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the M/s Godavari Gas Private Limited responsible.

(Signature of vendor/customer)

BANK CERTIFICATE

We certify that ---------- has an Account no. ---------- with us and we confirm that the details given above are correct as per our records.
Bank stamp

Date (Signature of authorized officer of bank)

SPECIAL CONDITIONS OF CONTRACT (SCC)

1. OTHER CONDITIONS

a. The entire scope of coverage as specified in the Bidding Document shall be treated as Insurance Contract.

b. The bidder shall quote the premium rates and total premium against respective areas of coverage for respective sum insured as per format of price Schedule. The total premium will be inclusive of all expenditures to be incurred by the bidders and applicable taxes, duties, GST and surcharge etc. and no expenditure other than those quoted in the SOR will be paid by Godavari Gas (P) Ltd on any account for the defined scope of coverage.

c. All premium rates & Total premium to be quoted by the bidders will be in Indian Rupees only on firm price basis and shall remain valid during the period of the policy.

d. Insurers are free to carry out inspections at site at their cost and risk, if so desired for this purpose. They may examine the site and its surroundings and obtain all information that may be necessary for preparing the bid.

e. The company reserves the right to increase the sum insured during the policy period by paying the additional insurance premium to the insurer. The additional insurance premium would be strictly as per the insurance premium quoted by the insurer.

f. The company also reserves the right to decrease the sum insured during the policy period for which the insurer is liable to refund the excess insurance premium collected to the company.

2. ADDITIONAL ATTACHMENTS

Following additional documents are required to be attached necessarily with the un priced bid of tender document on their letter head in addition to forms attached in General conditions of the contract:-

a. Letter of confirmation by bidder regarding compliance of guidelines, circulars and amendments thereof issued by IRDA from time to time. (as per annexure – I).

b. Certificate from the head office of the respective insurance companies to deal with Godavari Gas (P) Ltd and also to give the quotation as per Annexure II.

c. Documentary Evidence in support of meeting Techno Commercial Criteria applicable as per Para 1 & 2 of Bid Evaluation Criteria.

THE UNCONDITIONAL COMPLIANCE TO THE ABOVE WOULD BE A PREREQUISITE FOR OPENING OF PRICE BID. SUBJECTIVE/PART COMPLIANCE SHALL BE LIABLE FOR REJECTION OF THE BID.

3. INSURANCE PREMIUM

i. The Insurance premium payable is as per the Price Schedule and is inclusive of all taxes &

duties. The premium amount shall remain firm during the Insurance period of the policy.

ii. The total premium amount shall be paid by Godavari Gas (P) Ltd, Rajahmundry. However, Insurance Company shall provide premium bills in the form of Input Tax Credit Invoice based on the sum insured to avail the Input Tax Credit of GST, if any by Godavari Gas (P) Ltd.

4. RESPONSIBILITY OF INSURER

The following terms and conditions shall have the meaning hereby assigned to them except where the context otherwise requires:

i. The bidders are required to quote the premium rates strictly as per IRDA tariff provisions and violation/breach of IRDA tariff provisions will not be accepted. In case of any violation of the IRDA tariff provisions by the insurance company, in the quotation, Godavari Gas (P) Ltd. will not be liable for any differential premium in any case. Also there will be no effect on the settlement of the claims.

ii. The terms & conditions of cover and the wordings of the policies, warranties and clauses should be strictly Online with IRDA provisions & draft policy issued by IRDA from time to time.

iii. The rates quoted should be with minimum excess as stipulated in the IRDA tariff (i.e. the first 5% of each and every claim subject to minimum of Rs.10,000/- in respect of each and every loss arising out of Act of god perils and the first Rs.10,000/- in respect of each and every loss arising out of other perils in respect of which the insured is indemnified).

Bidders are required to quote for entire scope of insurance cover as mentioned in the document.

ANNEXURE I

Godavari Gas (P) Limited

It is hereby certified that the quotations given by us against tender no…….

dt…….are as per IRDA provisions and that there is no violation of the IRDA provisions whatsoever. In case of any violation of the tariff provisions by the insurance company, in the quotation, Godavari Gas (P) Ltd. would not be liable for any differential premium in any case. Also there would be no effect on the settlement of the claims. However, in case there is any downward movement of the tariff provisions, which are applicable to Godavari Gas (P) Ltd., the insurance company would ensure that the same is passed on to Godavari Gas (P) Ltd.

Further we hereby confirm that we are competent enough to handle up to 100%, if provided to us.

On Behalf of the Insurer

Authorized Signatory

(Not below the Rank of General Manager)

Place

Date

ANNEXURE II

CERTIFICATE REGARDING AUTHORISATION BY HEAD OFFICE TO DEAL WITH GODAVARI GAS (P) LTD.

We here by authorize Mr…….. (Name and designation) and Mr. (Name and Designation) posted at the Divisional office (address of the office) to deal with Godavari Gas (P) Ltd. for the complete insurance portfolio. He / She is authorized to sign the quotations, tenders and deal with Godavari Gas (P) Ltd. as well as correspond with Godavari Gas (P) Ltd. on behalf of M/s (Name of the Insurance Company)

Signed and stamped

General Manager

ANNEXURE III

MEMORANDUM OF UNDERSTANDING SIGNED BETWEEN GODAVARI GAS (P) LTD. AND INSURER

Godavari Gas (P) Ltd., Rajahmundry (GGPL) has appointed M/s_____(insurer) to issue policies in respect of their unit/establishment situated at_____. In order to establish proper understanding and to provide efficient and satisfactory services by the Insurer, this Memorandum of Understanding (MOU) has been signed between M/s___and M/s Godavari Gas (P) Ltd, Rajahmundry the parties, hereby agree as follow-

Documentation

1. The underwriters will issue the Premium Receipt and the Cover note for the desired coverage, immediately on receipt of the premium by them.

2. The corresponding policy documents will be issued to Godavari Gas (P) Ltd..Within five working days of the receipt of the premium.

3. Any amendment of the policies shall be confirmed by issuing endorsement within five working days of the receipt of the necessary information/premium from GGL.

Claims

1. A panel of approved Surveyors to be utilized in case of all losses/damages, for which necessary claims are to be lodged, shall be finalized by mutual discussions within 15 days of signing of this MOU.

2. All claims lodged on the underwriters shall be promptly settled as per the following understanding.

a) "On Account Payment" (of the order of 90%) in case of loss beyond Rs. 5 lacs shall be released by the underwriters within 7 working days of the receipt of preliminary report of the Surveyors. The preliminary survey report shall be issued by Surveyors within 5 working days of their visit subject to production of minimum required details and information. However, documents required to be obtained from Govt. agencies like Fire, Final Report from Police authorities and Fire Brigade Report etc shall not be binding for release of On Account Payment. The surveyor should attend the site within a period of not more than a week of the reporting of the loss.

b) Final payment of the claim shall be made within 15 days of receipt of Final Survey Report and all necessary supporting documents/information from GGPL.

c) The final survey should be got done by the insurance company within a period of 1 month of the lodgment of the claim.

d) The final payment towards the claim will be settled within the above time frame or else the interest rate as per the IRDA guidelines will be charged by GGPL.

3. GGPL has been authorized for Self-Survey in respect of claims with estimated loss upto Rs 20,000 per claim.

4. The underwriters have agreed to provide to GGL with a comprehensive procedure and documents to be followed in case of claims.

General

1. The underwriters confirm that the premium quoted is final and are as per the IRDA guidelines and that there is no violation of any IRDA and/or other mandatory guidelines/rules. Any upward revision, other than due to statutory taxes & duties, in the premium, if found at later date, will be borne by the underwriter. The benefit due to downward revision in the premium shall be passed on to M/s GGPL.

2. The Insurer has appointed Mr._____and Mr._____. to service directly GGPL account in respect of all claims and underwriting. Their present address and contact nos. are asunder;

3. The underwriters have agreed to carryout regular visits / inspection by their experienced Risk Engineers during the policy period.

4. The underwriters have further agreed to hold workshops at major locations of GGPL for employees of GGPL to update them with latest trends in Insurance.

5. GGPL shall be dealing/interacting directly with M/s_____for all related matters and the insurer shall be responsible for settlement of full claim amount to GGPL.

On Behalf of the Insurer

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Insured	Authorized Signatory
	(Not below the rank of General Manager)
Place	Place
Date	Date:

DETAILS OF EXISTING POLICIES AND POLICY NUMBERS			
S.NO	**POLICY TYPE**	**POLICY NUMBER**	**VALUE ASSURED**
1	All Risk Insurance Policy	4001/420667611/00/000	2,00,000
2	All Risk Insurance Policy	4001/420667611/00/000	4,00,000
3	Fire & Special Perils Policy	1001/O/420675385/00/000	75,81,85,000
4	MSME Suraksha Kavach Package Policy	1030/420677063/00/000	11,15,42,000
5	MSME Suraksha Kavach Package Policy	1030/420772770/00/000	8,25,000
6	MSME Suraksha Kavach Package Policy	1030/420772770/00/000	6,39,000
7	MSME Suraksha Kavach Package Policy	1030/420772770/00/000	6,85,000
8	MSME Suraksha Kavach Package Policy	1030/420772770/00/000	15,00,000
9	Fideility Guarantee Insurance Policy	4003/420875247/00/000	100,00,000
10	Comprehensive General Liability Products	4066/418780558/00/000	100,00,000
11	Public Liability Insurance (Public Liability Act) Policy	100034585400	1805700000(AOA) 3611400000 (AOY)
12	Public Liability Insurance (Industrial Risk) Policy	100034827100	78,00,000
	Total		**2,70,74,77,000**

Bidder to provide the following based on the insurance proposed:

1. Insurance Coverage for PNG / CNG consumers

	PLI Act based	**CGL / Industrial Risk**	**Other Policy**	**Remarks, if any**
Any One Accident Limit(Rs)				
Annual Aggregate Limit (Rs)				
Death Benefit per event (Rs)				
Medical Expenses per event (Rs)				
Property Damage per event (Rs)				
Any other relief				

2. Insurance Coverage for surroundings, neighboring premises & third party infrastructure

	PLI Act based	**CGL / Industrial Risk**	**Other Policy**	**Remarks, if any**
Any One Accident Limit(Rs)				
Annual Aggregate Limit (Rs)				
Death Benefit per event (Rs)				
Medical Expenses per event (Rs)				
Property Damage per event (Rs)				
Any other relief				

3. Public Liability Insurance

	PLI Act based	**CGL / Industrial Risk**	**Other Policy**	**Remarks, if any**
Any One Accident Limit(Rs)				
Annual Aggregate Limit (Rs)				
Death Benefit per event (Rs)				
Medical Expenses per event (Rs)				
Property Damage per event (Rs)				
Any other relief				