

Indian Council of Social Science Research
JNU Institutional Area, Aruna Asaf Ali Marg, New Delhi – 110067

LIMITED TENDER DOCUMENT

Third-Party Insurance Coverage for ICSSR Official Vehicles

1. Notice Inviting Tender

ICSSR invites sealed quotations from authorized insurance companies for providing Third-Party Motor Vehicle Insurance for its official vehicles.

2. Vehicle Details

S. No.	Vehicle Number	Model & Make	Registration Date	Engine Number	Chassis Number
1.	DL1B1022	SML ISUZU BUS 31-seater (03-2025)	28.04.2025	SLTNG6CK316564	MBUZT54XCK0326531
2.	DL12CG3693	Maruti Ciaz (2015)	12.05.2015	K14BN7074253	MA3EXMGIS00131866
3.	DL12CL5009	Maruti Ciaz (02-2017)	20.04.2017	7154953	MA3EXMG1S00270060
4.	DL12CM5426	Maruti Eeco (11-2017)	23.11.2017	G12BN551334	MA3ERLF1S00573617
5.	DL12CM5487	Maruti Ertiga (11-2017)	23.11.2017	K14BN4079548	MA3ELMG1S00501313
6.	DL12CM5488	Maruti Eeco (11-2017)	23.11.2017	G12BN552031	MA3ERLF1S00574756
7.	DL2CBF6042	Maruti Ertiga (03-2025)	17.04.2025	K15CN9742704	MA3BNC72SSC996104

3. Eligibility Criteria

- IRDAI approved Insurance Company/Authorized Service Provider.
- Valid PAN and GST registration.
- Not blacklisted during last three financial years.
- Submission of required declarations and undertakings.

4. Yearly Validity & Renewal

- The contractor shall ensure that the Third-Party Insurance Policies remain valid at all times during the contract period.
- The policy must be renewed on a yearly basis without any break.
- Valid insurance documents must be submitted to the ICSSR every year.

5. Liability Clause-

- All liabilities arising due to accident, injury, or damage to any third party and affected cost shall be borne entirely by the Insurance Agency/Service Provider.
- ICSSR shall not be responsible for any compensation, claims, or legal proceedings.

6. Mandatory Third-Party Insurance-

- All vehicles detailed/mentioned under this contract must have valid Third-Party Motor Insurance in accordance with the Motor Vehicles Act, Government of India.

7. Claim Settlement-

- All claims related to Third-Party Insurance shall be processed and settled by the contractor directly with the insurance company.
- ICSSR shall have no financial or legal liability.

8. Payment Condition

- Payment shall be released only after submission of valid yearly Third-Party Insurance Policy for the respective period.
- In absence of valid insurance, payment if any found pending with the ICSSR shall be withheld.

9. Terms & Conditions

- Contract period shall be three (03) years subject to satisfactory performance.
- Insurance policies must remain valid at all times.
- Rates shall be inclusive of all taxes and charges.
- ICSSR reserves the right to accept or reject tender.

10. Important Dates

Publication : 15.06.2026

Last Date : 30.06.2026 (3:00 PM)

Opening : 07.07.2026 (3:30 PM)

11. Financial Bid Format

Bidder shall quote premium, GST and total amount (all inclusive) for each vehicle and grand total.

12. Annexure-1: Non-Blacklisting Declaration

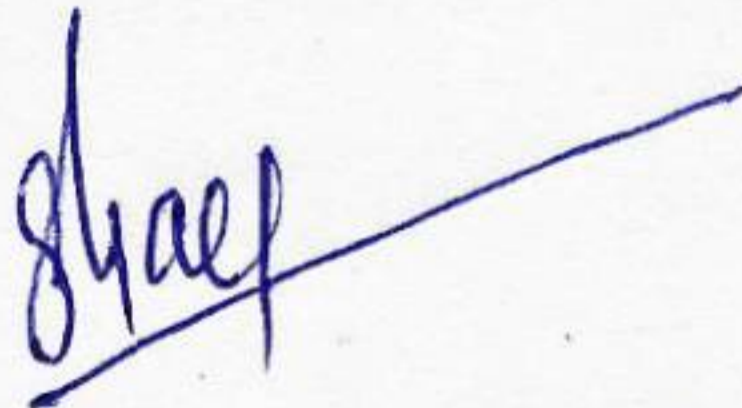
Format for declaration that the bidder has not been blacklisted by any Government Department/Organization.

13. Annexure-2: Integrity Pact

Commitment from bidder regarding transparency and anti-corruption practices.

14. Annexure-3: Bid Security Declaration

Declaration in lieu of EMD as per tender conditions.



शंभू नाथ महतो / Shambhu Nath Mahto
अनुभाग अधिकारी / Section Officer
भा.सा.वि.अ.प. / I.C.S.S.R.
शिक्षा मंत्रालय / Ministry of Education
अरुणा आसफ अली मार्ग, नई दिल्ली - 110 067
Aruna Asaf Ali Marg, New Delhi - 110 067

(Signature of Bidder with Seal)

Name:

Firm Name:

Date:

(Undertaking on a Non- Judicial Stamp Paper worth Rs.10/- duly Notarized)

Name of Work: _____

To
Indian Council of Social Science Research JNU Institutional Area, Aruna Asaf Ali Marg New Delhi – 110067

Subject: Declaration for Non - Blacklisting vide Bid/Tender Ref. No. _____.

I / We (bidder) hereby give an undertaking that:

- a) I/We have not been blacklisted / not on holiday list during the last three financial years by any Govt. Department/Govt. Autonomous Body / Institution, etc.
- b) I/We do not have any dispute with any of the Govt. Department/Govt. Autonomous Bodies/Institutions, etc.;
- c) I/We have never been certified as 'Unsatisfactory Performer' for the said services provided to the Govt. Department/Govt. Autonomous Bodies/Institutions;
- d) I/We have not submitted any fake/forged certificates/documents and later, if any such 'Certificates/Documents' found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides 'blacklisting' etc.
- e) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the ICSSR shall be authorized to take action as deemed appropriate against me/us.

(Signature of Authorized Signatory with Company Seal)

Place:

Date:

(Notarized Affidavit to be executed on non-Judicial stamp paper of Rs.10/-)

COMMITMENT FROM THE BIDDER FOR INTEGRITY PACT

The integrity pact is an agreement between the prospective vendors/bidders and the ICSSR, New Delhi committing the persons/ officials of both sides, not to resort to any corrupt practices in any aspect/stage of the contract.

Only those bidders, who commit themselves to this pact with the ICSSR, would be considered competent to participate in the bidding process.

Accordingly, following are the commitments on the part of the bidders:

- a) Promise not to offer any benefit to the employees of the ICSSR not available legally;
- b) Not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specification, certifications, subsidiary contracts etc.
- c) Not to pass any information provided by ICSSR as part of business relationship to other and not to commit any offence under PC/IPC Act;
- d) To disclose the payments to be made by them to agents/brokers or any other intermediary;
- e) To disclose any transgressions with any other company that may impinge on the anti- corruption principle.

(Signature of Authorized Signatory with Company Seal)

Place:

Date:

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD

(on Company Letterhead)

I /We, the authorized signatory of M/s _____, participating in
the subject Tender No: _____, for the job of
_____, do hereby declare that in the event:

I / We withdraw / modify our bid during the period of bid validity OR

I/We commit any other breach of tender conditions/ contract which would have otherwise attracted
forfeiture of EMD

OR

I / We fail to / refuse to initiate the execution of the awarded Contract as per the terms of the
Contract

then I / We could be suspended from being eligible for bidding / award of all future tender(s) for a
period as applicable per the Incident Management Policy of GeM.

Signature and seal of authorized signatory of bidder:

Name of authorized signatory:

FINANCIAL BID FORMAT

Third-Party Insurance of ICSSR Official Vehicles (Period: 03 Years)

Tender No.: ICSSR/E&D/TP-Insurance/2026-27/_____

Name of Bidder: _____

Address: _____

GST No.: _____

PAN No.: _____

Schedule of Rates

S. No.	Vehicle Number	Model & Make	Year-1 Premium (₹)	Year-2 Premium (₹)	Year-3 Premium (₹)	Total for 03 Years (₹)
1.	DL1B1022	SML ISUZU BUS 31-seater (03-2025)				
2.	DL12CG3693	Maruti Ciaz (2015)				
3.	DL12CL5009	Maruti Ciaz (02- 2017)				
4.	DL12CM5426	Maruti Eeco (11- 2017)				
5.	DL12CM5487	Maruti Ertiga (11-2017)				
6.	DL12CM5488	Maruti Eeco (11- 2017)				
7.	DL2CBF6042	Maruti Ertiga (03-2025)				
G. Total (all inclusive)						

Amount in Words Rupees _____ only.

Declaration by the Bidder

I/We have carefully examined the tender document and agree to all terms and conditions.

The rates quoted above are firm and inclusive of all applicable charges.

No additional amount shall be claimed from ICSSR during the contract period except statutory taxes, if applicable.

The quoted rates shall remain valid for a period of 90 days from the date of opening of the bid.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Firm/Company: _____

Date: _____

Official Seal