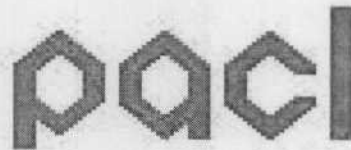


**TENDER
FOR
APPOINTMENT OF INSURANCE
CONSULTANT FOR
YEAR 2018**



**PUNJAB ALKALIES & CHEMICALS
LIMITED**

SCO 125-127, SECTOR 17-B,

CHANDIGARH-160 017

Email: materials@punjabalkalies.com

DISCLAIMER

1. This Tender document is not an agreement or offer by the Punjab Alkalies & Chemicals Limited to the prospective Bidders or any other party. The purpose of this Tender document is to provide interested parties with information to assist in the formulation of their Bid.
2. While this Tender document has been prepared in good faith, neither the Punjab Alkalies & Chemicals Limited nor its employees make any representation or warranty express or implied as to the accuracy, reliability or completeness of the information contained in this Tender document.
3. Neither the Punjab Alkalies & Chemicals Limited, its employees will have any liability to any Bidder nor any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this Tender document, any matter deemed to form part of this Tender document, the award for appointment Insurance Consultant, the information supplied by or on behalf of Procurer/ Authorized Representative or its employees, or otherwise arising in any way from the selection process for the said appointment Insurance Consultant.

INTRODUCTION

PUNJAB ALKALIES & CHEMICALS LIMITED ("PACL" or "the Company") is a Public Limited Company formed under the Companies Act, 1956. It was promoted by the Punjab State Industrial Development Corporation Limited (PSIDC), a wholly owned Punjab Government Company. The Company's registered office is located at Chandigarh.

PACL is one of the largest manufacturers of Caustic Soda (NaOH) in the Northern part of India with an installed capacity of 99000 Tons Per Annum (TPA). The Company is engaged in the manufacture and sale of Caustic Soda Lye, Liquid Chlorine, Hydrochloric Acid, Sodium Hypochlorite and Hydrogen Gas. The Company's plant is located at Naya Nangal, District Ropar, Punjab.

PACL has two manufacturing units viz. Unit-I & II, both located at Nangal-Una Road, Naya Nangal, District, Ropar, Punjab. Both the Units are engaged in manufacture of Caustic Soda, Liquid Chlorine, Hydrochloric Acid and other products such as Sodium Hypochlorite and Hydrogen. Unit-I & II have a capacity of 100 TPD and 200 TPD respectively.

PACL has decided to invite bids from reputed insurance consultant for the Year 2018.

SCOPE OF WORK:

To analyze & verify existing risk and sum insured covered in insurance policies which include Fire Policies, Machinery Breakdown Policies, Motor Policies, and other Miscellaneous Policies. Analyzing block wise risk and to give recommendation for the insurance of plant and machinery to ensure adequacy on the optimum amount of insurance.

To provide consultation in taking required and right coverage in the policies, to assist the company in accruing new policies at the most competitive rates and to assist company in lodging and settlement of insurance claims within reasonable time.

To keep company informed of new developments in the insurance sector.

To guide the company on insurance issues whenever asked by the company.

BID DOCUMENTS & SUBMISSION OF BIDS:

Bids shall be received at PACL, Chandigarh Office in the following manner:

The bid shall be submitted in two parts in two separate sealed Envelopes named as below:

Envelope-1: Shall contain Non-Financial Bid complete in all respects including qualifying data, commercial terms and conditions with caption "Non-Financial Bid"

Envelope-2: Shall contain Financial Bid and marked "Financial Bid"

Both the Envelopes 1 & 2 should be put in the third envelope with caption "Separate sealed Envelopes of Non-Financial Bid and Financial BID"

The outside of all the envelopes should also indicate clearly the name of bidder and address.

The bid document complete in all respects should reach in the office of PACL at the address given below before the closing time for submission of bids at the following address on or before the last date of submission:

EXECUTIVE DIRECTOR (MATERIALS & FINANCE)
PUNJAB ALKALIES & CHEMICALS LIMITED,
SCO 125-127, SECTOR 17-B,
CHANDIGARH - 160 017

The bidders have the option of sending the bid by registered post/speed post/courier or submitting the bid in person, so as to ensure that the bids are received at the above address of the Company, by the date and time indicated in the tender documents. Bids submitted by Fax/ telegram/email will not be accepted.

The Bid and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Bidder with the Bid should also be written in English language only. The original Bid and the supporting materials, which are not written in English, will not be considered by PACL.

The Financial Bid shall not be open in the presence of the bidders. The Evaluation of bids and selection of bidder shall be done by PACL as the criteria laid down in the Materials manual of the Company and PACL shall not be under obligation to share the same with the bidders or their local partners.

1.4 **LAST DATE FOR SUBMISSION OF BID**

Bidders should submit their bid within 10 days from the date of

publication of the tender notice at the specified address in the manner as mentioned in the tender documents.

1.5 **VALIDITY OF BID**

Bid shall be valid for a period of 90 days from the last date of submission of bid. In exceptional circumstances, PACL may request Bidders to extend the Validity Period of the bid for a specified additional period, which shall not exceed 180 days. The request and the responses thereto shall be made in writing by post or email.

1.6 **QUALIFYING REQUIREMENT OF BIDDERS**

- The applicant should have working experience of 25 years with Insurance Company at senior post.
- The applicant should have professional qualification preferably in the field of Insurance by either Associate of Insurance Institute of India or Chemical Engineering and based in Chandigarh Tri city.

The above stated requirements are minimum. However, PACL reserves the right to ask for any additional information and also reserves the right to reject the proposal of any bidder, if in the opinion of PACL, the qualification data provided by the bidder is not complete/ satisfying or the bidder is not qualified.

Notwithstanding anything stated above, PACL reserves the right to assess bidder's capability and capacity to perform the work and may relax the qualifying requirement in overall interest of PACL.

1.7 **ARBITRATION**

In all cases of dispute or disagreement between the parties hereto as to any matter arising out of or relating to this Purchase Order/Work Order whether such dispute or disagreement shall arise during the continuance of this Purchase Order/Work Order regarding interpretation of this Purchase Order/Work Order or any clause or clauses thereof or upon or after the termination hereof and provided no understanding between the parties can be reached for the settlement of the difference such dispute or difference shall be referred to the sole arbitration of the Managing Director of Punjab Alkalies & Chemicals Limited or any other officer appointed by him on his behalf, in accordance with the provisions of Arbitration and Conciliation Act 1996 or any Statutory modifications or substitute thereof and all the provisions of that Act, so far as are applicable or of any of them for

the time being in force shall apply to every reference hereunder.

The award given by such Arbitrator shall be final, conclusive and binding upon the parties to this Purchase Order/Work Order. The Arbitrator may from time to time, with the consent of parties, enlarge the time for making or publishing the award. The arbitration proceedings shall be held at Chandigarh.

Notwithstanding any pending reference to arbitration both parties shall proceed with the execution of their commitments, under the Work Order until the arbitration award is known unless the question of such continuance is a subject matter of such proceedings.

1.8 LAW & ITS JURISDICTION

You shall be governed by the laws of Government of India in force from time to time and shall be deemed to have been concluded in the Union Territory of Chandigarh. All suits and proceedings shall be subject to jurisdiction of the courts at Chandigarh only.

1.9 JURISDICTION

All disputes whatsoever that may arise between parties out or in connection with this contract shall always be deemed to have arisen in Chandigarh and only Chandigarh Court will have jurisdiction of entertain them.
