



**Director's and Officer's Liability Insurance 2025-26 of Solar Energy Corporation of India Limited, New Delhi**

**CORRIGENDUM**

**(This document will supersede all other details of the Bid till Date)**

**Director's and Officer's Liability Insurance 2025-26 of Solar Energy Corporation of India Limited, New Delhi**



**Exemptions of EMD and ePBG/Performance Security**

All the insurance companies seeking EMD and ePBG/Performance Security exemptions needs to submit the proofs of such circulars/guidelines from IRDA/GIC/GeM which are applicable till the date of bid submission by the respective bidder. If in any case, such an exemption is found to be not applicable on the date of bid submission or are not issued by the abovesaid government entities, the bid will be rejected.

**CLARIFICATIONS**

<b>Director's and Officer's Liability Insurance 2025-26 of Solar Energy Corporation of India Limited, New Delhi</b>			
<b>BID NO: GEM/2025/B/5824252</b>			
<b>Dated: 15.01.2025</b>			
<b>S. No.</b>	<b>Queries</b>	<b>Category (Finance/Technical/Contractual)</b>	<b>Clarifications</b>
1	It is requested to waive off EMD/PBG as per the IRDA/ GIC/ GeM guidelines/ circulars.	Contractual	<b>Kindly refer to Exemptions Clause and Bid Information Sheet</b>
2	Expiring Policy, Name of Insurer and Premium	Finance/Technical	<b>No previous policy</b>
3	Claim History, Premium and ICR for last five years	Finance/Technical	NA
4	Changes in expiring policy and proposed terms	Finance/Technical	NA
5	Please confirm if there is any operational presence in the USA/ Canada?	Technical	NA
6	Details of employment outside India	Technical	NA
7	Details of any incident which may trigger a claim in future	Finance/Technical	NA
8	Details of merger and acquisition in the last one year, any announced for proposed policy period. Whether any new subsidiary added in last year.	Finance/Technical	NA
9	Whether any broker is involved in policy placement	Contractual/Finance	NA

**BID INFORMATION SHEET**

The brief details of the Bid are as under:

(1)	<b>NAME OF WORK/ BRIEF SCOPE OF WORK/ JOB</b>	Selection of Insurance company for purchase of Director's and Officer's Liability Insurance 2025-26 of Solar Energy Corporation of India Limited, New Delhi				
(2)	<b>TYPE OF BIDDING SYSTEM</b>	<table border="1" data-bbox="764 674 1294 892"> <tr> <td data-bbox="764 674 1024 768">SINGLE BID SYSTEM</td> <td data-bbox="1024 674 1294 768"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="764 768 1024 892">TWO BID SYSTEM</td> <td data-bbox="1024 768 1294 892"><input checked="" type="checkbox"/> Yes</td> </tr> </table>	SINGLE BID SYSTEM	<input type="checkbox"/>	TWO BID SYSTEM	<input checked="" type="checkbox"/> Yes
SINGLE BID SYSTEM	<input type="checkbox"/>					
TWO BID SYSTEM	<input checked="" type="checkbox"/> Yes					
(3)	<b>TYPE OF BID</b>	<table border="1" data-bbox="769 951 1289 1136"> <tr> <td data-bbox="769 951 1013 1045">E-Bid</td> <td data-bbox="1013 951 1289 1045"><input checked="" type="checkbox"/> Yes</td> </tr> <tr> <td data-bbox="769 1045 1013 1136">MANUAL</td> <td data-bbox="1013 1045 1289 1136"><input type="checkbox"/></td> </tr> </table>	E-Bid	<input checked="" type="checkbox"/> Yes	MANUAL	<input type="checkbox"/>
E-Bid	<input checked="" type="checkbox"/> Yes					
MANUAL	<input type="checkbox"/>					
(4)	<b>SELECTION PERIOD</b>	01 (One) Year				
(5)	<b>JV/CONSORTIUM</b>	NOT ALLOWED				
(6)	<b>NUMBER OF BIDS PER INSURANCE COMPANY</b>	01				
(7)	<b>COST OF BIDDING DOCUMENTS</b>	FREE OF COST				
(8)	<b>DOCUMENT FEE/ COST OF BID DOCUMENT (NON- REFUNDABLE)</b>	<table border="1" data-bbox="755 1570 1304 1768"> <tr> <td data-bbox="755 1570 1040 1686">APPLICABLE</td> <td data-bbox="1040 1570 1304 1686"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="755 1686 1040 1768">NOT APPLICABLE</td> <td data-bbox="1040 1686 1304 1768"><input checked="" type="checkbox"/> Yes</td> </tr> </table> <p data-bbox="643 1829 1089 1860">The Bid Document is Free of Cost.</p>	APPLICABLE	<input type="checkbox"/>	NOT APPLICABLE	<input checked="" type="checkbox"/> Yes
APPLICABLE	<input type="checkbox"/>					
NOT APPLICABLE	<input checked="" type="checkbox"/> Yes					

(09)	<b>BID DOCUMENT PROCESSING FEE (NON-REFUNDABLE)</b>	<table border="1"> <tr> <td align="center">APPLICABLE</td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td align="center">NOT APPLICABLE</td> <td align="center"><input type="checkbox"/> Yes</td> </tr> </table>	APPLICABLE	<input type="checkbox"/>	NOT APPLICABLE	<input type="checkbox"/> Yes
APPLICABLE	<input type="checkbox"/>					
NOT APPLICABLE	<input type="checkbox"/> Yes					
(10)	<b>EARNEST MONEY DEPOSIT (EMD)</b>	(If Applicable) Amount: INR 24,000/- (Indian Rupees Twenty Four Thousand only) inclusive of GST @ 18% per bid to be submitted in the form of Banker's Cheque/Pay Order/Demand Draft in favor of " <b>Solar Energy Corporation of India Limited, New Delhi</b> " Payable at New Delhi.				
(11)	<b>CONTRACT PERFORMANCE SECURITY</b>	(If Applicable) Amount: 3% of premium quoted by bidder for a period of 15 months from the insurance policy start date to be furnished within 30 days of letter of award/contract start date				
(12)	<b>DATE, TIME &amp; VENUE OF PRE-BID MEETING</b>	Scheduled as per Bid on GeM portal and/or SECI website.				
(13)	<b>BID-SUBMISSION DEADLINE</b>	As per Bid on GeM portal				
(14)	<b>TENDER RELATED QUERIES - CONTACT PERSON DETAILS</b>	<b>Sh. Piyush Raote, Executive Trainee (C&amp;P)</b> <b>Solar Energy Corporation of India Limited</b> <b>6th Floor, Plate-B, NBCC Office Block Tower-2,</b> <b>East Kidwai Nagar, New Delhi-110023</b> <b>+91-8770772784</b> <a href="mailto:piyush.raote@seci.co.in">piyush.raote@seci.co.in</a>				
(15)	<b>NAME, DESIGNATION, ADDRESS AND OTHER DETAILS (FOR SUBMISSION OF RESPONSE TO</b>	<b>Sh. Umesh Patidar, Senior Engineer (C&amp;P)</b> <b>Solar Energy Corporation of India Limited</b> <b>6th Floor, Plate-B, NBCC Office Block Tower-2,</b> <b>East Kidwai Nagar, New Delhi-110023</b> <b>Tel: 011 24666 366;</b>				



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	<b>BID)</b>	<b>E-mail:</b> <a href="mailto:umesh.patidar@seci.co.in">umesh.patidar@seci.co.in</a> ; <a href="mailto:contracts@seci.co.in">contracts@seci.co.in</a>
<b>(16)</b>	<b>CONTACT DETAILS OF GeM</b>	Contact Person: GeM Help-desk Toll Free Numbers: 1800-419-3436, 1800-102-3436 Email: <a href="mailto:helpdesk-gem@gov.in">helpdesk-gem@gov.in</a> ;

<b><u>LIST OF FORMS &amp; FORMAT</u></b>	
<b>Form No.</b>	<b>Description</b>
Format-1	Technical Proposal
Format-2	Financial Proposal
Format-3	SOR/Price Bid Format
Format-4	Format For Contract Performance Bank Security
Format-5	Format For Earnest Money Deposit

**Format-1**

**TECHNICAL PROPOSAL**

(To be provided on Company/Firm Letter Head)

From:

(Full name and address of the Bidder)

\_\_\_\_\_

\_\_\_\_\_

To,

Solar Energy Corporation of India Limited  
6th Floor, Plate-B, NBCC Office Block Tower-2,  
East Kidwai Nagar, New Delhi-110023

Sl. No.	Parameter/ Criteria/ requirement	Document(s)/ Other requirement(s)
1	The Insurance Company Or Their Service Provider Must Have Been In The Insurance Business In India For At Least XX Years	Copy of license issued by IRDAI
2	The Insurance Company Or Their Service Provider Should Currently Be Providing Insurance To At Least YY Government, Semi-Government, PSU, Govt. Undertaking, Autonomous Bodies, Educational Institutes Of National Repute Etc.*  <i>Experience from one company shall be counted one time only even if the company has been served for multiple years</i>	Copy of letter of appointment issued by the PSUs/Govt. Organization/State PSU/State Govt. client in their official letterhead mentioning the name of the insurance company to be submitted, or Insurance policy copy issued, or certified by Principal Officer/Authorized signatory of the insurance company

3	The Insurance Company Or Their Service Provider Should Be Providing Insurance To At Least 5 Clients In India Where The Annual Premium Is More Than INR XX For Each Client	Certification from the authorized signatory authority or certified from CA mentioning the premium from insurance business only
4	The Insurance Company Or Their Service Provider Should Be Providing Insurance To At Least 5 Clients In India Where The Insurance Cover (Sum Insured) Is More Than INR XX For Each Client	Certification from the authorized signatory authority or certified from CA mentioning the Sum Insured from insurance business only
5	Average Turnover in the last 3 (Three) preceding FYs i.e. 2021-22, 2022-23, & 2023-24	Certification from authorized signatory authority or certified from CA mentioning the turnover in the last three preceding FY



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**Format-2**

**FINANCIAL PROPOSAL**  
**(On Bidder's letter head)**

Bid/NIT .No. \_\_\_\_\_

Date: \_\_\_\_\_

From: \_\_\_\_\_ *(Insert name and address of Company/Vendor/Bidder)*

\_\_\_\_\_

\_\_\_\_\_

Tel.#: \_\_\_\_\_

Fax#: \_\_\_\_\_

E-mail address# \_\_\_\_\_

**Solar Energy Corporation of India Limited**  
**6th Floor, Plate-B, NBCC Office Block Tower- 2**  
**East Kidwai Nagar, New Delhi- 110023**

Sub: Response to Bid/NIT no. \_\_\_\_\_ dated \_\_\_\_\_ for: Director's and Officer's Liability Insurance 2025-26 of Solar Energy Corporation of India Limited, New Delhi

Dear Sir/ Madam,

I/ We, \_\_\_\_\_ *(Insert Name of the Company/Vendor/Bidder)*  
enclose herewith the Financial Proposal for selection of my/our firm/Vendor/Bidder  
for \_\_\_\_\_.

I/ We agree that this offer shall remain valid for a period of 180 (One Hundred and Eighty) days from the due date of submission of the response to this document.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20....



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Thanking you,  
We remain,  
Yours faithfully

Name  
Designation

Seal and Signature of Authorized Person

**Format-3**

<b>Schedule of Rates (SOR) / Price Bid Format</b>							
<b>(On the Letter Head of the Bidding Company)</b>							
<b>Sl. No.</b>	<b>Coverage</b>	<b>Limit</b>	<b>Period</b>	<b>Rate</b>	<b>Premium (Rs.)</b>	<b>GST (Rs.)</b>	<b>Total (Rs.)</b>
1	Director's & Officers Liability Insurance including entity security cover and all other extensions and conditions as specified in Coverage Document	Rs. 100 Crore	One Year				
<b>Total</b>							
1	<b>Total Insurance Policy Premium Amount (In Figures)</b>						
2	<b>Total Insurance Policy Premium Amount (In Words)</b>						

*(Bidder should include the price breakup in this SOR/Price Bid)*

**NOTE:**

- a) The bidder has to quote Total Evaluated Bid Value (TEBV) only on GeM portal <https://www.gem.gov.in> and Submit Excel Sheet/ Financial

**Document indicating price break up as per above Format: Schedule of Rates (SOR)/Price Bid on the GeM Portal.**

- b) The bidder has to quote in the prescribed price bid format only. Quoting in any other manner will summarily be liable for rejection.
- c) Tender with over written or erased, illegible rate or rates not shown in figures and words will be liable for rejection.
- d) The offer should be valid for a period of 180 days from the date of opening of tender, failing which the Limited tender will be liable for rejection.
- e) All Goods & Service Tax (GST) components [applicable for both Centre and state] payable by the Contractor under the Contract, or for any other cause, shall be mentioned as per the Price bid format mentioned.
- f) Prices quoted by the Bidder, shall remain FIRM and Fixed and valid until completion of the Contract and will not be subject to variation on any account. Bidder shall quote Service charge for all the work as per the Scope of work and Specifications as defined under this document.**
- g) In case of any variation (positive/ negative) in existing rates of taxes/ duties/ levies or a new tax/ duty/ levy is introduced or any existing tax/ duty/ levy is abolished or application of any Tax in the course of the performance of this Contract, which will/ may impact the overall pricing in connection with performance of the Contract, an equitable adjustment of the Contract Price shall be made to factor any such change by addition to the Contract Price or deduction therefrom, as the case may be. All these adjustments would be carried out by considering the base price of taxes equivalent to the amount mentioned under taxes and duties column of the price bid format.
- h) Variation in taxes, duties, levies etc. after award of job but within the Time schedule as mentioned shall be to the account of SECI. Any variation in taxes, duties, levies etc. beyond Time schedule shall be to BIDDER's account. In case of statutory variation in GST during currency of the Contract, the Contractor shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the date of submission of Bid and on the date of revision. Claim for payment of GST / Statutory variation in GST, should be



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raised within two [02] months from the date of issue of 'Government Notification' for payment of differential (in %) GST, otherwise claim in respect of above shall not be entertained for payment of arrears.



**Format-4**

**FORMAT FOR CONTRACT PERFORMANCE BANK SECURITY**

***(To be stamped in accordance with Stamp Act, the Non-Judicial Stamp Paper of Appropriate Value should be in the name of the issuing Bank)***

Reference: .....

Bank Guarantee No.: .....

Date: .....

In consideration of the \_\_\_\_\_ [Insert name of the Bidder] (hereinafter referred to as 'selected Contractor/ Service Provider') submitting the response to Tender inter alia for ..... [Insert title of the Tender], dated..... issued by Solar Energy Corporation of India Limited (hereinafter referred to as SECI) and SECI considering such response to the Tender of .....[Insert name of the Bidder] (which expression shall unless repugnant to the context or meaning thereof include its executors, administrators, successors and assignees) and selecting the Bid of the Contractor/ Service Provider and issuing GeM Order/ Notification of Award/ Contract Agreement No. \_\_\_\_\_ to \_\_\_\_\_ (Insert Name of selected Contractor/ Service Provider) as per terms of Tender and the same having been accepted by the selected Contractor/ Service Provider resulting in a contract to be entered into, for purchase of Work/Services [from selected Contractor/ Service Provider, M/s \_\_\_\_\_].

As per the terms of the Tender, the \_\_\_\_\_ [Insert name & address of Bank] hereby agrees unequivocally, irrevocably and unconditionally to pay to SECI at ..... [Insert Name of the Place from the address of the SECI] forthwith on demand in writing from SECI or any Officer authorised by it in this behalf, any amount up to and not exceeding Indian Rupees \_\_\_\_\_ [Total Value] only, on behalf of M/s \_\_\_\_\_ [Insert name of the selected Contractor/ Service Provider]

This guarantee shall be valid and binding on this Bank up to and including ..... and shall not be terminable by notice or any change in the constitution of the Bank or the term of contract or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, or agreed with or without our knowledge or consent, by or between parties to the respective agreement.

Our liability under this Guarantee is restricted to INR \_\_\_\_\_ (Indian Rupees only).

Our Guarantee shall remain in force until..... SECI shall be entitled to invoke this Guarantee till .....



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The Guarantor Bank hereby agrees and acknowledges that SECI shall have a right to invoke this BANK GUARANTEE in part or in full, as it may deem fit.

The Guarantor Bank hereby expressly agrees that it shall not require any proof in addition to the written demand by SECI, made in any format, raised at the above-mentioned address of the Guarantor Bank, in order to make the said payment to SECI.

The Guarantor Bank shall make payment hereunder on first demand without restriction or conditions and notwithstanding any objection by \_\_\_\_\_ [Insert name of the selected Contractor/ Service Provider as applicable] and/ or any other person. The Guarantor Bank shall not require SECI to justify the invocation of this BANK GUARANTEE, nor shall the Guarantor Bank have any recourse against SECI in respect of any payment made hereunder

This BANK GUARANTEE shall be interpreted in accordance with the laws of India and the courts at New Delhi shall have exclusive jurisdiction.

The Guarantor Bank represents that this BANK GUARANTEE has been established in such form and with such content that it is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

This BANK GUARANTEE shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank.

This BANK GUARANTEE shall be a primary obligation of the Guarantor Bank and accordingly SECI shall not be obliged before enforcing this BANK GUARANTEE to take any action in any court or arbitral proceedings against the selected Contractor/ Service Provider, to make any claim against or any demand on the selected Contractor/ Service Provider or to give any notice to the selected Contractor/ Service Provider or to enforce any security held by SECI or to exercise, levy or enforce any distress, diligence or other process against the selected Contractor/ Service Provider.

This BANK GUARANTEE shall be effective only when the Bank Guarantee issuance message is transmitted by the issuing Bank through SFMS to IDFC First Bank and a confirmation in this regard is received by SECI.

The Guarantor Bank acknowledges that this BANK GUARANTEE is not personal to SECI and may be assigned, in whole or in part, (whether absolutely or by way of security) by SECI to any entity to whom SECI is entitled to assign its rights and obligations under the Contract.

Notwithstanding anything contained hereinabove, our liability under this Guarantee is restricted to INR \_\_\_\_\_ (Indian Rupees \_\_\_\_\_ only) and it shall remain in force until ..... We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if SECI serves upon us a written claim or demand.



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Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Power of Attorney No.: \_\_\_\_\_  
For  
\_\_\_\_\_ [Insert Name and Address of the Bank] \_\_\_\_\_

Contact Details of the Bank:

E-mail ID of the Bank:  
Banker's Stamp and Full Address.

Dated this \_\_\_\_ day of \_\_\_\_, 20\_\_

Witness:

1. ....

Signature  
Name and Address

2. ....

Signature  
Name and Address

Notes:

1. The Stamp Paper should be in the name of the Executing Bank and of appropriate value.
2. The Performance Bank Guarantee shall be executed by any of the Scheduled Commercial Banks as listed on the website of Reserve Bank of India (RBI) and amended as on the date of issuance of Bank Guarantee. Bank Guarantee issued by foreign branch of a Scheduled Commercial Bank is to be endorsed by the Indian branch of the same bank or State Bank of India (SBI).



**FORMAT FOR EARNEST MONEY DEPOSIT**

**(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution)**

Ref. \_\_\_\_\_  
Bank Guarantee No. \_\_\_\_\_  
Date: \_\_\_\_\_

In consideration of the -----[Insert name of the Bidder] (hereinafter referred to as 'Bidder') submitting the response to NIT inter alia for selection of the Project in response to the NIT No. \_\_\_\_\_ dated \_\_\_\_ issued by Solar Energy Corporation of India Limited (hereinafter referred to as SECI) and SECI considering such response to the NIT of .....[insert the name of the Bidder] as per the terms of the NIT, the \_\_\_\_\_ [insert name & address of bank] hereby agrees unequivocally, irrevocably and unconditionally to pay to SECI at [Insert Name of the Place from the address of SECI] forthwith on demand in writing from SECI or any Officer authorized by it in this behalf, any amount upto and not exceeding Rupees -----[Insert amount] only, on behalf of M/s. \_\_\_\_\_ [Insert name of the Bidder] .

This guarantee shall be valid and binding on this Bank up to and including \_\_\_\_\_ [insert date of validity in accordance with NIT] and shall not be terminable by notice or any change in the constitution of the Bank or the term of contract or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, or agreed with or without our knowledge or consent, by or between parties to the respective agreement.

Our liability under this Guarantee is restricted to Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ only). Our Guarantee shall remain in force until \_\_\_\_\_ [insert date of validity in accordance with NIT]. SECI shall be entitled to invoke this Guarantee till \_\_\_\_ [Insert date which is 30 days after the date in the preceding sentence].

The Guarantor Bank hereby agrees and acknowledges that the SECI shall have a right to invoke this BANK GUARANTEE in part or in full, as it may deem fit. The Guarantor Bank hereby expressly agrees that it shall not require any proof in addition to the written demand by SECI, made in any format, raised at the above-mentioned address of the Guarantor Bank, in order to make the said payment to SECI.

The Guarantor Bank shall make payment hereunder on first demand without restriction or conditions and notwithstanding any objection by ----- [Insert name of the Bidder] and/or any other person. The Guarantor Bank shall not require SECI to justify the invocation of this



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BANK GUARANTEE, nor shall the Guarantor Bank have any recourse against SECI in respect of any payment made hereunder.

This BANK GUARANTEE shall be interpreted in accordance with the laws of India and the courts at Delhi shall have exclusive jurisdiction. The Guarantor Bank represents that this BANK GUARANTEE has been established in such form and with such content that it is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

This BANK GUARANTEE shall be effective only when the Bank Guarantee issuance message is transmitted by the issuing Bank through SFMS to IDFC First Bank and a confirmation in this regard is received by SECI.

This BANK GUARANTEE shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank. This BANK GUARANTEE shall be a primary obligation of the Guarantor Bank and accordingly SECI shall not be obliged before enforcing this BANK GUARANTEE to take any action in any court or arbitral proceedings against the Bidder, to make any claim against or any demand on the Bidder or to give any notice to the Bidder or to enforce any security held by SECI or to exercise, levy or enforce any distress, diligence or other process against the Bidder.

Notwithstanding anything contained hereinabove, our liability under this Guarantee is restricted to Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ only) and it shall remain in force until \_\_\_\_\_ [Date to be inserted on the basis of this NIT] with an additional claim period of thirty (30) days thereafter. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if SECI serves upon us a written claim or demand.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Power of Attorney No. \_\_\_\_\_

For \_\_\_\_\_ [Insert Name of the Bank] \_\_\_\_\_

Banker's Stamp and Full Address.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Bank Contact Details & E Mail ID is to be provided