



IGNOU  
Administration Division (CPU)

F. No.: IG/CPU/Ins.-RPB/2012

Date :19.07.2017

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**Sub: INSURANCE COVER TO IGNOU PAPER STOCK STORED AT CWC GODOWN, RANA PRATAP BAGH, DELHI AND STUDY MATERIALS AND PROSPECTUS OF MPDD STORE AT IGNOU, MAIDAN GARHI, NEW DELHI.**

Sir,

IGNOU, the largest University of India is seeking to insure its paper stocks valued at Rs. 60,82,00,000/- at CWC godown, Rana Pratap Bagh, Delhi under Burglary – Standard Policy, Standard Fire and Special Perils Policy and Study Materials and prospectus at MPDD, IGNOU, Maidan Garhi, New Delhi under fire & theft policy. Details of the same are given below:-

S.No.	Type of Paper	Venue	Value (Approx.)
1.	Study Materials and prospectus etc.	Store-I, II and prospectus Unit, MPDD, IGNOU, Maidan Garhi, New Delhi	Rs. 46,82,00,000/-
2	IGNOU Paper/ Art Card etc.	IGNOU-CWC Warehouse, Rana Pratap Bagh, Delhi	Rs. 14,00,00,000/-
<b>Total</b>			<b>Rs. 60,82,00,000/-</b>

The present insurance cover of the Stock is going to expired on 21.08.2017 and the University intends to insure the same for further one year. The site can be inspected during working hours i.e. 10.00 AM to 05.30 PM on any working day i.e. from Monday to Friday.

You are requested to quote the lowest and competitive amount of premium/ rate payable towards Insurance cover of above mentioned items of Rs. 14,00,00,000/- under Standard Fire and Special Perils Policy and Burglary BP Policy (on first 10% loss basis) **AND** Rs. 46,82,00,000/- for fire and theft policy. The bid/proposal may be submitted in a sealed cover superscribing "Bid for insurance of IGNOU Paper/ Art Card, Study material and prospectus stocked at CWC, Rana Pratap Bagh and MPDD Store, Maidan Garhi, New Delhi" on or before 16.08.2017 at 11.00 AM to the CPU in Room No.- 17, Block-04, Maidan Garhi, New Delhi-10068. The same will be opened by the duly constituted Committee on the same day i.e. 16.08.2017 at 11.30 AM in the presence of tenderer(s) if they wish to be present. It may please be noted that once the amount of premium is fixed on the basis of quotations, no increase will be allowed.

The university reserves the right to accept or reject the tender at any stage.

Thanking you,

Yours Sincerely

(S) Shiv D. Sanduja  
Assistant Registrar (CPU)