



IGNOU
Administration Division (CPU)

F.No. : IG/CPU/Ins./ L&DD/2012

Dated : 18.07.2017

To

Sub: Insurance Cover to Library Books & Journals at Library and Documentation Division (L&DD), IGNOU, Maidan Garhi, New Delhi- 110068.

Sir,

The Indira Gandhi National Open University (IGNOU) intend to insure the Library Books and Journals valued Rs. 29,88,44,740/- for its Library and Documentation Division Located at IGNOU Campus, Maidan Garhi, New Delhi -110068 under Burglary/ Fire and Special Perils Policy initially for a period of one year. The total estimated value of the Books and Journals is as under:

S.No.	Particulars	Value (Approx.)
1.	Books & Journals	Rs. 29,88,44,740/-
	Total	Rs. 29,88,44,740/-

2. Before submission of the quotation the site/location of Library & Documentation Division as above 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.

3. You are therefore, requested to quote the lowest and competitive amount of premium/ rate payable towards Insurance cover of above mentioned books and journals under Standard Fire and Special Perils Policy and Burglary Policy. The bid/ quotation duly signed and sealed by the firm may be submitted on or before 08.08.2017 at 11.00 AM to the CPU in Room No.- 17, Block – 04, IGNOU, Maidan Garhi, New Delhi-10068. The Quotations so received will be opened and evaluated by the duly constituted Committee on the same day i.e. 08.08.2017 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.

4. The university reserves the right to accept or reject the tender at any stage and no representation to this effect would be entertained.

(Shiv D. Sanduja)
Assistant Registrar (CPU)