

F. No. 1(51)/MPDD/2017-18/
Dated: 23.05.2017

To

All National Insurance Companies

Subject: Inviting Quotations only from the National Insurance Companies for comprehensive Transit Insurance for Transportation of IGNOU Study Materials/Prospectus to its Regional Centres/sub-Regional Centres.

Dear Sir/Madam,

The Indira Gandhi National Open University (IGNOU) is in the process of dispatching large quantity of printed Study Material/Student Hand Book-cum Prospectus to its various Regional Centers/Sub-Regional Centres located in different parts of the country through road transport by Trucks/Tempos. The financial worth of this year's study materials/prospectus viz. required to be sent will be approximately Rs. 25 Crore against which the University is desirous of having a Comprehensive Transit-Insurance Cover including the risk of Fire Strike, Riots and Civil Commotion.

In this connection, I am directed to requested you to forward the quotation **strictly in a posted & sealed envelope superscribing on top of the sealed envelope "Quotation for Transit Insurance for 2017-18"**. Your Quotation duly completed in all respect should reach the office of Registrar (MPDD), Room No. 3-A, IGNOU Maidan Garhi, New Delhi- 110068 latest by **16.06.2017 upto 2.30 P.M.** which will be opened on the same day at 3.00 P.M. The representative of the Insurance Company may attend the opening of quotation, if so desired. In case of any other query with regard to above quotation, you may contact Shri Manoj Kumar, Assistant Registrar (A & F) at the Tel. no. **'29572004'** during office hours on all working days.

The decision of the University shall be final in respect of Opening and Evaluation of the quotations and binding on all the parties. The University has the right to reject any or all the quotations without assigning any reason(s).

Thanking you,

Yours sincerely,

(Manoj Kumar)
Assistant Registrar, A&F