


NOTICE INVITING TENDER

1. Sealed item rate tenders are invited by Group General Manager (Tech & HR.), SCOPE on behalf of Constituents of SCOPE Minar, Laxmi Nagar, Delhi-110092 for the work as per the details given below.
 - 1.1 Name of the work : Insurance of SCOPE Minar, Laxmi-Nagar, Delhi-92.
 - 1.2 Total sum Insured Value : Rs. 526 Crores
 - 1.3 Earnest Money : Nil
 - 1.4 Time for completion : For the period from 10.01.2025 to 09.01.2026
 - 1.5 Cost of Tender : Nil
 - 1.6 Last date of submission of Tenders : 26.12.2025 up to 3.00 P.M.
 - 1.7 Place of submission of Sealed Tenders : Office of Group General Manager (Tech&HR.), UL Floor, Core-2, MMO, SCOPE Minar, Laxmi Nagar, Delhi-110092.
 - 1.8 Date & Time of opening of Tenders : 26.12.2025 at 3.30 P.M
 - 1.9 Place of opening of Tenders : As mentioned above.
2. Tender documents consisting of Technical specifications, schedule of quantities, contract conditions, can be had from the office of Group General Manager (Tech.&HR), MMO, SCOPE Minar, Laxmi Nagar, Delhi-110092 free of cost on any working day from 16.12.2025 to 26.12.2025 during working hours from 10.00 A.M. to 3.00 P.M. Scope of work & Eligibility criteria can also be seen from the website of SCOPE i.e www.scopeonline.in.
3. Tender document shall be accepted only from the IRDA approved selected agencies/Insurers only.
4. Tenderers are advised to submit their offers strictly based on the terms & conditions and specifications given in the tender document.
5. All the certificates/documents shall be submitted by the firm duly signed & self attested subject to verification with original documents, to the office of the undersigned.
6. For any clarification or physical inspection of building/equipments, the representative of the agency can be deputed to the office of the undersigned on any working day between 10.00 A.M to 3.00 P.M.
7. SCOPE reserves the right to reject any or all tenders without assigning any reasons.

 Group General Manager (Tech &HR)

Encl: Tender documents.

TO BE UPLOADED ON SCOPE'S WEBSITE

SCOPE OF WORK

Sub: Insurance against various risks at SCOPE Minar.

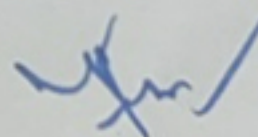
- 1 SCOPE Minar at Laxmi Nagar District Centre, Delhi-92, is state-of-the-art intelligent building which houses the offices of 40 public sector enterprises and Nationalised Banks. It is an architectural marvel having glass façade which makes the building energy efficient through conservation of energy. The office complex is centrally controlled computerized building automation system. SCOPE Minar is located opposite to the Delhi Fire Station.

The building has all the modern features for the fire fighting as required for a high rise building. The system has hydrants, sprinklers, smoke detectors, gas flooding systems etc with centralized fire panel monitoring on round the clock basis. The installations have been cleared by Delhi Fire Services.

2. **Scope of tender:**

It is intended to take an insurance policy to cover risks for the following assets for a period of one year effective date of placement of order.

Sl. No.	Asset	Sum insured (Rs. In Lacs)
1.	Building structure work i/c interior of convention Centre	435 1682321/-
2.	Cost of plant and machinery:	
	Elevator System and roof trolley	1351.78
	Air conditioning system & ventilation	3950.21
	Fire detection & fire fighting	961.73
	Power supply & Electrics	1804.22
	Water supply, pipes, fittings & valves	275.65
	Building automation system	563.51
	External Electrification	140.15
	Total	5256407925/-
	Say Rs. 526 Crores	



3. The policy shall cover the following risks:
 - i. Standard Fire & special peril Risks.
 - ii. Earthquake Risks
 - iii. Terrorism Risks
 - iv. Third party Liability (Public Liability).
4. Third party liability shall cover injury or death suffered by third party and loss or damages to the third party properties occurring in connection with the SCOPE Minar building. The total value against this shall be considered as Rs. 1.0 Crore for any one accident or series of accidents arising out of one event and Rs. 4.0 Crores for all accidents during the policy period of one year. The policy shall cover liability incidental to lifts also.
5. The policy shall be in the name of Maintenance Management Organization, SCOPE Minar, Laxmi Nagar, Delhi-92 who will be the beneficiary.
6. The tenderer in his offer shall, inter alia, indicate the following:
 - a. Policy details.
 - b. Methodology for settlement of claims including values with or without survey, time taken for settlement, documentation required etc.
7. For any clarification or physical inspection of building/equipments, the representative of the agency can be deputed to the office of undersigned on any working day between 10.00 AM to 4.00 P.M.
8. The offer shall be accepted only in the prescribed format as per enclosed schedule. No any deviation or conditional tender is acceptable.
9. The last date for submission of offer is 26.12.2025 up to 3.00 P.M at MMO office, Mezzanine floor, Core-2, SCOPE Minar, Laxmi Nagar, Delhi-110092.
10. The offer shall be valid up to 1 month from the date of submission of offer.
11. MM/SCOPE reserves its rights to reject any or all the quotations without assigning any reason.
12. Rates quoted should be written in words & figure both.

