



THE LAWRENCE SCHOOL, LOVEDALE, THE NILGIRIS, TAMIL NADU - 643003  
EXPRESION OF INTEREST (EOI) DOCUMENTS FOR VEHICLE INSURANCE

Tender No.	EOI/The Lawrence School/2023
Date of EOI Issue	<b>10.04.2023</b>
Insurance Coverage Commence Date	<b>TN-43-D-7682 - 12/04/2023</b> <b>TN-43-H-0640 - 14/04/2023</b> <b>TN-43-C-3742 - 23/04/2023</b>
Duration	One Year (from present expiry date)

SCHEDULE OF EVENTS

Sl. No.	Particulars	Completion date	Time
1	Queries by the Insurer/Broker	<b>11/04/2023</b>	11.30 AM
2	Last date to submit the Tender Documents	<b>11/04/2023</b>	03.00 PM
3	Opening of the Tender	<b>11/04/2023</b>	03.30 PM
4	Negotiation with the Bidders	<b>11/04/2023</b>	04.00 PM

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## INTRODUCTION

### DISCLAIMER:

The information contained in this EOI document or subsequently provided to Applicants, whether in document or verbal or any other form by or on behalf of The Lawrence School, Lovedale, Ooty, Tamil Nadu, any of its employees or advisors, is provided to Applicants on the terms and conditions set out in this EOI document and such other terms and conditions subject to which such information is provided.

The purpose of this EOI document is to provide interested parties with information that may be useful to them in eliciting their proposals pursuant to this EOI document. This Tender document may not be appropriate for all persons, and it is not possible for the School, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI document. This EOI document includes statements, which reflect various assumptions and assessments made by the School in relation to the Contract. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.

The assumptions, assessments, statements and information contained in this EOI document, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct his/her own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this EOI document and obtain independent advice from appropriate sources.

Information provided in this document to the Applicant(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The School accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. The School, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI document and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI document or arising in any way in this EOI Stage.

### GENERAL

The Lawrence School, Lovedale invites proposals from IRDAI registered well established Insurance Companies [both PSUs and Private Operators] having adequate experience in dealing with the Vehicle Insurance, for providing Vehicle Insurance Coverage for its vehicles.

A. BIDDER'S ELIGIBILITY CRITERIA (Mandatory provisions) :

It is mandatory for the potential bidders to ensure that the following minimum eligibility criteria is met in order to participate in the process:

1. Should have a valid IRDA license as on date of submission of EOI response for procuring insurance business in India.
2. Should have been registered with IRDA under the Motor Vehicle Insurance category.

The submission of tender document should accompany the required documentary evidence to prove their eligibility, failing which, the quotation will be rejected.

Quotation can be submitted either directly by the Insurance company or through their authorized IRDA approved broker. But one Insurance Company can submit only ONE quote. Also one broker should submit only ONE quote. Both the insurance company and broker cannot submit multiple quotes. Quotes have to be submitted only from / for those Insurance Companies having Office (Regional/Division/ Branch/ Zonal) at The Nilgiris and Coimbatore Districts of Tamil Nadu, India).

B) Experience: Bidder should have experience of providing Motor Vehicle Insurance Policies for the last three years.

C) Rejection of Bids

The School reserves the right to reject the Bid if,

1. The Bid is incomplete as per the EOI requirements.
2. Any condition stated by the Bidder is not acceptable to the School.
3. If the EOI and any of the terms and conditions stipulated in this document are not accepted by the bidder, required information is not submitted as per the format given.
4. Any information submitted by the Bidder is found to be untrue / fake / false.
5. The Bidder does not provide, within the time specified by the School, the supplementary information/clarification/details sought by the School for evaluation of the Bid. Any other reason which the School may deem appropriate for rejection of the Bid.

The School shall be under no obligation to accept any offer received in response to this EOI and shall be entitled to reject any or all offers without assigning any reason whatsoever. The School may abort the entire process at any stage, thereby without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for school action. Any effort by the firm to influence the School in the process of School's Bid evaluation; Bid comparison; and contract award decision may result into the rejection of their Bid.

D) Sealing and Submission of Tenders

For sealing and submission of the Tender document, the Bidders shall follow the procedure as indicated below:

The Bidders are required to submit the tender in sealed envelope addressed as under:

The Headmaster,  
The Lawrence School, Lovedale,  
The Nilgiris-643003, Tamil Nadu

The sealed tender should be submitted on or before the date and time mentioned in this document. Tender submitted through FAX will not be accepted.

Please note the following: -

- I. The successful bidder will be awarded all or part of the vehicle insurances/renewal of existing insurances.
- II. The School shall not be bound to accept the lowest bid and reserves the right to reject any or all the bids without assigning any reason
- III. The quotes can be submitted through online in the format mentioned in the Annexure-1, followed by a hard copy in a sealed envelope.

E) Opening of EOI's:

The EOI's will be opened by the Purchase Committee appointed by the school and other nominated members on **11/04/2023** in the School at 3.30 PM. In case of date of opening of EOI is a declared holiday, then the date of opening will be the next working day.

F) Allotment of Contract:

The School will award the Contract to the successful Bidder whose quote has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

Immediately after the award of contract, the negotiated premium will be released through account payee cheque or through on-line payment in favor of the successful bidder.

The successful bidder has to issue the Policy Documents/Renewed Policy Documents, once the premium is received by the bidder, on or before the due date/time.

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Details of Insured and its vehicles:

Motor Vehicle Insurance Policy	
Insured	The Lawrence School, Lovedale
Insured's Communication Address	As per RC
Current Insurer	THE NEW INDIA ASSURANCE CO.;TD
Policy renewal period	TN-43-D-7682 - 12/04/2023 TO 13/04/2024 TN-43-H-0640 - 14/04/2023 TO 15/04/2024 TN-43-C-3742 - 23/04/2023 TO 23/04/2024
Claim if any during current period	NIL
No of Vehicles	<b>THREE</b> TN-43-D-7682 - SWARAJ MAZDA TN-43-H-0640 - EECO AMBULANCE TN-43-C-3742 - MOTOR CYCLE
Type of Vehicles	Refer attached RC
Model	Refer attached RC
Registration Nos.	Refer attached RC
No of seats	Refer attached RC
Private/commercial	Refer attached RC
IDV	TN-43-D-7682 - 6,00,000 TN-43-H-0640 - 3,00,000 TN-43-C-3742 - 15,000
Previous Year Premium	TN-43-D-7682 - 33,478 TN-43-H-0640 - 6,897 TN-43-C-3742 - 752
Policy Type	Comprehensive