

No.124 /DAH&AW/JD(CR)/NLM – LIVESTOCK INSURANCE/2025-26
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF ANIMAL HUSBANDRY AND ANIMAL WELFARE

Place: Puducherry, Date: 03.02.2026

e - TENDER FOR INSURANCE OF MILCH CATTLE

'e -Tenders' are invited on behalf of the President of India for centralized Livestock Insurance Scheme under National Livestock Mission-Risk Management and Insurance Scheme for the Department of Animal Husbandry and Animal Welfare, Puducherry for the year 2025-26

2. The e - Tenderers must have minimum three years of experience in the respective field i.e for **2022-23, 2023-24 and 2024-25.**

3. The Bidders must be a firm regulated by IRDAI only are invited for technical and financial bids to quote the rate of Insurance Premium for insurance of livestock in the State of Puducherry under Centrally Sponsored Scheme- "National Livestock Mission" (NLM)-Risk Management and Insurance scheme

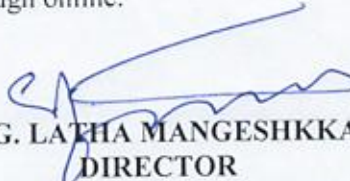
4. The Bidders with Digital Signature Certificate should submit their e-tender through online at the Government website of <https://pudutenders.gov.in> with a proof of payment of Tender Fee of Rs. 1000/- + GST 18% i.e., Rs. 1180/- for e - tender. The e-tender fee + GST have to be paid through online Portal of ICICI Bank, which is not refundable.

5. The tender schedule and 'Terms and Conditions' for reference may be downloaded from the website <https://www.py.gov.in> and from <https://ahd.py.gov.in> **e -Tender is processed through online only and hence hardcopy of submission is not be accepted.**

Sl.No	Description	Date and Time
1.	Last date and time for Submission of e-tender fee	before 12.00 PM of 24.02.2026
2.	Pre-bid enquiry, clarification will be given in the department for submission	Up to 03.00 PM of 23.02.2026
3.	Last date and time for Submission of e-Tender through online	Up to 04.00 PM of 24.02.2026
4.	Date and time for opening the 'A' Cover by the Committee	At 10.00 AM of 25.02.2026
5.	Date and time for opening the 'B' Cover by the Committee	Will be intimated after evaluation of documents

5. The e-Tender Cover 'A' and Cover 'B' will be opened in the office premises as per schedule. Tenderers are requested to stick on to the date and time specified strictly. e-Tenders will be accepted only if submitted in the prescribed manner. e-Tenderers are requested to read the instructions, help for contractors, information about DSC, resources required and bidder's manual kit at the home page of the website <https://pudutenders.gov.in> before submission of e-tender through online.

Phone No: 0413-2203135
Email : ahd@py.gov.in


(DR. G. LATHA MANGESHKKAR)
DIRECTOR

Department of Animal Husbandry and Animal Welfare,
Maraimalaiadigal Salai, Puducherry 605 001.

Letter offering tender

(The Tenderer must prepare the Letter of Offer on stationery with its letterhead clearly showing the Tenderer's complete name and address and this should be placed as the first paper of the tender)

Our Reference: No..... Dated.....

To

The Director (AH)

Department of Animal Husbandry and Animal Welfare,

Maraimalai Adigal Salai, Puducherry – 605 001.

Phone No: 0413-2201328

Email ID : ahd.pon@nic.in

Sir,

Sub: Tender for carrying out livestock insurance of Milch Animal (Cow / Buffalo) in all four regions of Puducherry under National Livestock Mission-Submission of - Reg.

Ref: Tender Reference No

We, the undersigned, hereby submit our tender for carrying out livestock insurance of Milch Animal (Cow / Buffalo) in all four regions of Puducherry under National Livestock Mission. In submitting our tender, we make the following declarations:

- a. We have examined and offer to provide insure to Milch Animal (Cow / Buffalo) in all four regions of Puducherry under National Livestock Mission and in accordance with terms & conditions specified in the tender document.
- b. We meet the eligibility requirements and have no conflict of interest, and we have not been temporarily suspended or debarred by the State Government/Central Governments.
- c. We have uploaded the checklist and the tenderers' profile, fully filled and signed.
- d. We have uploaded a copy of the tender documents duly sealed and signed.
- e. We have uploaded the following documents/copies of the document

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices.

Yours faithfully,

Signature of Authorized Signatory.

Name & Title of Signatory _____

In the capacity of

[insert legal capacity of person signing the Letter of Offer]

Name of Tenderer _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

Seal of the Company:

CHECK-LIST

1	Profile of the Tenderer /Company.	Yes	No	Page No.
2	Photocopy of valid license to carry out livestock insurance duly attested by the Notary Public and renewed during 2024-25	Yes	No	
3	Copies of Balance Sheet and Profit and Loss Account for three years i.e. (2022-2023 to 2024-25) certified by the Auditor.	Yes	No	
4	Authorization like Power of Attorney, Resolution of Board, for the Senior Officer of the company who has signed the tender documents and the bid	Yes	No	
5	Copies of Balance Sheet and Profit and Loss Account for three years i.e. (2022-2023 to 2024-25) certified by the Auditor.	Yes	No	
6	GST remittance /clearance statement for three years i.e. (2022-23 to 2024-25) (Annexure-I) along with the enclosure).	Yes	No	
7	The declaration form in (Annexure-II) signed by the tenderer and notarized.	Yes	No	
8	Market Standing Declaration (Annexure-III)	Yes	No	
9	Annual Turnover Statement for three years i.e., (2022-23 to 2024-25) in the format given in (Annexure- IV) certified by the Auditor.	Yes	No	
10	Specification of policy offered (Annexure – V)	Yes	No	
11	Details of branches of the company in all the four regions of Puducherry (Annexure - VI).	Yes	No	
12	Undertaking (Annexure - VII).	Yes	No	
13	Copy of tender conditions and schedules, duly signed by the Tenderer.	Yes	No	
14	Copy of GST Registration certificate	Yes	No	
15	Authorization letter			

Note: At the time of opening of tender, the authorized representatives who choose to be present should submit a copy of authorization letter to the competent authority before entry. (**Annexure VIII**).

PROFILE OF THE TENDERER/COMPANY

IMPORTANT: Please fill all the columns without any omissions All the items should be filled with details and numbers and not filled as enclosed etc.

1	Name of the company(tenderer)	:	
2	Contact details.		
	Full postal address.	:	
	Pin code.	:	
	Telephone No. with STD code	:	
	Mobile No.	:	
	Email id.	:	
	Name of the Contact person.	:	
	Designation of the contact person.	:	
3	Manufacturing license for the product for which tender is offered.	:	
4	Registration No. of the company with year of registration.	:	
5	No of animals insured in the past three years.	2024-25	
		2023-24	:
		2022-23	:
6	Annual Turnover of the company during the past three years.	2024-25	
		2023-24	:
		2022-23	:
7	GST/CST/VAT remitted and returns filed during the past three years (Rs.)	2024-25	
		2023-24	:
		2022-23	:
8	Goods and Services Taxes (GST) Registration No.	:	
9	Name of the authorized signatory.		
10	Designation of the authorized signatory.		

No.124 /DAH&AW/JD(CR)/NLM –LS/2025-26
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF ANIMAL HUSBANDRY AND ANIMAL WELFARE

**TERMS AND CONDITIONS FOR COW INSURANCE UNDER NATIONAL LIVESTOCK
MISSION RISK MANAGEMENT AND INSURANCE SCHEME 2025-26**

1. Quotations are invited for carrying out livestock insurance of Milch Animal (Cow / Buffalo) under Puducherry National Livestock Mission - Risk management and insurance scheme as per the schedule.
2. Quotations are invited from both public and private sector Insurance Companies experienced and involved in Livestock Insurance and Covered Under IRDA regulation with an annual turnover of Rs.40 lakhs / annum or a total turnover of Rs.120 lakhs in the past 3 years (attach proof as scanned copy with proforma in Technical Cover)
3. Documents to be submitted/uploaded as Techno-commercial bid.
 The tenderers should submit the following documents for the item tendered, duly signed, arranged serially as per the check list.
 - a. Covering Letter (Letter offering tender - as per format) in tenderer's official letter pad.
 - b. The filled in Company Profile (As per format)
 - c. Duly filled in Check List without omissions. (As per format)
 - d. Authorization like Power of Attorney, Resolution of Board, for the Senior Officer of the Company who has signed the tender documents and the bid.
 - e. Copies of Balance Sheet and Profit & Loss Account for three years (i.e., 2022 - 2023 to 2024-25) certified by the Auditor.
 - f. GST Clearance Certificate/ proof of remittance of GST for three years i.e. (2022 - 2023 to 2024-25) along with the enclosure.
 - g. The declaration form must be signed by the tenderer, which shall be notarized.
 - h. Annual Turn Over statement for last three years (i.e. from 2022- 2023 to 2024-25) certified by the Auditor.
 - i. Undertaking (**Annexure-VII**)
 - j. Authorization letter (**Annexure-VIII**)
 - k. Copy of the tender conditions duly signed by the tenderer.
 - l. Copy of GST Registration Certificate.
4. **Tender details:** The proposed insurance scheme is a two-component scheme, wherein the premium amount will be borne by the Government of India and by the beneficiary.
5. After selection of Beneficiaries, this department will send the list of Beneficiaries with relevant details and the premium together for insurance.

6. The rate quoted shall be valid for one year from the date of opening of Tender and the period of completion of work is one year from the 10th day of signing of agreement. The tender may however be extended for a further period on mutually agreed terms.
7. Rate of Insurance Premium should be quoted as premium in Rupees for a coverage period of 3 years per animal and should be inclusive of all Taxes.
8. To ensure quick implementation of the Livestock Insurance Scheme without any interruption, the department reserves the right to split orders for providing the services of insuring the animals among more than one Insurance Company provided that the rates and other conditions of quotes are equal.
9. The rate of premium quoted and accepted will be binding on the Insurance Company for the stipulated period and on no account will any increase in the rate of premium be entertained till the completion of the tender period of offer.
10. No Insurance Company shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rates quoted by them. Clerical error, typographical error etc., committed by the Insurance Company in the tender forms shall not be considered after opening the tender. **Conditions will not be considered under any circumstances and the tender of those who have given such conditions shall be treated as incomplete and for that reason, shall be summarily rejected.**
11. If at any time during the period of contract, the rate of premium is reduced or brought down by any law or act of the Central or State Government or by the Insurance Company itself, the Insurance Company shall be bound to inform the department immediately about such reduction in the contracted prices.
12. The Price Bids of the tenderers whose Technical Bids are complete without any deficiency and found to be eligible and substantially responsive would be opened. The Price Bids of other tenderers would not be opened.
13. The lowest eligible tenderer for the category will be finalized based on the sanction of funds by GOI and the price negotiation would be held as per the IRDAI rules and regulations in Tenders Act with L1 tenderer.
14. The period of insurance coverage shall be three years from the date of induction of animal in the scheme covering the **life of the animal without Permanent Total Disability.**
15. **Identification of the animals insured:** - The ear tagging should be with 12-digit unique animal ID Number generated by NDDB and is to be taken by insurance company from NDDB in case company is purchasing new tags. The animal already tagged in other program need not be again tagged for this purpose and the existing Unique Identification (UID) of tag should be used for insurance as well and there shall not be any dispute in settlement of claims on account of utilization of existing tag conforming to national standards

16. While processing an insurance proposal, one photograph of the animal/animals with the Owner clearly displaying the EAR TAG shall be taken. The cost of the photos will be borne by the insurance company or Insurance companies shall develop an android application for real-time image capturing of the animal to be insured and also to get real time images of the Post mortem in case of death of animals for early settlement of claims.

17. Specific term for providing Insurance coverage if any shall be mentioned by the firm if required for consideration by the Department. The decision of the Department in this regard in final. For all purposes, the IRDAI Rules and regulations should be followed and shall apply with amendments issued from time to time.

18. Special Terms and Conditions for livestock insurance

It is proposed to insure about 20,000 Milch Animals (Cow / Buffalo) within a period of twelve months subject to the sanction of funds by the Government of India.

The Director of Animal Husbandry and Animal Welfare, Puducherry will be the Executive Authority for the Scheme.

19. Animals to be insured

Milch animals (Cow/Buffalo (in the age group of 2 ½ years to 6 years in milk / dry, as well as pregnant animals which have already calved once). The present sanction by Government of India is for a total of 2110 Milch Animals (Cow / Buffalo) for which insurance coverage is to be provided in Union Territory of Puducherry subject to the sanction of funds by Government of India.

20. Valuation of the Animal

The minimum value of Milch Animal (Cow / Buffalo) should be assessed based on per day milk production. The value for cows is arrived at by taking Rs.3,000 per litre per day milk produced or as per the price prevailing in the local market (declared by Government) for cows and for buffaloes Rs.4,000 per litre of milk produced or as prevailing in the local market (declared by Government). However the benefit of subsidy is restricted to a maximum value of Rs. 50,000/- per unit.

21. Selection of animals

The Milch Animals (Cow / Buffalo) to be insured shall be identified by the respective Veterinary Assistant Surgeon of the Department of Animal Husbandry and Animal Welfare Puducherry and the VAS will assist in identification of beneficiaries and their animals, determination of their market value, tagging / fixing of identification marks and as and when required to certify the truthfulness of a policy for release of Government share of premium for the issue of policy.

22. Premium Payment:

- a. Funds will be released directly to the selected insurance firm.
- b. Proposals for insurance shall be submitted by department along with the beneficiary share of the premium amount paid as per the mode prescribed by the selected firm either by online mode or in cash to the designated branches of Insurance Companies in the UT of Puducherry.

- c. Government of India has informed that services of general insurance business under Central Sector Scheme on Cow Insurance is exempted from Service Tax Sl. No. 26(1) of notification No. 25/2012-ST, Dt. 20.06.2012. Therefore, Cow Insurance Services provided under 'National Livestock Mission' (NLM) gets covered as services of general insurance business provided under Central Sector Scheme on Cow Insurance. **No Service Tax / GST should be claimed in the rate of premium quoted either directly or indirectly from the department or from the beneficiary.**

23. **Agreement**

The Insurance Company whose quote is accepted shall execute an agreement on a non-judicial stamp paper of value of Rs.100/- (stamp duty to be paid by the Insurance Company) with the Director of Animal Husbandry within 15 days from the date of receipt of the intimation that their offer has been accepted.

24. **Policy**

- a. Individual Policy for every animal insured shall be issued in the name of the beneficiary by the Insurance Company through both digital mode as well as hardcopy.
- b. All the accounts and details pertaining to the Livestock Insurance Scheme shall be suitably programmed and maintained separately for generation of data on Milch Cattle and Buffaloes insured through the department.
- c. All the entries made in the policy shall be verified for its correctness.

25. **Distribution of Policy.**

- a. The policy should be issued immediately within 24 hours on remittance of premium amount.
- b. The policy cover should take effect for accidental claims immediately and for non- accidental claims after a cooling period of 21 days once the above basic formalities are completed. Selected insurance company, on its part, should issue instructions to their branches. Any dispute arising due to delay in issuing the policy shall be the sole responsibility of Insurance company.

26. **Transfer of policy on transfer of ownership of the animal insured.**

- a. In case of sale of animal before the expiry of the insurance policy, the authority of beneficiary will have to be transferred to the new owner on production of proper sale deed to the Insurance Company within the regions of UT of Puducherry.
- b. The terms and conditions for the transfer of the policy must be declared in the tender.
- c. The cost of transfer, if any, shall be borne by the beneficiary.

27. **Claims against Insurance policy**

- a. The details of coverage of the policy must be clearly stated with the tender submitted.
- b. The appropriate authority to which claims may be addressed must be clearly stated in the tender.
- c. Only Four documents would be required by Insurance Company for settling the claim namely 1. FIR with the insurance company. 2. Insurance policy 3. Post mortem report with Ear tag and 4. Photo of Animal

- d. The procedure for making claims and settlement of claims must be very simple and the documents should be easily available.
- e. The postmortem certificate will be issued by the Registered Veterinary Practitioner enlisted by the Authority working in the Department.
- f. The claims must be settled within 15 days from the submission of claims with the required documents.
- g. If the Insurance Company fails to settle the claim within 15 days of submission of documents, the Insurance Company will be liable to pay a penalty of 12% compound interest per annum to the beneficiary.
- h. The sum assured shall be paid in full as claims without any deductions.

28. **Propaganda**

- a. The Insurance agency along with its participating agencies will support the implementation of the scheme by undertaking necessary publicity campaigns to propagate the scheme.
- b. The Insurance Company should also make arrangements to publicize the scheme and contribute to the successful implementation of the scheme.

29. **Award of Tender**

- a. The company adjudged as offering the lowest evaluated rate of premium in accordance with the evaluation criteria will be awarded the tender. The company should have at least one service branch in all the regions of Puducherry and the services offered should be through the branch located in the district/region or give an undertaking that they would meet all the requirements of the farmers in their respective districts through a designated branch and officer in-charge of the regional operations.
- b. The department reserves the right to split orders among more than one Insurance Company offering the least rates of premium for providing the services of insuring the animals considering other conditions like the number of branches available, capability to perform, past performance etc., are equal.

30. The tenderer should submit an amount of Rs. 2,32,100/- as caution money/EMD in the **ICICI's Payment Gateway of bank account number: 005605011459, Pondicherry branch, IFSC: ICIC0000056, MICR: 605229002** through online before participating in the tender and the proof for payment of EMD should be enclosed as Earnest Money Deposit in cover "A". If any of the Bidder is exempted from EMD submission, then relevant documents should be uploaded in the portal. Otherwise, the tender will be summarily rejected by the Tender committee without notice. **(Bank guarantee cannot be accepted for the payment of earnest money deposit)**. The amount should be paid only by online bank account transfer through ICICI payment Gateway. The E.M.D. will be refundable to the unsuccessful Tenderers immediately after ascertaining the successful tenderer and the same will be converted into Security Deposit for successful Bidders after acceptance of tender.

31. The Bidders should submit their Quotation by **online only** at the Government website **pudutenders.gov.in** and should make their own arrangement in obtaining the **Digital Signature Certificate**.

32. The rates quoted must only be in the Bill of Quantities (BOQ) format in the online.

33. Premium proposals obtained is for four regions of Union Territory of Puducherry.

34. Reporting

Insurance Companies shall co-ordinate and co-operate with the department and facilitate for reporting the physical and financial progress on monthly basis.

35. Monitoring Committee

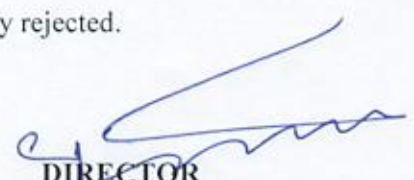
The physical and financial progress of the scheme will be reviewed periodically by the Monitoring committee.

36. Legal Jurisdiction

In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Civil Court in the UT of Puducherry.

37. Every vendor must go through the terms and conditions carefully and understand them before submitting the quotation. No excuse that the condition has not been read or understood will not be entertained later. Based on the Terms and Condition the selected firm has to sign an agreement with the Department within 15 days from

38. The Director of Animal Husbandry and Animal Welfare, Puducherry reserves to himself/herself the authority to reject any (or) all of the tenders received without assigning any reason and will not be bound to accept the lowest or any other tenders. All the quotations in which any of the prescribed condition is not fulfilled (or) any condition put forth by the vendor will be summarily rejected.


DIRECTOR
DEPT. OF ANIMAL HUSBANDRY AND
ANIMAL WELFARE, PUDUCHERRY

INSTRUCTION TO BIDDERS

The Bidders are requested to procure a Digital signature for Online Participation and the Bidders are requested to attach the following details: -

a. Cover “A” (Technical Bid) shall contain the following documents: -

Scanned copy of

- (i) Proof for Experience in Livestock Insurance.
- (ii) Proof for having covered under IRDA.
- (iii) Scanned copy of proof for transfer of Tender Fee of Rs.1000/- + GST 18% i.e., Rs.1180/- for each tender separately through online through ICICI Payment Gateway (Bank Account Number: 005605011459, Pondicherry Branch, IFSC: ICIC0000056, MICR: 605229002).
- (iv) The rate quoted should never be mentioned in any of the ‘A’ cover document.

The BOQ will be admitted for opening only if the above details are properly furnished by online.

b. Cover “B” (Price Bid) shall contain only the BOQ.

PROFORMA FOR TECHNICAL EVALUATION

**COW INSURANCE UNDER PUDUCHERRY NATIONAL LIVESTOCK MISSION RISK
MANAGEMENT AND INSURANCE SCHEME 2025-26**

Name and Address of the firm quoting the rate of the premium	
Phone No. Fax No.	
Is the firm covered under IRDA.	Yes/No
Have you ever been blacklisted by this / any Department or by any other central/ State Government organization	Yes/No
Please state.	Public Sector Firm (or) Private Firm

Having read and perused the terms and conditions for the Milch Cattle insurance by the Department of Animal Husbandry and Animal Welfare, Puducherry, I have furnished the rate and relevant details as above.

**SIGNATURE OF THE AUTHORIZED
PERSONNEL OF THE FIRM**

Date:

Place:

ANNEXURE - I**GST VERIFICATION REMITTANCE STATEMENT TO BE SUBMITTED BY THE TENDERER**
(To be filled up by the tenderer)

01. Name or style in which the applicant is assessed or assessable to GST.
02. (a) Name and address of all companies, firms or associations or persons in which the applicant is interested in his individual or fiduciary capacity.
(b). All Centers of business of the applicant (All Centers of business should be mentioned).
03. The districts, taluks and divisions in which the applicant is assessed to GST (All the Centers of business should be furnished).
04. Particulars of GST for the following three years.

Year	Total Turn Over assessed Rs.	Total Tax assessed Rs.	Total Tax paid Rs.	Balance due Rs.	Reasons for balance
2022 – 2023					
2023 - 2024					
2024 - 2025					

06. If there has been no assessment in any year, whether returns were submitted any, if there were, the division in which the returns were sent.
07. Whether any penal action or proceeding for the recovery of GST is pending.
08. The name and address of Branches if any:

I have enclosed the copies of the GST returns filed for the above period and I declare that the above information is correct and complete to the best of my knowledge and belief.

Signature of Tenderer:

Address:

Date:

ANNEXURE II
DECLARATION FORM

I / We _____ have our Office at _____ do declare that I / We have carefully read all the conditions of tender, corrigendum, addendum, errata etc., made available by the Director(AH), Department of Animal Husbandry and Animal Welfare, Puducherry for carrying out Livestock Insurance of Milch Animal (Cow / Buffalo) in all 4 regions of Puducherry under National Livestock Mission for the year 2025-26 and abide by all conditions set forth therein.

I / We also declare that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices.

Signature :

Date :

Name of the
Firm and address :

ATTESTED BY NOTARY PUBLIC

ANNEXURE-III

MARKET STANDING DECLARATION

We hereby declare that we are in the market doing Livestock Insurance business for the past years and the Milch Animal (Cow / Buffalo) insurance carried out during the last three years with proof are furnished below

Name of firm:

Species insured	Year	Animals Insured (in nos.)	Premium collected (Rs. in lakhs)	Claims settled (in nos.)	Value/Amount of claims settled (Rs. in lakhs)
Cow	2022-23				
	2023-24				
	2024-25				
Buffaloes	2022-23				
	2023-24				
	2024-25				
TOTAL					

Signature :
Date :

Name & Address of the :
Company:

ANNEXURE-IV**ANNUAL TURN OVER STATEMENT**

The Annual Turnover of M/s. _____ for the past three years are given below and certified that the statement is true and correct.

S. No	Year	Turnover in lakh (Rs)
1	2022-23	
2	2023-24	
3	2024-25	
Total		Rs. _____ lakh

Average Turn Over per annum Rs. _____ lakh.

Signature of Auditor/
Chartered Accountant

Date:

(Name in capital)

Seal.

ANNEXURE - V**SPECIFICATION OF THE POLICY****1. MILCH ANIMAL (COW / BUFFALO):**

- THREE YEAR POLICY COVERING DEATH OF ANIMAL INCLUDING PERMANENT TOTAL DISABILITY

Signature :

Date :

**Name & Address of
the Company:**

ANNEXURE VI

**LIST OF BRANCHES/NEAR BY BRANCHES AVAILABLE IN EACH OF THE REGION &
NAME AND DESIGNATION OF PERSONS IN-CHARGE OF LIVESTOCK INSURANCE**

Name of the Branch & Region	Place & Address	Contact Phone Nos.		e-mail	Name of the officer in-charge & designation	Nodal officer for LIS 2023-24
		Landline	Mobile			

Signature :

Date :

Name & Address of the Company: :

Annexure – VII
(UNDERTAKING)

No..... Dated.....

To

Dear Sir,

Tender Ref. No.,

Dt. .

We _____ (Name of the Insurance Company) do hereby undertake that the undersigned shall ensure that all the Regional Offices and its branches (listed below) shall abide by the terms and conditions of the tender and shall be complied in full.

S. No.	Regional Office	Branches

Yours faithfully,

(Name)

for and on behalf of

M/s. _____

(Name of Insurance Company)

Note: This undertaking should be on the letter head of the company and should be signed by a person signing the tender document.

Annexure – VIII
(AUTHORIZATION LETTER)

No..... Dated.....

To

Dear Sir,

Tender Ref. No.

Dt. .

We _____ (Name of the Insurance Company) do hereby authorize M/s. _____ (Name and Address of Representative) to submit a tender, and subsequently negotiate against the above mentioned tender.

No company or Firm or individual other than M/s. _____ are authorized to tender, negotiate and conclude the contract in regard to this business against this specific tender.

(Name)
 for and on behalf of
 M/s. _____
 (Name of Insurance Company)

Note: This authorization letter of authority should be on the letter head of the company and should be signed by a person competent and having the power of attorney to bind the tenderer