

एसजेवीएन अरुण-3 पावर डवलपमेंट कंपनी प्रा. लि.
SJVN Arun-3 Power Development Company Pvt. Ltd.

(एसजेवीएन की पूर्ण स्वामित्व वाली अधीनस्थ कंपनी)

(A wholly owned subsidiary of SJVN)

900 मेगावाट अरुण-3 जलविद्युत परियोजना

900 MW Arun-3 Hydro Power Project

Regd. No.: 111808/69/070



Ref. No.: SAPDC/P&C/Arun-3HEP/RFP-16/2026-127

Date: 17.02.2026

Request for Proposals (RFP)

Sealed Insurance proposals are hereby invited by SJVN Arun-3 Power Development Company Pvt. Ltd. (SAPDC) (the Employer) from the eligible Insurance Companies of Nepal for **“Procurement of Insurance Policy for 400KV (GIS)/ 220 KV (AIS), Dhalkebar Substation (CWIP Asset) in Mithila Municipality, Distt. Dhanusha, Madesh Pradesh, Nepal for a period of one Year (RFP-16-2026)”** as per the details provided here-in-below:

Sr. No.	Description	Remarks
1.	Bill of Quantities (BOQ)	Refer Annexure ‘A’
2.	Scope of work/Insurance	Refer Annexure ‘B’
3	Terms and Conditions for Insurance	Refer Annexure ‘C’
4.	General Information of bidder/Insurance Companies	Refer Annexure ‘D’
5.	Form of declaration	Refer Annexure ‘E’
6.	Bank Account Details	Refer Annexure ‘F’
7.	Bid Security Declaration	Refer Annexure ‘G’
8.	Undertaking regarding Declaration of Eligibility	Refer Annexure ‘H’
9.	Related Party Declaration (Third Party / Counter Party)	Refer Annexure ‘I’
10.	Related Party Declaration-Employee	Refer Annexure ‘J’
11.	Integrity Pact	Refer Annexure ‘K’
11.	Documents checklist	Refer Annexure ‘L’

1. Eligible Bidders

- This Invitation for Bid is open to all the bidders registered in Nepal who meet the Qualification Criteria as defined hereunder.
- Bidders should not have as an individual or as a partner in JV banned/ de-listed/ black-listed/ debarred from business by any PSU/Govt. Deptt. /SAPDC during the last 03 (three) years on grounds of corrupt/fraudulent practices and/or on any ground. An undertaking to this effect shall be furnished by the bidder as per the format attached **Annexure-‘H’**.

2. Minimum Qualifying Requirements:

- Insurance company should be registered in Office of Company Registrar, Government of Nepal.

ii. Insurance company should be registered in Insurance Regulatory Authority of Nepal /Nepal Insurance Authority under Insurance Act 2049 B.S / 2079 B.S under Non-Life Insurance Category.

iii. Bidder intends to participate as Joint Venture/ Consortium are not allowed to bid.

3. **Submission of Bid:-**

The bidder must submit the bid in the following two separate sealed envelopes **{PART-I (Envelope-1) & PART-II (Envelope-2)}** clearly indicating the contents therein duly super scribed as under and these two envelopes should be enclosed in a single sealed envelope/cover super scribed as **“Procurement of Insurance Policy for 400KV (GIS)/ 220 KV (AIS), Dhalkebar Substation in Mithila Municipality, Distt. Dhanusha, Madesh Pradesh, Nepal for a period of one Year” (RFP-16/2026)** and submitted at the address of the undersigned and must reach this office through courier or by post or by hand on or before **10.03.2026 by 1530 Hrs.** and same shall be opened on **10.03.2026 at 1600 Hrs.** in presence of authorized representative of firms who choose to attend.

Further, In the “Techno-Commercial” part {i.e. in PART-I (Envelope-1)} of the bid the bidder shall not give any indication about the bid price in any manner whatsoever. Non- compliance of this provision may result in the rejection of bid.

4. **Contents of Bid:**

PART-I (Envelope-1):-

- i. Copy of PAN/VAT registration, Certificate of Incorporation along with Memorandum of Association (MoA) and Article of Association (AoA) of company.
- ii. Documentary proof for meeting out criteria laid down at Sr. No. 2 (MQR) above.
- iii. Power of Attorney in favour of Authorized person signing the bid.
- iv. Duly signed and stamped copy of Annexure-‘B’ (Scope of work/Insurance).
- v. Duly signed and stamped of Annexure-‘C’ (Terms and Conditions for Insurance).
- vi. Duly filled in, signed & stamped ‘General Information of bidder/Insurance Companies’ as per Annexure-‘D’
- vii. Duly signed and stamped ‘Form of declaration’ as per Annexure-‘E’.
- viii. Bank Account Details as per Annexure-‘F’.
- ix. Bid Security Declaration as per Annexure-‘G’.
- x. Undertaking regarding Declaration of Eligibility as per Annexure-‘H’.
- xi. Related Party Declaration (Third Party / Counter Party) as per Annexure-‘I’.
- xii. Related Party Declaration-Employee as per Annexure-‘J’.
- xiii. Integrity Pact as per Annexure-‘K’
- xiv. Documents checklist as per Annexure-‘L’.
- xv. Bidder shall submit the relevant document duly verified by Chartered Accountant (CA) document to substantiate the Annual Turnover for FY of preceding three years (FY 2022-23, 2023-24 & 2024- 25) & Document duly verified by Chartered Accountant (CA) substantiating the percentage of claim settlement (in non-life category) for Year 2024-25.
- xvi. Bidder may also submit the other documents i.r.o.policy/proposal/benefit details etc. **(Except Price Bid).**

Further, In the “Techno-Commercial” part {i.e. in PART-I (Envelope-1)} of the bid the bidder shall not give any indication about the bid price in any manner whatsoever. Non-compliance of this provision may result in the rejection of bid.

PART-II (Envelope-2):-

Price bid:- Comprising of Price Bid at **Annexure-A** i.e., duly filled, signed and stamped in Bill of Quantities (BOQ).

5. Opening of Bid:

The bids shall be opened on the date and time indicated at Sr. No. 3 above, in the office of CE/HoD (P&C), SAPDC, Tumlingtar, Distt. Sankhuwasabha, Nepal.

The bid shall be opened in the following sequence: -

- i. First, the envelope Part-I shall be opened.
- ii. Part-II (Price Bid) of responsive bidders/Insurance Companies shall be opened subsequently on same day, if no clarification is required from the Bidder(s). In case clarification is sought from the Bidder(s), separate intimation shall be given for opening of Price Bid(s) of responsive bidder(s).

6. Scope of work: The Scope of work/Insurance & Terms and Conditions for Insurance for present assignment shall be as per Annexure- ‘B’ & Annexure-‘C’ of this RFP Document.

7. Bid Validity: The bid (s) shall be valid for 90 days from the opening of bid (s).

8. Bid Security Declaration:

The Bidder shall furnish, as part of its bid, a Bid Security Declaration as per *Annexure- ‘G’*. The bid security shall be on Letter head of the Bidder. Declaration of Bid Security in original shall be submitted along with bid.

Any Bid not accompanied by an acceptable Bid Security Declaration shall be rejected by the Employer as non-responsive.

The Bidder shall be suspended for participation in the tendering process for works of SAPDC for a period of one year from the date of issue of notice of such suspension by the Employer if the Bidder withdraws its Bid or varies any terms & conditions in regard thereto during period of bid validity or if the Bidder adopts corrupt or collusive or coercive or fraudulent practices.

9. Evaluation:

- i. The evaluation of Insurance Proposal (RFP) shall be based on the responsiveness to the condition of proposal.
- ii. The ***Annexure-‘A’ (BoQ)*** i.e. **“Schedule of Premium to be charged”** will be accepted only of those Insurers whose offer is complete in scope and do not contain any significant deviation from the RFP document of SAPDC.

Bidders/Insurance Companies should clearly indicate the list of ‘Exclusions and Assumptions’ (if any) in the proposal they submit to SAPDC.

- iii. The Insurers whose offer is found complete in all respect without any significant deviation and offering lowest price at **Annexure-A (BOQ)** i.e. **“Schedule of Premium to be charged”** for the complete scope will be considered for award & in accordance with the Clause 12 (Award Criteria) of this RFP as below.

10. Schedule of Premium to be charged:

The bidder shall offer annual premium per policy as per BoQ “on Firm price Basis” and same shall not be subject to adjustment on any account except otherwise mentioned in the RFP. **The bidder is required to fill the rates in Annexure-‘A’ (BoQ) for One (01) year.** The quoted rates shall be **exclusive of VAT (if applicable) & Stamp which shall be paid as per actual by SAPDC.** Any new statutory variation occurs in accordance with laws and regulations under the contract including rate of taxes after 7 days before the last date of submission of bid (if any), during the currency of the Contract including extension thereof shall be reimbursed/ adjusted on production of documentary proof.

Rate/annual premium per policy should be filled in both figures and words. In case of ambiguities in between the Rate/annual premium per policy in figures and in words, the Rate/annual premium per policy quoted in words shall prevail. The SAPDC reserves the right to adjust arithmetical or other errors in any tender in the way which it considers suitable.

11. Payment:

Premium shall be paid by the TL Dept., SAPDC, Janakpur, as per actual capital sum insured after production of bill/demand note by the successful Insurance Company. HOD (TL) shall be the Officer-in-Charge (OIC) for the said assignment.

12. Award Criteria:

- i. The evaluation of Insurance Proposal (RFP) shall be based on the responsiveness to the condition of proposal.
- ii. The **Annexure-‘A’ i.e. (BoQ) “Schedule of Premium to be charged”** will be considered only of those Insurers whose proposal is complete in scope and do not contain any significant deviation in the proposal from conditions of RFP document.
- iii. The Insurers whose proposal is found complete in all respect without any significant deviation and offering lowest price for the complete scope will be considered for award.

In case of overall Premium of BOQ / Schedule of Premium offered by two or more responsive bidders/Insurance companies are same then, the bidder/Insurance company whose percentage of claim settlement (in non- life category) for Year 2024-25 is higher, is considered as L-1 bidder & award may be made in favour of that firm/bidder/Insurance company. Further, if Premium offered by two or more responsive bidders/Insurance companies are same & percentage of claim settlement (in non-life category) is also same then, the bidder/Insurance company whose average annual turnover of preceding three years (FY 2022-23, 2023-24 & 2024-25) is higher, will be considered as L-1 bidder & award may be made in favor of that bidder/Insurance company.

SAPDC may seek the clarification and supporting documents i.r.o. above matter. If firm fails to furnish the relevant documents in support of above said matter i.e. in support of percentage of claim settlement (in non-life category) and/or annual turnover, then the bid/proposal shall be evaluated on the basis of available document.

13. Rejection of the offer and other conditions:

- i. SAPDC reserves the rights to reject any or all of the proposal either in part or

in full without assigning any reasons whatsoever.

- ii. The Insurers taking any significant deviation from conditions of RFP document shall be rejected.
- iii. After closing time of submission of proposals, no changes will be acceptable in case any Insurer submits any type of document, its offer will be rejected.
- iv. Any incomplete offer for Annexure-A 'Schedule of Premium to be charged', will be considered as deviation and the offer of such Insurer will not be considered for award and shall be rejected.

14. Liability:

The Insurer shall be solely liable and legally responsible to SAPDC for collection of premiums, issue of policy documents, prompt settlement of claims etc. and to pay claims to the full extent subject to terms and conditions of policy.

15. Policy Period:

The period of policy shall be one (01) year. The policy shall come into force from the date & time on receipt of insurance premium in the bank account of insurance Company. Insurance policy shall be handed over to SAPDC within 48 hours from receipt of premium.

Further, Insurer Company shall also submit/provide the claim form and detail of required document for reimbursement of claim or any other form (if any) at the time of Issuance of Policy.

16. Termination:

This Insurance may be terminated at any time on the request of the SAPDC, in that case the Insurance Company will retain the premium at customary short period rate for the time the policy has been in force and balance premium will be refunded to the SAPDC.

17. Standard Inclusions:

The insurer may give minimum add-on covers free of cost in the Policy as per the Nepal Insurance Authority guidelines and same will not be considered for evaluation purpose.

18. Sum Insured:

The change in sum insured value, if any, may be revised before or after taking the insurance policy and premium value would be adjusted on pro rata basis accordingly for the unexpired period of insurance.

19. Valuation Of Assets:

The insurer has to carry out the asset valuation of Dhalkebar substation from a surveyor licensed by Nepal Insurance Authority and submit asset valuation report within 2 months of award placement which will be further examined by SAPDC. The scope of work shall include checking of the sum insured and non-insurable items along with conducting the valuation of Insurable Assets. The cost of hiring of surveyor shall be part of the quoted price and no separate payment for same shall be made by SAPDC.

SAPDC shall have the option to reduce or increase the value of the sum insured on the basis of the asset valuation report as per its requirement. In case of revision for a higher amount, SAPDC shall forthwith pay the pro-rata additional premium for the unexpired period of insurance. However, if the amount of revised sum insured is found to be less than the sum insured originally proposed, excess premium shall be refunded by insurer to SAPDC pro-rata basis for the unexpired period of insurance.

20. Modification and withdrawal of Bid:

No bid can be withdrawn or modified in the interval between the bid submission deadline and the expiration of the bid validity period specified in Bid documents. The bidder may modify or withdraw his bid prior to the deadline prescribed for submission of bids.

21. Clarification of Bids:

During evaluation, the SAPDC may, at its discretion, ask the bidder for any clarification of its Proposal. The request for clarification and the response shall be in writing, and no change in the price or substance of the Proposal shall be sought, offered or permitted.

22. Language of the Bid:

All information in the Bid, correspondence and supporting documents, printed literature related to the Bid shall be in English. In case of documents being in language other than English, translated copies shall be submitted with the bid. In the event of any discrepancy in meaning, the English language copy of all documents shall govern.

23. For any enquiry/clarification for submission of bid and any other information, the Bidders may contact to:-

Name	Designation	Contact No.	Address
Er. Sudeep Kumar Bhargava	CE (P&C)	+977-029-575154	Arun-3 HEP, SAPDC, Satluj Bhawan, Arun Sadan, Tumlingtar, Distt. Sankhuwasabha, Nepal.
Er. Ankush Sharma	Sr. Manager (P&C)		

Note: Insurer/Bidder may also seek clarification on the terms and conditions including Scope of Policy Cover for Insurance mentioned in the document by the last date of bid submission. If it is determined that clarifications sought is necessary required for this document, the corrigendum shall be issued accordingly.

24. Corrupt or Fraudulent Practices:

The Employer requires the bidders/Contractors under this contract observe the highest standard of ethics during the procurement and execution of this contract. In pursuance of this policy, the Employer:

(a) defines, for the purpose of these provisions, the terms set forth below as follows:

(i) "corrupt practice" means the offering, giving, receiving, or soliciting anything of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to be detriment of the Employer, and includes collusive practice among Bidders (prior to or after bid submission)

designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition.

(b) will reject a Bid for award of work if he determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

(c) will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract/contracts if he at any time determines that the Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.

25. Resolution of Dispute:

In case of any dispute or difference, the same shall be referred to the Sole Arbitrator, who shall be appointed by the CEO, Arun-3 HEP, SAPDC, Tumlingtar. The award of the arbitrator shall be final and binding on both the parties.

26. Courts of Chainpur (Nepal) shall have exclusive Jurisdiction for adjudication upon the dispute arising out of the subject cited contract between the parties.

27. The contract shall be governed by and interpreted in accordance with the laws in force in Nepal.

28. Corrigendum/Addendum, if any to RFP shall be uploaded on websites www.sapdc.com.np, www.sjvn.nic.in.

29. SAPDC reserves the right to cancel / withdraw the RFP without assigning any reason thereof and shall bear no liability whatsoever consequent upon such a decision

30. More than one bid from the same bidder shall disqualify the bidder from participation in the bid.

31. General Terms:

a. The Insurance Company shall entertain the claims routed through TL Department of SAPDC only.

b. The claim shall be settled within a period of one month from the submission of the entire required documents to the insurance company.

c. In respect of matters which are not specifically covered in the above scheme, the provisions of the policy taken from the insurers will be followed. Further in case of differences if any in the provisions of the scheme and that of the Insurance Policy, the later shall prevail.

32. Integrity Pact

To improve transparency and fairness in the tendering process, SAPDC is implementing Integrity Pact. Integrity Pact is deemed as part of the contract so that the prospective bidders are bound by its provisions.

The Integrity Pact, signed by all the prospective Bidders and the Employer, shall commit the persons/officials of both the parties, not to exercise any corrupt/fraudulent/collusive/coercive practices in the Tendering process and also during implementation of the Contract. Only those Bidders who have entered into Integrity Pact with the Employer shall be eligible to participate in the bidding process. Bidders signing Integrity Pact shall not approach the Courts while representing the matters to IEMs and he/she will await their decision in the matter. Entering into Integrity Pact as per **Annexure-'K'** is a basic qualifying requirement. To oversee the compliance of obligation under the Integrity Pact, a panel of Independent External Monitor(s) (IEMs) have been appointed by concerned authority. The Contact address of IEMs are as under:

S.N.	Name of IEMs Name of	Address of IEMs
1.	Sh. Manoj Pant, IFoS (Retd.)	House no. 70, Usha Colony, Sahastradhara Road, Dehradun-248013, Uttarakhand Email: mpant2007@gmail.com
2.	Sh. Davendra Verma (ISS Retd.)	604, Tower-14, Purvanchal Royal City, Chi V, Greater Noida, G.B.B. Nagar (UP) 201310 E-mail: verma.davendra@gmail.com

The Integrity Pact duly signed on behalf of SAPDC is given at ***Annexure-K*** of the Bid Document. **The Integrity Pact shall be downloaded, printed and signed by the bidder and the hard copy shall be submitted in Part-I of Bid.**

For & on the behalf of SAPDC

Sd/-

**Chief Engineer (P&C),
Arun-3 HEP, SAPDC
Satluj Bhawan, Arun Sadan,
Tumlingtar, Distt. Sankhuwasabha, Nepal
Ph. +977-29-575154,
E-mail Address: pnc.sapdc@sjvn.nic.in**

Bill of Quantities (BOQ) / ‘Schedule of Premium to be Charged’

Subject: (RFP-16/2026): “Procurement of Insurance Policy for 400KV (GIS)/ 220 KV (AIS), Dhalkebar Substation (CWIP Asset) in Mithila Municipality, Distt. Dhanusha, Madesh Pradesh, Nepal for a period of one Year.”

Sr. No.	Description	Lump sum Insurance Premium (In NPR) (Excluding VAT & Stamp duty) (In figures)	Lump sum Insurance Premium (In NPR) (Excluding of VAT & Stamp duty) (In words)
1	Property Policy Total sum to be insured under this policy is (1,95,30,00,000 /-) as per Scope of work at Annexure-B (Scope of Insurance).		
2	Machinery Breakdown Policy Total sum to be insured under this policy is (1,20,00,00,000 /-) as per Scope of work at Annexure-B (Scope of Insurance).		
3.	Burglary Policy Total sum to be insured under this policy is (1,27,00,00,000 /-) as per Scope of work at Annexure-B (Scope of Insurance).		
4.	Public Liability Policy Total sum to be insured under this policy is (1,00,00,000 /-) as per Scope of work at Annexure-B (Scope of Insurance).		
Grand Total Amount/premium (NPR) (Exclusive of VAT & Stamp duty) for (Sr. no. 1+2+3+4 of BOQ) for one (01) year			In Figures

Note:

1. VAT (if applicable) & Stamp Duty which shall be paid extra as per actual by SAPDC.

Date:

Place

(Signature of authorized representative of the Bidder/Insurer, along with his name, Seal of Company)

SCOPE OF WORK/INSURANCE

1. SJVN Arun -3 Power Development Company Pvt. Ltd. (SAPDC), a company promoted by SJVN Ltd (India) as a single share holding company in Nepal is executing works of Arun-3 Hydro-Electric Project (900 MW). For evacuation of Arun-3 power, SAPDC has undertaken extension works of 400kV (GIS)/220 kV (AIS) Dhalkebar Substation in Mithila Municipal area of Dhanusha District, Madhesh Pradesh.

The SAPDC owned Substation comprises of following major elements/ equipment:

400/220 kV GIS SUBSTATION AT SAPDC DHALKEBAR			
Item	Description	Unit	Qty.
I	MAIN EQUIPMENTS (GIS EQUIPMENT)		
1	400 kV GIS EQUIPMENT		
	BUS SECTIONALIZER-1: 420kV,5000A, 50kA for 1sec AL. BusBar-1A	Nos	01
	BUS SECTIONALIZER-2: 420kV,5000A, 50kA for 1sec AL. BusBar-2A	Nos	01
	SITAMAHRI-1 Bay: 420kV,5000A, 50kA for 1sec AL.	Nos	01
	SITAMAHRI-2 Bay: 420kV,5000A, 50kA for 1sec AL.	Nos	01
	LINE REACTOR-1 Bay: 420kV,5000A, 50kA for 1sec AL.	Nos	01
	LINE REACTOR-2 Bay: 420kV,5000A, 50kA for 1sec AL.	Nos	01
	BUS REACTOR -1 Bay: 420kV,5000A, 50kA for 1sec AL	Nos	01
	ARUN-3 CKT-1 Bay: 420kV,5000A, 50kA for 1sec AL.	Nos	01
	ARUN-3 CKT-2 Bay: 420kV,5000A, 50kA for 1sec AL.	Nos	01
	TRANSFORMER-4 Bay: 420kV,5000A, 50kA for 1sec AL.	Nos	01
	BUS PT – 3 Bay VT-1 400/ $\sqrt{3}$, 0.11/ $\sqrt{3}$, 0.5/3P, 50VA	Nos	01
	BUS PT – 4 Bay VT-1 400/ $\sqrt{3}$, 0.11/ $\sqrt{3}$, 0.5/3P, 50VA	Nos	01
2	400 kV AIS EQUIPMENT		
	Surge Arrester – 336kV, 20kA, 1Ph	Nos	24
	Surge Arrester – 120kV, 10kA, 1Ph	Nos	02
	Wave Trap – 420kV, 3150, 50kA, (1.0mH)	Nos	08
	CVT – 4400PF, 420kV, 3 core	Nos	12
	ICT – Auto Transformer 315MVA, 400/220/33kV, 3Ph	Nos	01
	NGR – 145kV	Nos	02
	Line Reactor – 63MVAR, 3PH	Nos	02
	Bus Rector – 80MVAR, 3Ph	Nos	01
3	220 kV AIS EQUIPMENT		
	Double Break With one Earth Switch – 245kV, 1600A, 40kA, 3Ph	Nos	03
	Surge Arrester – 216kV, 10kA, 1Ph	Nos	06
	Tandem Isolator Without Earth Switch – 245kV, 1600A, 40kA, 3Ph	Nos	01
	Current Transformer – 245kV, 1600A, 40kA, 1Ph	Nos	03

	Circuit Breaker 245kV, 1600A, 40kA, SF6, 3Ph	No	01
4	132kV AIS EQUIPMENT		
	Circuit Breaker – 145kV, 1250A, 31.5kA, 1Ph	Nos	02
	Surge Arrester – 120kV, 1Ph	Nos	02
5	250 KVA Diesel Generator Set	Nos	01
Note: Other equipment/accessories like control and relay panels, power & Control Cable, Hardware, switchyard structure, bus work, Clamp & connectors, insulators are also installed.			
6	Spares, machinery along with tools and tackles for the substation stored in nearby SAPDC store.		

Currently, part of the substation is in charged state including 80 MAVR Reactor, 315 MVA ICT and associated bays. The total Asset value is NPR 195,30,00,000/-. The asset value is based on Capital Work in Progress (CWIP) value as per account books.

Total asset value of Dhalkebar substation includes cost of the equipment (both for imported as well as indigenous equipment's), F&I, erection cost at site, testing and commissioning etc. including taxes and duties and includes civil assets cost also.

2. **Period of Policy:**

The period of policy shall be one (01) year. The policy shall come into force from date & time on receipt of insurance premium in the bank account of insurance Company. Insurance policy shall be handed over to SAPDC within 48 hours from receipt of premium.

Further, Insurer Company shall also submit/provide the claim form and detail of required document for reimbursement of claim or any other form (if any) at the time of Issuance of Policy.

3. **Deductibles / Excess:**

a. **Property Insurance policy**

5% of each and every claim subject to a minimum of NPR 5.00 Lakh.

b. **Machinery Breakdown Policy**

2 % of sum insured of each item or 10 % of claim amount whichever is higher subject to minimum of NPR. 5,000/- per item.

c. **Burglary policy.**

5 % of claim amount subject to a minimum of NPR 25,000/-.

d. **Public Liability policy.**

10 % on AOA subject to minimum of NPR 50,000 /-.

4. Valuation Of Assets:

The insurer has to carry out the asset valuation of Dhalkebar substation from a surveyor licensed by Nepal Insurance Authority and submit asset valuation report within 2 months of award placement which will be further examined by SAPDC. The scope of work shall include checking of the sum insured and non-insurable items along with conducting the valuation of Insurable Assets. The cost of hiring of surveyor shall be part of the quoted price and no separate payment for same shall be made by SAPDC.

SAPDC shall have the option to reduce or increase the value of the sum insured on the basis of the asset valuation report as per its requirement. In case of revision for a higher amount, SAPDC shall forthwith pay the pro-rata additional premium for the unexpired period of insurance. However, if the amount of revised sum insured is found to be less than the sum insured originally proposed, excess premium shall be refunded by insurer to SAPDC pro-rata basis for the unexpired period of insurance.

5. If an item is added or the scope of coverage (sum insured) is increased during the policy period, the proportionate premium for the unexpired period of insurance will be paid to the Insurer.
6. If an item is removed from the coverage or its coverage (sum insured) is decreased during the policy period, the proportionate premium for the unexpired period of insurance will be refunded by the Insurer to the Insured.

TERMS AND CONDITIONS FOR INSURANCE

A. GENERAL TERMS AND CONDITIONS FOR INSURANCE

1. After award, insurer shall share with SAPDC list of surveyors (along with their name, address contact nos. & experience in the field with no of Years' experience) for the purpose of handling claims. SAPDC may use its discretion in deputing surveyors from the panel, if, required.
2. Once insurance has been awarded (policy has been purchased) for a given period, the insurance company shall have no right to unilaterally terminate the operation of the policy during this period.
3. In case the Contract is terminated for any reason, the insurer shall be under obligation to refund pro-rata premium for the un-expired period apart from settling all pending claims.
4. The details of the Insurance Ombudsman for all jurisdictions must be clearly indicated by the insurer, where necessary. Before the end of contract, the Insurer must give a detailed report with the statistics of the insurance claimed during the period.
5. The terms and conditions of insurance cover and the policies, warranties and clauses need to be strictly in line with the provisions and notifications issued by Nepal Insurance Authority from time to time.
6. The Service Provider must agree with all the Terms and Conditions specified in the RFP document. The policy issued by the Insurer must be compliant with the T&C of the RFP document.
7. Fair disclosure of material features relating to the risks should be disclosed by the Buyers to the insurers to enable them understand the risks and quote appropriate terms.
8. Insurer should clearly indicate the list of 'Exclusions and Assumptions' in the proposal they submit to Buyer.
9. In case of foreclosure of the policy/contract, the premium on pro rata basis should be refunded.
10. Risk will not be assumed by the Insured unless premium is paid before the risk inception date/time.
11. The insurer may give minimum add-on covers free of cost in the Policy as per the Nepal Insurance Authority guidelines and however, same will not be considered for evaluation purpose.
12. The bidders (Service Providers) must not divulge personal information of the insured to any external party, without the consent of the Buyer
13. In case of any grievances, Buyer may file complaints either with the concerned Insurance Company or with Nepal Insurance Authority.
14. The Buyer may at its sole discretion and at any time during the evaluation of proposal, disqualify any bidders, if the bidder makes any misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements or if the bidder fails to provide related clarifications

sought by Buyer within the stipulated timelines.

15. Service Provider must keep confidential any information received from or about Buyer because of or in connection with the submission of the bid response. The Buyer will also not disclose the information provided by Bidder in a response other than to its affiliates or to its professional advisors, unless required otherwise by any provisions of law.
16. Whilst all reasonable care has been taken by Buyer when providing information in this bid document, the figures, documents, and details are presented in good faith. Bidders indemnify Buyer from any claims, liabilities or costs that may arise due to this. Bidders may seek additional information where deemed necessary but the decision to provide any additional details will be the sole discretion of the Buyer.

1. SPECIAL TERMS AND CONDITIONS FOR ASSET INSURANCE

- 1) The insurance Company shall appoint a surveyor immediately on receipt of claim(s) intimation from Buyer and shall coordinate for immediate settlement of claim.

General Information of bidder/Insurance Companies

Sr. No.	Description	Particulars (To be filled by Insurance Agency)
1.	Name and address of the Insurer	
2.	Fax/ e-mail address	
3.	Phone No. (Office)	
4.	Name, designation, contact no. and email address of the official of the Insurer to whom all the references shall be made	
5.	Insurer to whom all the references shall be made at	
(a)	Head Office (HO)-	
(b)	Divisional Office (DO)-	

Date:

**Signature of Authorized Official
with Designation and Stamp**

FORM OF DECLARATION

We, M/s _____ (name of Bidder/Insurer) having its registered office at _____ (hereinafter referred to as ‘the Bidder/Supplier’) having carefully studied completed RFP document & its Terms & conditions etc. and all corrigendum (if any) pertaining to the **“Procurement of Insurance Policy for 400KV (GIS)/ 220 KV (AIS), Dhalkebar Substation (CWIP Asset) in Mithila Municipality, Distt. Dhanusha, Madesh Pradesh, Nepal for a period of one Year.”** (RFP-16/2026)” the local and site conditions and having undertaken to execute the said works, DO HEREBY DECLARE THAT:

- 1) We are familiar with all the requirements of the Contract and has not been influenced by any statement or promise of any person of the Employer.
- 2) We undertake that all the documents uploaded along with the RFP document have been read and there is no deviation from the terms and conditions of the RFP document including Corrigendum/Addendum (if any). The submitted Techno-Commercial/Price Bid proposals are without any deviations and are strictly in conformity with the documents issued by the Employer.
- 3) We are experienced and competent Bidder to perform the Contract to the satisfaction of Employer and are familiar with all general and special laws, acts, ordinances, rules and regulations of the Government of Nepal that may affect the work, its performance or personnels employed therein.
- 4) We will comply with all guidelines of Nepal Insurance Authority. Employer shall not be responsible in case of any non-compliance by the us with the guidelines of the regulator.
- 5) The above statement submitted by us is true and correct to our best knowledge.

Date:

For and on behalf of the Bidder/Insurer

.....

**(Signature of authorized
representative of the Bidder/Insurer, along with his name, Seal of
Company)**

BANK ACCOUNT DETAILS (RFP-16/2026)

Sr. No.	Particulars	#To be filled by bidder(s)
1.	Name of Bidder as per Bank record	
2.	Bank account number	
3.	Bank name	
4.	Branch address	
<i>#Copy of cancelled cheque may also be attached</i>		

For and on behalf of the bidder /Supplier

.....

**(Signature of authorized representative of the
Bidder/Supplier, along with his name, Seal of Company)**

(To be executed on Letterhead of the Bidder) (RFP-16/2026)

(Bid Security Declaration)

Tender No:

Date:

To

**CE (P&C), SAPDC
Satluj Bhawan, Arun Sadan, Tumlingtar,
Distt. Sankhuwasabha, Nepal**

I hereby submit a declaration that the bid submitted by the undersigned, on behalf of the bidder, *[Name of the bidder]*, shall not be withdrawn or varied during the period of bid validity as stipulated in the RFP Document.

I, on behalf of bidder, *[Name of the bidder]*, also accept the fact that in case the bid is withdrawn or varied any term & condition in regard hereto during the period of bid validity, or if we adopt the corrupt or coercive or fraudulent practices, then *[Name of the Bidder]* will be suspended for participation in the tendering process for the works of SAPDC, for a period of one year from the date of issue of notice of such suspension by the Employer.

Date:

(Signature of Authorised

Signatory)

Place:

(Name).....

(Designation)

.....
(Common Seal).....

**** In case of a sole Bidder, Bid Security declaration should be on the letterhead of the Bidder and should be signed by a person competent to bind the Bidder. Proof of same in form of Power of Attorney or other document may be enclosed with the bid.***

UNDERTAKING REGARDING DECLARATION OF ELIGIBILITY(RFP-16/2026)

To: [Name and address of

Employer] Dear Sir,

It is hereby certified that, we {Insert Name of Bidder/Firm)
as an individual or as a partner in JV are not banned/ de-listed/ black-listed/ debarred
from business by any PSU/Govt. Deptt./SAPDC during the last 03 (three) years on
grounds of corrupt/fraudulent practices and/or on any ground. We will immediately
inform to Employer (SAPDC) in case of any change in the status any time here in
after.

We

remain,

Yours

sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Bidder/Firm

Address:

Seal of the Bidder/Firm_____

Related Party Declaration - Third Party / Counterparty

Name of counterparty:

Address:

PAN:

CIN/Registration No.

Nature of Transaction:

NIT/LOA/PO/MoU/Other reference No. (if any);

Declaration

It is hereby declared that the above-named counterparty:

1. is/is not a Related Party of SJVN Limited within the meaning of Section 2(76) of the Companies Act, 2013 and Indian Accounting Standard (Ind AS)-24.

2. In case the counterparty is a Related Party, the details are as under.

A. Nature of Related Party Relationship **(tick/specify, as applicable):**

- Director of SJVN Limited
- Key Managerial Personnel of SJVN Limited
- Relative of Director / KMP of SJVN Limited
- Entity in which Director / KMP or their relative is partner/ Director/ has control/significant influence
- Subsidiary/Associate / Joint Venture of SJVN Limited
- Any other relationship (please specify):

B. Person(s) / Entity(ies) with whom the related party relationship exists

Name of Person / Entity:

Designation/Position/Role/Association with SJVN Limited: Relationship:

3. Any change in the above particulars shall be promptly informed in writing.

For and on behalf of:

Signature:

Name:

Designation:

Date:

Place:

Related Party Declaration - Employee

Name of Employee/ Candidate:

Employee Code/ Registration/Application no

Designation/ Post Applied For:

Declaration

It is hereby declared that:

1. The employee/ candidate does/does not have any relationship that qualifies as a Related Party relationship with SJVN Limited.

[In case of existence of a Related Party relationship, the details are as under]

A. Nature of Relationship (tick/specify, as applicable):

- Relative of Director/KMP
- Any other relationship (please specify)

B. Person(s) with whom the related party relationship exists:

Name of Person:

Designation/ Position / Role /Association with SJVN:

Limited Relationship:

4. Any change shall be promptly intimated.

Signature of Employee/ Candidate:

Name:

Date:

Place:

Integrity Pact

***Employer Signed Integrity Pact is uploaded separately on the websites.
Bidders are requested to download the same and submit the duly signed
Integrity Pact with Part-A (Envelope-1) of Bid.***

Documents Checklist**(To be filled by Bidder and shall be enclosed in PART-I (ENVELOPE-1) of Bid)**

Sr. No.	Documents	Attached	Remarks
		Yes/No	
	PART-I (ENVELOPE-1) Except Price Bid * No information regarding Price shall be enclosed in PART-1 (ENVELOPE-1)		To be submitted under separate sealed envelope and superscribed as {PART-I (Envelope-1)}
1.	Copy of PAN/VAT registration, Certificate of Incorporation and Memorandum of Association (MoA) & Article of Association of company (AoA)		
2.	Documentary proof for meeting out criteria laid down at Sr. No. 2 (MQR): (i) Copy of Registration Certificate issued by Office of Company Registrar, Nepal. and (ii) Copy of valid License/ valid Registration Certificate issued by Insurance Regulatory Authority of Nepal/Nepal Insurance Authority under Insurance Act 2049 B.S / 2079 B.S under Non-Life Insurance category .		
3.	Power of Attorney in favour of Authorized person signing the Bid.		
4.	Duly signed & stamped Annexure-'B'		
5.	Duly filled in, signed & stamped Annexure-'C' and 'Annexure-'D' .		
6.	Annexure-'E'		
7.	Annexure-'F' .		
8.	Annexure-'G'		
9.	Annexure-'H'		
10.	Annexure-'I'		
11.	Annexure-'J'		
12.	Integrity Pact (Annexure-K)		
13.	Document duly verified by Chartered Accountant (CA) substantiating the Annual Turnover for FY of preceding		

	three years (FY 2022-23, 2023-24 & 2024-25) & Document duly verified by Chartered Accountant (CA) substantiating the percentage of claim settlement (in non-life category) for Year 2024-25.		
14.	Bidder may also submit the other documents i.r.o. policy/proposal/benefit details etc. (Except Price Bid).		
	PART-II (ENVELOPE-2)		
1.	Price Bid (BoQ) as per Annexure-‘A’		To be submitted under separate sealed envelope and superscribed as {PART-II (Envelope-2)}