
Limited RFP Document: Insurance of Property, Liability & Employees/s

KANNUR INTERNATIONAL AIRPORT LTD.

(Tender No.: FIN/01/2021-22/INS)



RFP NO: FIN/01/2021-22/INS
RFP Date: November 10, 2021

SUB: INSURANCE FOR PROPERTY, LIABILITIES AND EMPLOYEES OF
M/S KANNUR INTERNATIONAL AIRPORT LTD.

RFP ISSUE DATE: November 10, 2021

DUE DATE AND TIME OF SUBMISSION OF BIDS: November 25, 2021 @ 1500 Hrs.

CIN: U63033KL2009PLC025103

GSTIN: 32AADCK8494N1ZX

Registered Office:
Kannur International Airport P. O.,
Mattannur, Kannur 670708,
Kerala, India

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KANNUR INTERNATIONAL AIRPORT LTD.

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SECTION – 1

DISCLAIMER

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1 DISCLAIMER

- 1.1 This Invitation to Tender, also called the Request for Proposal (“RFP”) is being issued by KANNUR INTERNATIONAL AIRPORT LTD. (“KIAL”) for the purpose of providing certain information to Interested Parties to participate in the process of selection of Successful Bidder for rendering Insurance Services to KIAL. This RFP is a non-transferable document and has been issued only to the Interested Parties.
- 1.2 The information contained in this RFP is being provided by KIAL for the limited purposes of enabling the Interested Parties to submit a Tender in response to this RFP, for rendering Services as required and no other purpose. In no circumstances shall KIAL, its present or future shareholders or their respective employees, directors, advisors, consultants, contractors, servants and / or agents be liable for any loss, injury or damage arising out of or in respect of the issue of this RFP, or the Tender Process.
- 1.3 This RFP is being made available by KIAL to the Interested Parties on the terms set out in this RFP. The possession or use of this RFP in any manner contrary to the purpose set forth herein or any Applicable Laws is expressly prohibited. The Interested Parties shall inform themselves concerning, and shall observe and comply with, all applicable legal requirements.
- 1.4 This RFP does not, and does not purport to, contain all the information that the Bidders and their advisors would desire or require in reaching a decision as to the submission of the Tender. This RFP is a summary of available information and no reliance shall be placed on any information or statements contained herein, and no representation or warranty, expressed or implied, is or will be made in relation to such information and no liability is or will be accepted by KIAL, its present or future shareholders or their respective employees, directors, advisors, consultants, contractors, servants and / or its agents in relation to the accuracy, adequacy or completeness of such information or statements made nor shall it be assumed that such information or statements will remain unchanged.
- 1.5 The information does not purport to be comprehensive or to have been independently verified. Nothing in this RFP shall be construed as legal, financial or tax advice. KIAL will not be liable for any costs, expenses, however so incurred by the Bidders in connection with the preparation or submission of Tender. KIAL reserves the right to amend this RFP or its terms and any information contained herein at any time by notice, in writing to the Bidders. Further, it may in no event be assumed that there shall be no deviation or change in any of the herein-mentioned information.
- 1.6 Neither the information in this RFP nor any other written or oral information in relation to the selection process of the Bidder for rendering Services or otherwise is intended to form the basis of or the inducement for submission of the Tender by any Bidder or for any investment activity or any decision to enter into any contract or arrangement in relation to rendering Services and should not be relied as such. Neither KIAL nor its present or future shareholders or their respective employees, directors, advisors, consultants, contractors, servants and / or its agents shall be liable to any Bidder under any law including the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage

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which may arise, or to be incurred, or suffered, in connection with this RFP, or any other information supplied by or on behalf of KIAL or its present or future shareholders, or their respective employees, directors, providing Services advisors, servants, agents, contractors or consultants or otherwise arising in any way from the selection process mentioned in this RFP.

- 1.7 Nothing in this RFP is, nor shall be relied upon as, a promise or representation as to KIAL's ultimate decision in relation to the award of the contract for rendering Services. KIAL expects to shortlist the Bidder for execution of the Contract in accordance with this RFP on the basis of the Tender submitted. The Bidders shall not, therefore, assume that they will have the opportunity to revise their Tender following submission, except as provided in this RFP. However, KIAL reserves the right to, change the basis of or the procedures (including Important Dates as per para 2.2) relating to the Tender Process, not furnish Bidders with any additional information nor otherwise negotiate with Bidders in respect of the provision of services at any time before the Last Date for submission of Tender.
- 1.8 No person other than the Chief Financial Officer of KIAL or any other official as mentioned in this tender document or as may be advised at a later date by the Chief Financial Officer of KIAL, has been authorized by KIAL to give any information or to make any representation not contained in this RFP and if given or made, any such information or representation shall not be relied upon as having been so authorized.
- 1.9 This RFP is confidential and personal to each Bidder, which, inter alia, prohibits disclosure of any information as defined in this RFP to any person or body corporate except as expressly permitted by KIAL. Any failure to comply with the above, shall entitle KIAL to disqualify the relevant Bidder forthwith.
- 1.10 Nothing contained in this RFP is, or shall be relied upon as, a representation of fact or promise as to the future. Any summaries or descriptions of documents or contractual arrangements contained in any part of this RFP are only indicative and cannot be and are not intended to be comprehensive, nor any substitute for the underlying documentation (whether existing or to be concluded in the future), and are in all respects qualified in their entirety by reference to them.
- 1.11 This RFP outlines KIAL's expectations in relation to the Tender to be submitted by a Bidder. KIAL, its present or future shareholders or their respective employees, directors, advisers, consultants, contractors, servants and / or agents do not accept any responsibility for the legality, validity, effectiveness, adequacy or enforceability of any documentation executed, or which may be executed, in relation to the provision of rendering Services. KIAL shall not be obliged to appoint any of the Bidders to render Services and KIAL reserves the right to reject any, or all, of the Tenders, not to proceed with the selection process and to withdraw from the selection process, or any part thereof, at any time.
- 1.12 Nothing in this RFP shall constitute the basis of a contract which may be concluded in relation to rendering Services nor shall such documentation / information be used in construing any such contract. Each Bidder must rely on the terms and conditions contained in any contract, when, and if, finally executed, subject to such limitations and restrictions which may be specified in such contract.

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- 1.13 The Bidders are prohibited from any form of collusion or arrangement, directly or indirectly (by any Bidder or its advisers or consultants), in an attempt to influence the selection and/or award process. Giving or offering of any gift, bribe or inducement or any attempt to any such act on behalf of the Bidder towards any director/ officer / employee of KIAL or its present or intended shareholders or to any other person in a position to influence the decision of KIAL, for showing any favour in relation to this RFP or any other contract, shall render the Bidder to such liability / penalty as KIAL may deem proper, including but not limited to rejection of the Tender of the Bidder and forfeiture of its Tender Security.
- 1.14 Laws of the Republic of India are applicable to this RFP.
- 1.15 Each Bidder's acceptance of delivery of this RFP constitutes its agreement to, and acceptance of, the terms set forth in this Disclaimer. By acceptance of this RFP, the recipient agrees that this RFP and any information herewith supersedes document(s) or earlier information, if any, in relation to the subject matter hereof.

SECTION – 2

INVITATION TO TENDER / KEY OBJECTIVES

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2 INVITATION TO TENDER AND KEY OBJECTIVES

2.1 Invitation to Tender

2.1.1 By this RFP, KIAL invites the Interested Public Sector Insurance Companies to submit respective quotations in response to Tenders for the selection of Insurer for insurance of their Property, Liabilities and Employees.

2.1.2 The Bidders may seek clarifications and obtain further information in accordance with the terms of this RFP, from:

CHIEF FINANCIAL OFFICER

KANNUR INTERNATIONAL AIRPORT LTD.

Registered Office:

Kannur International Airport, P.O. Mattannur, Kannur – 670708.

e-mail id – cfo@kannurairport.aero

and / or

Sameer Mahyavanshi - General Manager

K M Dastur Reinsurance Brokers Pvt Ltd.

2nd Floor, East Wing, Cumbata Building, Maharshi Karve Marg, Churchgate. Mumbai 400020.

e-mail id – sameer.mahyavanshi@kmdastur.com

2.1.3 The Bidders are advised to communicate at the above mentioned postal / e-mail address only for clarifications / information required. No communication at the personal e-mails / other e-mails IDs shall be entertained.

2.2 Important dates

2.2.1 Interested Parties are advised to adhere to following schedule for purposes of this RFP:

	Description	Date
1.	Publishing of RFP	November 10, 2021
2.	Last date for receipt of queries / Clarifications	November 15, 2021
3.	Proposed date for response by KIAL	November 17, 2021
4.	Last date for submission of Tender (on or before 1500 hrs.)	November 25, 2021

2.2.2 The above dates are indicative and subject to change at KIAL's sole discretion. KIAL may change the above dates without giving prior notice and without incurring any liability.

2.3 KEY OBJECTIVE

Invite quotations from the Bidders for providing insurance to KIAL as detailed in this RFP.

SECTION – 3

SCOPE OF SERVICES

3 Scope of Services

3.1 The broad scope of work for insurers shall be including but not be limited to as follows:

3.1.1 Timely issuance of policies as per agreed terms & conditions.

3.1.2 Provide timely endorsements and Cash Deposit (CD) statements.

3.1.3 Provide prompt and efficient claim services and proactively driving the claim.

3.1.4 Update KIAL on Insurance industry news and developments.

3.1.5 Drawing up of Memorandum of Understanding (MOU) / Service Level Agreement (SLA).

SECTION – 4

INSTRUCTIONS TO BIDDERS

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4 INSTRUCTIONS TO BIDDERS

4.1 Participation Conditions

4.1.1 The Tender comprises requirement of following insurance policies

- I. Standard Fire & Special perils Insurance for the entire property
- II. Fire Loss of Profit insurance
- III. Burglary Insurance
- IV. Machinery Breakdown Insurance
- V. Electronic Equipment Insurance
- VI. Money Insurance
- VII. Comprehensive Vehicle Package Insurance
- VIII. Directors & Officers Liability Insurance cover for directors, key personnel and officers
- IX. Cyber Liability Insurance
- X. Airport Operators liability policy (AOL)
- XI. Group Medclaim Floater policy for the employees & their dependents
- XII. Group Personal Accident policy for employees

4.1.2 Bidders must quote for all the policies mentioned above. Bidders not quoting for all the policies shall be disqualified for that particular Part/s.

4.1.3 Tenders once submitted and opened on Last Date of submission of tender, cannot be withdrawn thereafter.

4.1.4 Bidders are not allowed to quote conditionally which means; bidders shall not put any qualifying criteria.

4.2 Validity of Tender

Each Tender shall be unconditional, firm and valid for at least 60 (Sixty) calendar days from the Tender opening date. Any Tender which has its validity period less than that specified above shall be liable to be rejected by KIAL as being non-responsive. However, KIAL reserves the right to consider such Tender(s) on case to case basis. In exceptional circumstances, if the process of the award of the Contract is not completed within the aforesaid initial Tender validity of 60 (Sixty) days, the validity of the Tender shall stand extended for a further period of 30 (Thirty) days, or any periods as may be intimated by KIAL, and KIAL shall, at least 15 (fifteen) days prior to the expiry of the initial period of 60 (Sixty) days, notify the Bidders accordingly. Provided however, the total period of the Tender validity shall not be in excess of 90 (Ninety) days from the Last Date for submission of Tender.

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4.3 Date of Submission of Tender

- 4.3.1 The Tenders must be dropped in the tender box kept at the specified address as mentioned in Section 2.1.2 not later than 1500 hrs. IST on the date determined as set forth in Section 2.2 (the “Last Date for submission of Tender”).
- 4.3.2 Any Tender received by KIAL after the Last Date for submission of Tender and time (which shall include the extended Last date for submission of Tender, if any, for submission of the Tender) will not be considered and returned unopened to the Bidder.

4.4 Sealing and Marking of Tenders

- 4.4.1 The bids are to be submitted in sealed envelopes as follows:
- A. Technical Bid for Part I
 - B. Price Bid for Part I
- 4.4.2 Sealed Envelope containing Technical Bid to be put in a single sealed envelope marked as “TECHNICAL BID FOR TENDER NO. FIN/01/2021-22/INS, LAST DATE November 25, 2021”
- 4.4.3 Sealed Envelope containing Price Bid to be put in a single sealed envelope marked as “PRICE BID FOR TENDER NO. FIN/01/2021-22/INS, LAST DATE November 25, 2021”
- 4.4.4 The two envelopes containing Technical Bid and Price Bid of the offer shall be sealed separately and put in a large envelope duly sealed and shall bear the name and address of the bidder & their contact no. along with Tender number. The sealed envelope should reach at following address on or before 1500 hrs. IST on / before Last date for submission of Tender.

CHIEF FINANCIAL OFFICER
KANNUR INTERNATIONAL AIRPORT LTD.

Registered Office:

Kannur International Airport, P.O. Mattannur, Kannur – 670708.

- 4.4.5 It should also be noted that in case the envelope is not sealed, the Tender is liable to be rejected.
- 4.4.6 The Bidders shall ensure that each and every sheet of the Tender, including additional sheet(s), if any, is initialed by an authorized representative of the Bidder and seal-stamped by the Bidder. The signed Tender document shall form part of the Technical Bid along with any other documents including “Deviations & Qualifications”

4.5 PART A: TECHNICAL BID

- 4.5.1 Technical **Unpriced** bid should have complete technical and commercial details as per tender documents required. Price and/or Premium and/or Rate of premium should not be quoted in the Technical Bid. Technical Bid with premium or rate of premium will be rejected.

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- 4.5.2 The following documents duly signed and stamped needs to be submitted by the bidder for technical evaluation:
- 1) The signed Tender in full
 - 2) 'Compliance to Tender Requirement' as per Annexure 14
 - 3) 'Declaration' as per Annexure 15
- 4.5.3 Non-submission of the above will lead to technical disqualification of the bidder.
- 4.5.4 All the participating bidders are to note that if you are submitting the bid with any qualification or deviation from the coverage sought, such qualification or deviation shall be specifically stated policy-wise or section-wise in the TECHNICAL BID in a separate document under the name "Deviations & Qualifications" as per Annexure 16. *Comments and exclusions stated in PRICE BID or elsewhere in the TECHNICAL BID will not be considered as VALID and shall be ignored.*
- 4.5.5 Wherever the bidder is attaching standard policy wordings etc. and also signing the 'Compliance to Tender Requirement' which is found contradicting in nature then in such a scenario we would consider the latter as final & overriding any other such statements.

4.6 PART B: PRICE BID

The sealed envelope containing the Price Bid should not contain any other information except the Premium Quote. The Price Bid should be duly signed and stamped. Price Bid should be submitted in the format for the part/s quoted as per Section 5 of tender document. Detailed premium calculation along with applicable rates should be submitted as part of price bid, for the Fire Insurance policy and Fire Loss of Profit Insurance.

4.7 Evaluation of the Bid:

- 4.7.1 The process for the tendering and selection of the Successful Bidder for rendering Services shall be a Two stage process i.e. Evaluation of Technical Bid followed by Evaluation of Price Bid.
- 4.7.2 Price Bid of only the successful bidders, who have been qualified in technical evaluation, will be opened.
- 4.7.3 In case of a tie between two or more bidders at L1 position, all the L-1 bidders shall be asked to submit discount bid in terms of percentage discount over original quoted amount in a sealed envelope within a stipulated time as intimated by KIAL. In case of a tie again, the bidder with the highest turnover in any one year immediately preceding previous three years ending 31.03.2021 will be considered as L1. (Chartered Accountant certificate will be required as supporting document for same or audited Balance Sheet and Profit and Loss A/c)

4.8 Amendment to the RFP

- 4.8.1 At any time prior to the Last Date for submission of Tender, KIAL may for any reason, whether on its own or in response to a clarification requested by a Bidder, add, modify or alter the RFP by issuing an addendum. Any addendum issued shall be deemed to be a part of the RFP, and shall be communicated in writing.
- 4.8.2 To provide Interested Parties reasonable time in which to take an addendum into account in preparing their Tenders, KIAL may extend the deadline for submission of Tenders. In case after issuance of addenda, Bidders who have already submitted their Tenders, do not resubmit their Tenders, it shall be deemed that such Bidders do not intend to modify the Tenders on the basis of the addenda and the addenda have been taken into account.

4.9 Rejection of Tender

- 4.9.1 Notwithstanding anything contained in this RFP, KIAL reserves the right to accept or reject any one or more Tenders and to cancel or withdraw the entire Tender Process and reject all Tenders, call for fresh Tenders or restart the Tender Process at any time without any liability or obligation for such acceptance, rejection or annulment, without assigning any reason. KIAL shall have the right to award the Contract in parts or as a whole, in its absolute discretion.
- 4.9.2 The Tender shall be prepared and based strictly on the terms and conditions of the RFP. The Tender may be rejected if it fails to conform to any terms and condition of this RFP, or if it appears incomplete, conditional or obscure.
- 4.9.3 KIAL reserves the right to reject any or all of the proposals without giving reasons at any time until execution of the Contract with the Successful Bidder. The Bidder shall not be entitled to any compensation for any damage(s) occurring from this rejection. KIAL reserves the right to reject any proposal if, during the evaluation period, its examination suggests that any terms or condition proposed in the Bidder's Tender is distorted or amended without certified signature of the Bidder's authorized representative.

4.10 Confidentiality

Information related to the examination, clarification, evaluation, and comparison of Tenders and recommendations for the award of the Contract shall not be disclosed to any Bidder or other person not officially involved in such process. Any effort by the Bidder to influence KIAL on processing the decision of the award of the Contract may result in the rejection of its Tender.

4.11 Tender Process

The process for the tendering and selection of the Successful Bidder for rendering Services shall be a Two stage process i.e. Evaluation of Technical Bid followed by Evaluation of Price Bid.

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4.12 Disqualifications

In addition to the grounds of disqualification specified elsewhere in this RFP, KIAL shall have the right, in its sole discretion, to disqualify any Bidder on any one or more of the following grounds:

- 4.12.1 Declaration of the Bidder as ineligible due to corrupt or fraudulent practices, in any prior tender process in the past or black listing by State Government of Kerala and/or KIAL and/or AAI and/or any Public Sector Undertaking; or
- 4.12.2 The Tender not being accompanied by any supporting documents or annexes required to be submitted in accordance with the RFP; or
- 4.12.3 Submission of separate Tenders by 2 (two) or more Affiliates whether directly or indirectly in which case each such Bidder shall be disqualified, or submission by a Bidder of more than one Tender in which case such Bidder shall be disqualified; or
- 4.12.4 Failure to comply with the requirements of the RFP or the Tender being non-responsive to the requirements of the RFP, for reasons including but not limited to the Tender not being signed, sealed or marked as stipulated in the RFP, not containing all the information as required in the RFP or in the format as specified in the RFP; or
- 4.12.5 If the Tender contains incorrect / inaccurate / incomplete / misleading information, which in the sole opinion of KIAL is material information or if the Tender contains any misrepresentation; or
- 4.12.6 Any proposal received after the last date and time for submission of Tender
- 4.12.7 If the Bidder has any commercial benefits with other Bidder(s) submitting the Tender as on the Last Date for submission of Tender, for the purpose of this RFP.
- 4.12.8 If the Bidder has engaged in corrupt or fraudulent practices in competing for the award of the Contract.
- 4.12.9 If the Bidder fails to comply with the reasonable requests of KIAL in relation to the Bid Process.

4.13 General

The Bidder shall comply with all the terms and conditions set out in the RFP in the submission of its Tender. Failure to comply with or breach of any of the terms and conditions set out in the RFP may result in the Bidder being disqualified for the purposes of this RFP as well as in future tenders conducted by KIAL.

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4.14 Award and Signing of Contract

- 4.14.1 After the completion of the Tender Process (including final evaluation, rationalization and discussion, if any) under Section 2, KIAL shall notify the Successful Bidder that its Tender has been accepted. Such notification shall be done in writing via Letter and/or e-mail.
- 4.14.2 At any time prior to the award of the Purchase Order, KIAL reserves the right to accept or reject any Tender and to annul the Tender Process, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for KIAL's action. The Bidder shall not be entitled to make any claim against KIAL on account of such rejection or annulment.

4.15 Governing Law

All matters arising out of or in conjunction with this RFP and / or the Tender Process or any Tender shall be governed by and construed in accordance with laws of Republic of India and the courts at Kannur shall have exclusive jurisdiction.

4.16 General

- 4.16.1 There shall not be any case or charge under investigation / enquiry / trial against the Bidder, nor convicted in a court of Law nor suspended / black listed by any organization on any ground.
- 4.16.2 KIAL reserves the right to use in-house information for assessment of capability of Bidders. The decision of KIAL regarding the Tender will be final and conclusive.
- 4.16.3 If the performance of the Bidder is / has been found to be unsatisfactory for any reasons whatsoever, in any organization including KIAL, then KIAL reserves the right to reject the Tenders submitted by such Bidders.
- 4.16.4 The Tender and all correspondence incidental to and concerning the Tender shall be only in English language.
- 4.16.5 Canvassing in any form by the Bidder itself or by any other agency on its behalf may lead to disqualification of its Tender.
- 4.16.6 KIAL shall not be responsible for any costs or expenses incurred by Bidder in connection with the preparation of delivery of Tenders, including costs and expenses related with visits to the sites.
- 4.16.7 Issuance of RFP or submission of Tender by itself shall not amount to pre-qualification or entitle the agency to participate in the Tender Process.

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- 4.16.8 Bidder submitting their Tenders should not be under liquidation, court receivership or similar proceeding. The Bidder should not have been black listed or kept under holiday list in any of the Public Sector Units.
- 4.16.9 The Bidder shall ensure submission of complete information / documentation in the first instance itself. KIAL reserves the right to complete the evaluation based on the details furnished by the agencies without seeking any subsequent additional information. Tenders not in compliance with the RFP (or) with incomplete information / documents shall be liable for rejection.
- 4.16.10 KIAL takes no responsibility for delay or non-receipt of Tender sent by post / couriers. Tenders received late (beyond the stipulated time on Last Date for submission of Tender) shall be rejected.
- 4.16.11 KIAL reserves the right to reject any or all Tenders in part or in full without assigning any reason thereof.
- 4.16.12 KIAL reserves the right to procure selected insurance policies and will not be bound to take all the insurance policies mentioned in the annexures below. Bidder shall not put any condition restricting this right of KIAL. If such condition is found in the bids, KIAL may in its own discretion reject the entire tender.
- 4.16.13 KIAL reserves the right to negotiate the price bid with the L1 bidder selected after due process.
- 4.16.14 M/s K.M.Dastur Reinsurance Brokers Pvt. Ltd. has been appointed by KIAL and Policies under this tender will be placed with the selected bidder through them.

SECTION – 5

PRICE BID

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5. Policies quoted for

Sr.No.	Policy Name	Confirmation (Quoted / Not Quoted)
1	Standard Fire & Special perils Insurance for the entire property	
2	Consequential loss of profit policy	
3	Burglary Insurance	
4	Machinery Breakdown Insurance	
5	Electronic Equipment Insurance	
6	Money insurance policy	
7	Comprehensive vehicle package policy	
8	Airport Operators liability policy (AOL)	
9	Directors & Officers Liability Insurance cover	
10	Cyber Liability policy	
11	Group Mediciam Floater policy for the employees & their dependents	
12	Group Personal Accident policy	

5.2 No payment other than as specified in the Tender shall be made by KIAL

5.3 Requirements of coverage, terms & conditions for the above-mentioned policies are as annexed here under from Annexure 1 to Annexure 12.

5.4 If discrepancy is found in the amount quoted (either in words/figures), the Basic premium mentioned in figures against individual policy will be considered for the purpose of evaluation of price bid while calculating the total premium.

ANNEXURES

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ANNEXURE – 1

STANDARD FIRE & SPECIAL PERILS INSURANCE POLICY

Interest

All properties of Airport its associated infrastructure including but not limited to building, roads, bridges, pavements, culverts, drains, parking bay, car park area, equipment, plate glasses, machineries, equipment, furniture fixtures & fittings, Runway, Runway End Safety Area (RESA) on both sides protected with reinforced earth wall, Grading Side Strips & End Strips, Reinforced Soil Slopes, isolation bay, aprons, plinths, foundations and the likes owned by us or on joint account with others or held in care custody and control.

Description of Assets	Value of Assets (INR)
Buildings, Roads, Bridges, Drains & Culverts, Reinforced Soil Slopes and similar works	11,86,31,80,177
Pavements, Runway, Taxiway, Apron etc.	3,14,80,83,519
Plant & Equipment	24,90,31,550
Furniture & Fixtures	10,02,55,922
Office Equipments	60,27,816
Electrical Equipment	3,25,76,45,242
Computers	72,56,998
Fire Department Equipments	33,45,73,168
Capital work in progress	22,04,69,739
TOTAL	19,18,65,24,130

Add Ons

- Earthquake (Fire and Shock) + Volcanic Eruption + Tsunami
- Storm, Tempest, Flood & Inundation
- Terrorism
- Impact Damage due to own / contractors Vehicles, Forklifts Cranes, Refuellers, Tankers etc. and articles dropped therefrom

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- Omission to Insure for addition, alterations or extension during the policy period upto 5% of Sum Insured
- Escalation Clause upto 5% of Sum Insured
- Waiver of Underinsurance upto 15% of Sum Insured
- Accidental damage by external means, not covered elsewhere in the policy
- Additional Removal of Debris – upto INR 5 Crore
- Additional Professional Fees – upto INR 5 Crore
- Claim Preparation Clause - upto INR 5 Crore
- Loss Minimisation Expenses – upto INR 5 Crore
- Pair & Set / Consequential reduction in value - upto INR 5 Crore
- Fire Fighting &/or Fire Extinguishing expenses - upto INR 5 Crore
- Temporary Structure, Plants, Equipments including Pipes & electric cables - upto INR 5 Crore
- Insurance of Additional Expenses of Rent for an Alternative Accommodation up to 10 months Amounting to INR 15 Lakh
- Loss of Rent - upto INR 3.5 Crore for 12 months
- Preapproval for immediate repairs – INR 10,00,000/-
- Valuable Plans & Documents – upto INR 1 Crore
- Cost of Rewriting Records – upto INR 1 Crore
- Cost of Compiling Records – upto INR 1 Crore
- Local Authorities Clause
- Reinstatement value clause
- 72 hours' clause
- On account payment/ provisional claim settlement / Ad-hoc Payment to be released in 10 working days (all sections)
- Designation of property clause
- Control of Damaged Goods Clause
- Cover for Undamaged Property and loss on resale
- Cover for Undamaged Foundation Costs

Claims History Claim under 2018-2019 policy for Inundation following heavy Rain. Claim amount INR 1.22 Crore towards rectification of reinforced soil slope.

ANNEXURE – 2

FIRE LOSS OF PROFIT

Losses and Damages caused by perils under Standard Fire & Special Perils, EQ, STFI, Terrorism and coverages under Policy as per 'A' above

Sum Insured – INR 143 Crores (Revenue – INR 73 Crore + Operating Charges – INR 70 Crore)

Indemnity Period - 12 months

Extensions

- Denial of Access
- Increased cost of working
- Suppliers' Premises Extension – Upto INR 5 Crore
- Failure of Utility Services – Upto INR 5 Crore
- Agreed Panel of Surveyors

Claims History NIL in the last 3 years

ANNEXURE – 3

BURGLARY

Interest: Plant & Machinery, Furniture, Fixtures, Office Equipment, Electrical Equipment, Computers

Sum Insured – INR 18.10 Crore (First loss basis 5% of INR 362.02 Crore)

Extensions

- Riot, Strikes, Malicious Damage
- Theft
- For Burglary / Theft claims, FIR and/or Fire Brigade report will not be a mandatory document for settlement of claim up to INR 100,000.
- Burglary / Theft claims to be settled without insisting for Police Final Investigation Report

Claims History new insurance

ANNEXURE – 4

MACHINERY BREAKDOWN INSURANCE

Interest: Plant & Machinery, Office Equipment and Electrical Equipment

Sum Insured – INR 351.27 Crore

Claims History- NIL. New insurance

ANNEXURE – 5

ELECTRONIC EQUIPMENT INSURANCE

Interest: Computer System and similar other Electronic Equipment

Sum Insured – INR 74 Lakh

Claims History- NIL. New insurance

ANNEXURE – 6

MONEY INSURANCE POLICY

Interest – Money in Safe and in Till / Counter

Sum Insured – INR 1 Lakh

Extensions

- Cash in Till / Counter to be covered even after business hours
- Cash to include Bank Notes, Bank Drafts, Cheques, Postal Orders, Money Orders, Treasury Notes and such document with cash value

Claims History - NIL

ANNEXURE – 7

COMPREHENSIVE MOTOR PACKAGE INSURANCE

Interest: Fire Brigade Salvage Cops Vehicles

Vehicle Details : 4 no.s Rosenbauer Panther Fire Fighting Vehicle PGO/BIG MAX
D - Misc-Special Type, Closed Body vehicles
Geographical Area – India, Zone – C

Chasis & Engine Number : 1) VA96WJ689GLRB1022 / 201 6094781
 2) VA96WJ687GLRB1021 / 201 6094793
 3) VA96WJ680GLRB1023 / 201 6094789
 4) VA96WJ682GLRB1024 / 201 6095169

IDV : INR 6,00,00,000 per vehicle including all equipments
Total INR 24 Crore

Claims in existing policy : NIL

ANNEXURE – 8

DIRECTORS & OFFICERS LIABILITY INSURANCE POLICY

Interest	<ul style="list-style-type: none">• Legal liability to Third party• Company reimbursement to directors and officers• Employment practices liability
Limit of Indemnity	<ul style="list-style-type: none">• Any One Accident & Any One Year INR 50,00,00,000/- (inclusive defense cost)• Employment Practices Liability (organization) INR 5,00,00,000/-
Deductibles	<p>Insurance Cover A: - Nil</p> <p>Insurance Cover B: - INR 1,00,000/- for claims in India For Rest of the world Excess INR 4,00,000/-</p> <p>Insurance Cover D – INR 5,00,000/- for claims which are in India For Rest of the world Excess INR 10,00,000/-</p>
Extended claims reporting clause	<p>a) Nil additional premium for 90 days extended reporting period.</p> <p>b) 50% of annual premium for additional 365 days.</p>
Territory and Jurisdiction	Worldwide including USA and Canada.
Terms and requirements	<ul style="list-style-type: none">• Regulatory crisis response – sub-limit of INR 1,00,00,000/-• Emergency costs• Advancement of Defense Cost• Major Shareholder Exclusion – 25% of shares held.• PI exclusion - carve back for failure to supervise• Bilateral discovery period – 90 days• Retired/ Resigned Directors' discovery period – life time run off• Assets and liberty costs extension including prosecution costs, bail bond and civil bond expenses, damage to reputation covers - sub-limited of 10% of limit of liability• Pollution exclusion - carve backs for defense costs and shareholder claims• Auto acquisition of subsidiaries – 25% (Non-US/Canada)

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- Conduct clause with carve back for defense cost subject to Final non appealable adjudication language
- Spousal extension (marital assets extension)
- Severability and Non- imputation clause
- Criminal defense cost
- Investigation Cost
- Coverage for civil fines and penalties
- Crisis Communication Cover
- Policy shall be primary and non-contributory
- Kidnap response cover
- Psychological counselling expenses cover
- Occupational Health & Safety Defense Costs cover
- Corporate Manslaughter Cover – INR 1 Crore
- Employed Lawyers extension
- Control Group Clause
- Order of Payment Clause
- Antitrust Liability Claim

Retroactive Date 23rd January 2021

Claims History NIL

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ANNEXURE – 9

CYBER LIABILITY

Interest	Financial losses & Liabilities arising out of loss or breach of data
Limit of Indemnity	Any One Accident & Any One Year INR 25,00,00,000/-
Deductibles	INR 20 Lakh each and every loss
Extended claims reporting clause	a) Nil additional premium for 90 days extended reporting period. b) 50% of annual premium for additional 365 days.
Territory and Jurisdiction	Worldwide including USA and Canada.
Terms and requirements	<ul style="list-style-type: none">• Basis of coverage under this policy will be as per Cyber Liability Insurance Policy wordings of M/s Tata AIG General Insurance Co. Ltd. Copy of the same is available on request from our broker M/s K M Dastur Reinsurance Brokers Pvt. Ltd.
Extensions	<ul style="list-style-type: none">• Policy to be Primary and Non Contributory• Computer Systems definition to not only include insured's own systems but also systems made available, leased/licensed by the insured.• Coverage for both, First Party & Third Party Cyber incidents• Control Group Clause• Multimedia Liability

ANNEXURE – 10

AIRPORT OWNERS AND OPERATORS LIABILITY INSURANCE

Interest	Third Party Liabilities arising out Airport Operations
Limit of Indemnity	Any One Accident & Any One Year INR 5,00,00,00,000/-
Deductibles	For losses to aircrafts – USD 25,000 or equivalent Indian Rupees for each and every loss For other losses USD 10,000 or equivalent Indian Rupees for each and every loss
Extended claims reporting clause	a) Nil additional premium for 90 days extended reporting period. b) 50% of annual premium for additional 365 days.
Territory and Jurisdiction	Worldwide including USA and Canada.
Terms and requirements	Airport Owners & Operators Liability - ARIEL Wordings
Extensions	<ul style="list-style-type: none">• Personal Injury Extension AVN 60 A• BI/PD Arising out of Construction/Alteration/Demolition• Liability arising out of the operation of an airfield control tower• Extended Coverage Endorsement (Aviation Liability) AVN 52 G

ANNEXURE – 11

GROUP MEDICLAIM FLOATER POLICY FOR THE EMPLOYEES & THEIR DEPENDENTS

The Mediclaim policy should have the following features. Additional / extended covers may also be offered with / without additional premium.

- Floater facility, covering all the members of the family including dependent parents as declared by the employees.
- No upper age limit for coverage under this policy.
- Basic cover of hospitalization should be available.
- Domiciliary Hospitalization benefits can be an extension of the policy (with / without additional premium).
- Pre-existing disease including congenital internal disease coverage for all including new entrants to the policy without any waiting period
- Room rent per day is limited to 1% of sum insured except for ICU/CCU cases where it will be reimbursed on actual basis. The limit is applicable only for room rent and all other expenses as specified in Annexure -1 with respect to mediclaim policy shall be reimbursed on actual basis.
- Reimbursement of actual conveyance expenses for self & standby in referral cases by Air / Road / Rail.
- Maternity benefits claims may be limited to a maximum of Rs.75000/- (9 Months waiting period clause should not be insisted. New Born should be covered automatically under the above policy and any claim relating to new born babies should not be linked with above maternity benefit claim limit.
- The policy should cover standby person's cost not more than Rs.10,000/- per month. Standby cost refers to home nursing charges.
- Ambulance charges at actual per admissible claim.
- Ayurvedic treatment in a hospital "as defined in policy" will be reimbursed upto a maximum of sum assured. The coverage shall be provided for ayurvedic treatments without any limits
- Critical illness benefit to be offered as an extended cover for critical illness to be specified by the underwriter.
- Total No. of employees to be covered is **167**. The total number of beneficiaries will be mailed separately.
- In the case of maternity benefits, it should not be limited to 2 children.
- All medical expenses of the patient have to be reimbursed except telephone expenses.

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- The coverage is to be given on floater basis for the entire family. The coverage shall be provided for ayurvedic treatments without any limits.
- If any additional benefit is offered, it should be clearly mentioned and premium, if additional, should be shown separately.
- Treatment of Psychiatric diseases shall be covered up to 25% of Sum Insured or INR 30,000/- whichever is less.
- Coverage of modern treatment or procedures like Robotic Surgery, Stem Cell Implantation up to 50% of Sum Insured.
- Coverage of Oral Chemotherapy up to 10% of Sum Insured or INR 1 Lakh whichever is less.
- Hospitalization expenses (excluding cost of organ) incurred on the donor during the course of organ transplant to the insured person. The Company's liability towards expenses incurred on the donor and the insured recipient shall not exceed the sum insured of the insured person receiving the organ.
- All Dependents as declared by employees in the dependents list shall be covered for mediclaim policies. The medical cover shall reimburse all expenses billed by hospital and paid by claimant. (except for telephone expenses, cafeteria expenses of by-standers). Specific expenses not payable has to be mentioned in the quote.

The medical cover shall reimburse all expenses incurred at the hospital except food expenses.

A buffer amount of Rs.50 lakhs will be kept as sum assured and all eligible claims which exceed the sum assured will be made out of the buffer amount. Buffer amount can be utilized for all illness (both critical/non critical). There should not be any limit per employee for usage from buffer amount.

It may please be noted that additional premium will be paid only for addition of a new employee and addition of new dependents. No additional premium will be paid for additional inclusions into the family.

In case of employees retiring/expiring during the duration of the policy, the coverage to the insured shall be extended till the expiry of the policy.

The policy shall also cover employees' and spouses who have retired from the services of the company.

For the purpose of computation of premium for mediclaim policy, the employees are grouped under 1 category:

Category	Floater limit	Number of employees in each category
Category I	Rs 4.00 lakhs	167

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Agewise classification of employees and Dependents (2019-2020)										
Category	0-10 years	10-20 years	20-30 years	30-40 years	40-50 years	50-60 years	60-70 years	70-80 years	80-90 years	Total
	102	23	110	131	47	111	114	32	6	676

Agewise classification of Retired employees (2019-2020)- Mediclaim insurance							
Category	up to 19years	20-35 years	36-45 years	46-60 years	61 to 75 years	above 76	Total
							NIL
TOTAL							NIL

ANNEXURE – 12

GROUP PERSONAL ACCIDENT POLICY

Per Employee Sum Insured – INR 15 Lakh

Total Sum Insured for 167 Employees – INR 25,05,20,000

- a. Group Personal accident policy for all the employees with additional TTD (Temporary Total Disability) benefits.
- b. Cover should also include Permanent Total Disablement and Permanent Partial Disablement.
- c. **The compulsory excess to be borne by the insured should be Nil per person per claim.**
- d. This is meant only for the staff presently **167 Nos.** and the sum insured must be at least equal to the sum insured in the case of mediclaim policy. Any higher benefit should be highlighted.
- e. **Medical Extension**:- Expenses towards hospitalization for medical necessary treatment of Accidental Injury shall be covered up to 40% of the Sum Insured or the actual claim amount whichever is less.
- f. **Funeral Expenses**:- a onetime lump sum payment of an amount of Rs. 5000/- towards:
 - expenses incurred for preparing the body of that Insured Person for burial or cremation and transportation to the address mentioned in the Policy Schedule;
 - funeral/cremation expenses in respect of that Insured Person
- g. **Repatriation of Mortal Remains**:- An amount up to 50% of the Capital Sum Insured or as per actuals whichever is lower shall be reimbursed towards the costs associated with the transportation of mortal remains from the place of death to the home location.
- h. **Educational Fund**:- If a claim for Accidental Death or Permanent Total Disablement has been accepted in respect of an Employee, then in addition, a specified amount shall be payable for tuition fees of the Dependent Child's education for the Policy Period. This benefit shall be payable until the dependent child reaches the age of 25 and provided the child is pursuing an educational course as a full time student at an accredited educational institution and does not have any independent source of income.
- i. **Burns Benefit**:- If an Insured Person sustains Burns and results in conditions specified in Annexure I due to an Injury suffered during the Policy Period solely and directly due to an Accident that occurs during the Policy Period, the limit specified in the Annexure shall be payable provided that:
 - The Burns are not self-inflicted by the Insured Person in any way; and

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- A Medical Practitioner has confirmed the diagnosis of the burn and the percentage of the surface area of the Burn to Us in writing.
- If the bodily injury results in more than one of the nature of burns specified below, only the highest benefit among all shall be payable.

Nature of Burns	Percentage of Capital Sum Insured payable
1. Head	
a. Third degree burns of 8% or more of the total head surface area	100%
b. Second degree burns of 8% or more of the total head surface area	50%
c. Third degree burns of 5% or more, but less than 8% of the total head surface area	80%
d. Second degree burns of 5% or more, but less than 8% of the total head surface area	40%
e. Third degree burns of 2% or more, but less than 5% of the total head surface area	60%
f. Second degree burns of 2% or more, but less than 5% of the total head surface area area	30%
2. Rest of the body	
a. Third degree burns of 20% or more of the total body surface area	100%
b. Second degree burns of 20% or more of the total body surface area	50%
c. Third degree burns of 15% or more, but less than 20% of the total body surface area	80%
d. Second degree burns of 15% or more, but less than 20% of the total body surface area	40%
e. Third degree burns of 10% or more, but less than 15% of the total body surface area	60%
f. Second degree burns of 10% or more, but less than 15% of the total body surface area	30%
g. Third degree burns of 5% or more, but less than 10% of the total body surface area	20%
h. Second degree burns of 5% or more, but less than 10% of the total body surface	10%

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Claim History for Group Personal Accident policy

Claim settled 5 in last 2 years

Sr.No.	Claim Paid (Rs.)	Date of loss	Period
1	33714	15-02-19	23/01/2019 - 22/01/2020
2	21143	27-05-19	23/01/2019 - 22/01/2020
3	25714	10-10-19	23/01/2019 - 22/01/2020
4	8000	22-08-20	23/01/2020 – 22/01/2021
5	20571	19-01-21	23/01/2020 – 22/01/2021

Under Group Personal Accident policy for computing the sum assured the employees are classified under 1 category

Agewise classification of employees (2020-2021)									
Category	0-10 years	10-20 years	20-30 years	30-40 years	40-50 years	50-60 years	60-70 years	70-80 years	Total
TOTAL	0	0	58	83	16	7	3	0	167

ANNEXURE – 13

Tender Document:

RFP Ref: _____

Name of Bidder:

LETTER OF ACKNOWLEDGEMENT

I / We _____ the Bidder(s) do
hereby acknowledge receipt of the RFP _____ on _____ (dt) _____.

SIGNATURE OF BIDDER: _____

NAME OF BIDDER & COMPANY SEAL: _____

ANNEXURE – 14

Tender Document:

RFP Ref: _____

Name of Bidder:

COMPLIANCE TO TENDER REQUIREMENT

We confirm that our Tender complies with requirements and other stipulations of the RFP in total without any deviation. Any deviations taken by us under Annexure -11 (if any) or in the Tender is unconditionally withdrawn.

We further confirm that we understood the entire scope of the tender including the terms & conditions there into and agreed to abide the same completely.

SIGNATURE OF BIDDER: _____

NAME OF BIDDER & COMPANY SEAL: _____

ANNEXURE - 15

Tender Document:

DECLARATION

I / We _____ the Bidder(s) do hereby solemnly declare that our Company is not banned or delisted by any Government or quasi Government agencies, or PSUs, or State Government of Kerala and/or KIAL and/or AAI and/or any Public Sector Undertaking is not under liquidation, court receivership or similar proceeding, has not been black listed or kept under holiday list in any of the Public Sector Units.

SIGNATURE OF BIDDER

WITH OFFICIAL SEAL

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ANNEXURE - 16

RFP Ref: _____

Name of Bidder:

Deviation & Qualification

Deviations are listed below (If any).

SR. NO.	PAGE NO. OF TENDER	CLAUSE NO.	SUBJECT	DEVIATIONS

SIGNATURE OF BIDDER: _____

NAME OF BIDDER & COMPANY SEAL: _____

ANNEXURE – 17

Tender Document:

RFP Ref: _____

Name of Bidder:

COMPLIANCE TO TENDER REQUIREMENT

We confirm that we understood the entire scope of the tender including the terms & conditions there into and agreed to abide the same completely.

SIGNATURE OF BIDDER: _____

NAME OF BIDDER & COMPANY SEAL: _____