

Government of Andhra Pradesh
The AP Shilparamam arts, crafts & cultural society
Road No. 2, Loyola College Road, Central Excise Colony, Gunadala, Vijayawada – 520 008
Tel: 0866-2456445 | Email: shilparamam.ap@gmail.com | Website:
<https://shilparamam.ap.gov.in/tenders>

**NOTICE INVITING E-TENDER FOR COMPREHENSIVE PROPERTY & VISITOR LIABILITY
INSURANCE COVERAGE**

1. KEY TENDER DETAILS & SCHEDULE

Parameter / Particulars	Details
Tender Notice / IFB Ref. No.	48/AP SACCS/RFP/Property Insurance/2026-27/date:09-09-2026
Name of Work	e-tenders from IRDAI-registered General Insurance Companies / IRDAI-registered Insurance Intermediaries to provide comprehensive Property Insurance and Public/Visitor Liability Insurance to (9) Nine Shilparamams across the State (Tirupati, Kadapa, Anantapuramu, Pulivendula, Puttaparthi, Vizianagaram, Visakhapatnam, Kakinada, Guntur).
Issuing Authority	Chief Executive Officer, A.P. Shilparamam Arts, Crafts & Cultural Society
Tender Category / Type	Open e-Tender (Two-Stage Bidding: Technical & Financial)
Tender Start Date	10/09/2026 10:00 AM
Pre-Bid Meeting Date & Time	15/09/2026 02:00 PM
Pre-Bid Venue	Office of CEO, A.P. Shilparamam Society, Gunadala, Vijayawada
Publication of Pre-Bid clarifications on the Website	16/09/2026
Last Date & Time for Submission	25/09/2026 12:00 PM
Date & Time Of Opening Bids (Technical)	25/09/2026 12:05 PM
Opening of Financial Bid	25/09/2026 04:30 PM
Website & Contact Details	https://shilparamam.ap.gov.in/tenders . 9440527286
Tender Fee / EMD	EMD –Rs.3000/-

Note: Any addendum/corrigendum to this e tender will be notified exclusively on the AP eProcurement portal

2. BACKGROUND AND OBJECTIVES

The A.P. Shilparamam Arts, Crafts & Cultural Society is a Society operating under the YAT& C (T) Dept., Government of Andhra Pradesh. The Society manages nine (09) operational Shilparamam Parks across the State, dedicated to promoting traditional handicrafts, handlooms, and performing arts. The cumulative tourist footfall across all 9 Shilparamams during the FY 2025-26 is 11,90,949

During the 8th Meeting of the Governing Council held on 06-04-2026, the Governing Council approved the proposal to obtain insurance cover for physical infrastructure, assets, and visitor safety across all 9 Shilparamams. Given the scale of public footfall and the extent of physical assets, the Society invites **e-tenders from IRDAI-registered General Insurance Companies / IRDAI-registered Insurance Intermediaries** to provide comprehensive Property Insurance and Public/Visitor Liability Insurance.

3. SCOPE OF COVERAGE & POLICY REQUIREMENTS

A. Property Insurance Coverage

The policy shall cover all physical infrastructure, buildings, utilities, and assets across the 9 Shilparamam Parks, including but not limited to:

- Administrative buildings, craft stalls, exhibition halls, amphitheaters, food courts, and permanent/semi-permanent structures.
- Electrical installations, transformers, Diesel Generator (DG) sets, and water supply infrastructure.
- Computers, servers, networking hardware, CCTV systems, Public Address (PA) systems, and fire protection equipment.
- Landscaping assets, compound walls, main entry gates, signages, and street lighting installations.

Insured Risks: Standard Fire, Lightning, Explosion, Storm, Cyclone, Flood, Inundation, Earthquake, Riots, Strike, Malicious Damage, Burglary, Impact Damage, and Terrorism (as an add-on quote).

B. Visitor / Public Liability Insurance Coverage

The policy shall indemnify the Society against all third-party legal liabilities arising from untoward incidents within the park premises:

- Accidental Death of visitors/third parties.
- Permanent Total/Partial Disability and Bodily Injury occurring within premises.
- Medical and hospitalization expenses associated with admissible visitor injury claims.
- Third-party property damage and legal expenses resulting from compensation awarded by competent courts/forums.

C. Policy Duration

The insurance policy shall remain in force for a period of One (01) Year from the date of policy issuance and commencement of risk cover.

4. ELIGIBILITY CRITERIA FOR BIDDERS

Bidders must satisfy all the following technical and statutory qualifications (documentary evidence to be submitted in Cover-1):

- **IRDAI Registration:** Must be a licensed General Insurance Company registered with IRDAI or an IRDAI-registered Insurance Intermediary representing authorized insurers.
- **Experience:** Must possess a minimum of five (05) years of experience in providing Property and Public Liability Insurance to government entities, PSUs, or corporate organizations.
- **Local Presence:** Must have an operational branch/office located within the State of Andhra Pradesh.
- **Claim Settlement Mechanism:** Must have an established in-house claim settlement framework and designate a dedicated 24x7 Relationship Manager for the Society.

5. BID SUBMISSION PROCEDURE & EVALUATION

5.1 Submission System

The tender consists of online e-procurement process:

Technical Proposal:

- IRDAI Registration Certificate & Valid License copy.
- GST Registration Certificate and PAN Card copy.
- Proof of Head office/Branch office address in Andhra Pradesh.
- Documents proving 3 years of property/liability insurance experience.
- Duly signed and stamped copy of this Tender Schedule (all pages) accepting all terms & conditions.
- Non-Blacklisting Declaration on letterhead (Annexure-II).

Financial Proposal:

Shall contain the itemized premium quotes (Property Insurance + Visitor Liability Insurance) as per Annexure-I format. Bidders must furnish individual premium calculations for each of the 9 Shilparamam units while filling the Annexure-1 and shall arrive Total Annual Premium Payable for 9 Units including GST.

5.2 Evaluation & Award Criteria

Technical bids will be opened first on 25/09/2026 at 12:05 PM. Bidders meeting all eligibility conditions will be qualified. Financial bids of qualified bidders will be opened at 25/09/2026 04:30 PM. Quoted premiums must be reasonable and commensurate with the risk profile and asset values. Although individual unit rates are mandatory for administrative and accounting purposes, **evaluation and contract award will be determined solely on the Consolidated Total Annual Premium Payable for all 9 units combined (inclusive of applicable GST).**

The bidder quoting the Lowest Evaluated Premium (L1) while meeting all coverage criteria will be awarded the contract.

6. GENERAL TERMS & CONDITIONS

- **Risk Inspection:** Insurers may inspect all 9 Shilparamam park locations before submitting quotes to assess asset condition and risk parameters.
- **Correctness of Data:** Responsibility for correctness of information submitted lies with the bidder. False declarations will result in rejection, forfeiture, and BLACKLISTING.
- **Conditional Quotes:** Conditional quotations will not be accepted. If a conditional quote becomes L1/L2, it will be treated as invalid and rejected.
- **Non-Withdrawal:** Offers cannot be withdrawn after bid opening. Withdrawal will result in instant BLACKLISTING from future government tenders.
- **Confidentiality:** All data furnished by the Society is confidential and remains absolute property of the Society.
- **Payment Terms:** Premium payment will be made via Account Payee Cheque / RTGS / NEFT upon policy finalization.
- **Dispute Jurisdiction:** All disputes are subject to the exclusive jurisdiction of courts situated in Vijayawada, Andhra Pradesh.
- **Authority Rights:** The Chief Executive Officer (CEO), A.P. Shilparamam Society, reserves the absolute right to cancel, postpone, modify, or adjourn the bidding process at any stage without incurring financial liability or assignment of reason.

ANNEXURE-I: FINANCIAL BID FORMAT

(To be submitted in Cover 2 — Financial Bid on Company Letterhead)

S. No	Coverage Component Description	Quoted Amount (INR)
1	Comprehensive Property Insurance Premium for 9 Parks (Unit-wise) Tirupati -- Rs. Kadapa – Rs. Ananthapuramu – Rs. Pulivendula – Rs. Puttaparthi – Rs. Visakhapatnam – Rs. Vizianagaram – Rs. Kakinada – Rs. Guntur – Rs. Total	Rs. _____
2	Public / Visitor Liability Insurance Premium	Rs. _____
3	Sub-Total (Excluding GST)	Rs. _____
4	Goods & Service Tax	Rs. _____
5	Total Annual Premium Payable for 9 units (Inclusive of GST)	Rs. _____

Signature with Stamp