



एसजेवीएन लिमिटेड

कॉरपोरेट संविदा विभाग (सिविल)

कॉरपोरेट हैडक्वाटर, शक्ति सदन, शनान, शिमला-6 (हि0 प्र0),



संख्या:- एसजेवीएन/सीएचक्यू/सीसीडी/परिपत्र/2025-186

दिनांक: 14/05/2025

परिपत्र

Subject:-Checklist for verification and acceptance of Insurance policies by the EIC.

In order to cover different risks in contracts awarded by SJVN, Bid Documents in general lay down the types of Insurance coverage to be maintained for the plant, materials, works and manpower. The requisite insurance policy(s) under the Contract are arranged by the Contractor and submitted to Engineer-in-charge for acceptance.

As a measure of system improvement, a checklist for verification and acceptance of Insurance policies by the EIC has been formulated in consultation with Vigilance Deptt. and the same is attached for compliance by all concerned.

The checklist shall be filled up by respective EIC while accepting any insurance policy submitted by the Contractor.

This issues with the approval of Competent Authority.

For information to all under vigilance.

circulate

संजय गर्ग
14/5/25
(संजय कुमार गर्ग)

विभागाध्यक्ष (सिविल संविदा विभाग)

वितरण:-

- (i) समस्त परियोजना प्रमुख/ विभागाध्यक्ष।
- (ii) सीईओ, एसएपीडीसी, खंडबारी, नेपाल।
- (iii) सीईओ, एसएलपीडीसी, खंडबारी, नेपाल।
- (iv) सीईओ, एसटीपीएल, बक्सर।
- (v) सीईओ, एसजीईएल, शिमला।

जानकारी के लिए कॉपी : ES/PS to CMD/D(P)/D(C)/D(F)/D(E)/CVO.

*Ms. Kumar
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Checklist for Verification and Acceptance of Insurance Policy by the Engineer-in-Charge (EIC)

A. General Details		Complied or not (Y/N)	Remarks
1. Policy Information:	• Name of the Insurer.		
	• Policy Number.		
	• Policy Issue Date.		
	• Policy Validity Period (From Date - To Date).		
	• Type of Insurance Policy (CAR, Workmen Compensation, Public Liability, Transit/ Marine, Storage & Erection, Professional Liability etc.).		
2. Policy Beneficiaries:	• Ensure the policy is issued in the joint names of the Contractor and/ or the Employer as per the contract requirements.		
3. Coverage Period:	• Ensure the coverage period starts from the contract commencement date to completion of work(s) as a whole or as specified in the tender document/LOA.		
B. Policy Coverage Verification			
4. Scope of Coverage:	Verify that the policy explicitly covers the following as per contract:		
	• Contract works		
	• Third-party liabilities		
	• Equipment and machinery.		
	• Workmen Compensation (if applicable).		
	• Damage to property		
5. Sum insured:	• Any other		
	• Ensure that the sum insured matches the requirements specified in the contract or tender documents.		
6. Deductibles and Excess Clauses:	• Ensure deductibles/excess mentioned in the policy comply with the contract terms.		
7. Premium Details:	• Premium Schedule for the policy period and corresponding premium amounts shall be clearly stipulated and shall reflect during 1 st premium payment in line with the Agreement Letter/ Insurance Policy.		
	• Verify the policy Includes the premium paid details.		

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8. Claim restriction clause	<ul style="list-style-type: none"> Ensure there are no claim restriction clause in the policy against the terms and conditions of the contract/ LOA. 		
C. Compliance with Contract Clauses			
9. Compliance with Tender/ Contract Clauses:	<ul style="list-style-type: none"> Verify compliance with relevant clauses of the General Conditions of Contract (GCC) and/ or Special Conditions of Contract (SCC). 		
	Check specific coverage as per provisions of contract:		
	<ul style="list-style-type: none"> Defects Liability Period 		
	<ul style="list-style-type: none"> Loss/ Damage arising during execution 		
	<ul style="list-style-type: none"> Liabilities for third-party claims or damage 		
10. Policy Amendments (if applicable):	<ul style="list-style-type: none"> Ensure amendments have been incorporated in case of any extensions in the project timeline or scope. 		
D. Documentation			
11. Policy Authenticity:	<ul style="list-style-type: none"> Verify the authenticity of the insurance policy with the issuing insurer 		
	<ul style="list-style-type: none"> Ensure the policy is signed and stamped by the insurer mentioning its UIN (Unique Identification Number). 		
12. Submission of Endorsements (if applicable):	<ul style="list-style-type: none"> Ensure submission of endorsements for any changes in the policy during the execution period. 		
13. Supporting Documents:	<ul style="list-style-type: none"> Verify the submission of a copy of the premium receipt. 		
	<ul style="list-style-type: none"> Confirm submission of any other documents requested under the contract. 		
E. EIC's Verification and Acceptance			
14. EIC Verification:	<ul style="list-style-type: none"> Ensure the policy and its coverage have been thoroughly checked by EIC as per contract/ LOA. 		
	<ul style="list-style-type: none"> Document any discrepancies or non-compliance observed 		
15. EIC Approval:	<ul style="list-style-type: none"> After thorough scrutiny, provide acceptance by signing off on the insurance policy checklist. 		

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