#### INDIAN INSTITUTE OF MANAGEMENT SHILLONG

## $Um sawli, Shillong \hbox{-} 793018$

Website: www.iimshillong.ac.in

Tender No: V1-1601/10/2022-SPO Dated: 19.07.2023



**Notice Inviting e-Tender (NIeT)** 

For

## **INSURANCE OF FIXED ASSETS OF IIM SHILLONG**

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Tender No: V1-1601/10/2022-SPO Dated: 19.07.2023

#### **DETAILED NOTICE INVITING e-TENDER**

Online tenders, in two bid system are invited on behalf of Director, IIM Shillong from IRDA recognized General Insurance Companies for **Insurance of Fixed Assets of IIM Shillong**.

V1-1601/10/2022-SPO	
Insurance of Fixed Assets of IIM Shillong	
365 days from the date of issue of LoI/ Work Order.	
19.07.2023 at 06:00 PM	
19.07.2023 at 06:00 PM	
09.08.2023 at 11:00 AM	
Latest by 01.08.2023 till 05:00PM.	
Tender queries received later than the date and time as mentioned above shall not be entertained.	
Pre-Bid queries should only be emailed to	
spo@iimshillong.ac.in	
09.08.2023 at 11:00 AM	
10.08.2023 at 11:00 AM	
To be declared after successful evaluation of technical	
bid documents.	

No. of Bids	02 (Two bids) {Technical and Financial}
Bid Validity days	90 days (From the date of opening of financial bid)
Address for correspondence	Store and Purchase Office, IIM Shillong, Umsawli, East Khasi Hills, Shillong-793018, Meghalaya Office Contact No: 0364-2308012/2308011  Email: spo@iimshillong.ac.in

Sd/-Chief Administrative Officer IIM Shillong

#### 1.0 INSTRUCTIONS FOR ONLINE BID SUBMISSION:

- 1.1 Bidders would be required to register on the Central Public Procurement Portal at <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
- 1.2 Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
- 1.3 Bidders can download the bid document from Central Public Procurement Portal website at <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> and required to submit the bid online by scanning and uploading all the relevant documents through the online Portal only.
- 1.4 Tender information is also available in the Institute's website at <a href="https://www.iimshillong.ac.in/tender-notices/">https://www.iimshillong.ac.in/tender-notices/</a>. Any further detail regarding Amendment /Addendum /Extension/ Corrigendum (if any) will be upload online only at both the given websites.
- 1.5 The bid submitted shall become invalid if
  - i The bidder doesn't upload all the relevant testimonials as mentioned in this tender document.
  - ii The Bidders is unable to produce the original copies of the eligibility criteria documents along with other document mentioned in the tender whenever needed at the various stages of tendering {if required}. Any discrepancy is noticed in the uploaded documents with reference to the original documents, the bid will be treated as invalid.
- 1.6 The tender document shall be uploaded in two parts as follows:
  - 1.6.1 **"TECHNICAL BID":** This stage shall contain the Techno-Commercial Bids comprising along with list of the documents.
  - 1.6.2 **"FINANCIAL BID":** This stage shall contain only the Price Bids
- 1.7 Payment to the vendor for supply of items/services at IIM SHILLONG shall be made through E-payment.

Sd/-Chief Administrative Officer IIM Shillong

#### 2.0 GENERAL TERMS & CONDITIONS:

#### 2.1 INSTRUCTIONS TO BIDDERS

#### **General Conditions of Tendering**

- 2.1.1 **Tender document:** One set of tender documents along with one set of BOQ are uploaded in the CPPP portal along with the specifications/brochures etc (if any). Bidder shall download the tender documents and are advised to read the instructions carefully to ensure that his response complies fully before participating in the CPPP portal along with their offer letter.
- 2.1.2 **Tender validity:** Tender shall remain valid for a period of 90 **days** from the date of opening of the financial bid. The bidder shall not be entitled during the said period to revoke or cancel his tender or to vary the tender given.

#### 2.1.3 **Tender submission:**

- 1. Bidders must uploaded their documents by the time and date mentioned in the Notice Inviting **e-**Tender in the CPP Portal (www.eprocure.gov.in), within stipulated time. Bidder may go through the given special instruction before participation in e-Tendering.
- 2. The tender and all details submitted subsequent to the tender shall be e-signed by any one, legally authorised to enter into commitment on behalf of the bidder.
- 3. If bidder have a relative or relatives or in the case of a firm or a company, one or more of its shareholders or a relative or relatives of the shareholder(s) employed in IIM SHILLONG, the authority inviting tenders shall be informed of the fact at the time of submission of the tender, failing which the tender may be disqualified or, if such fact subsequently comes to light, the Institute reserves the right to take any other action as it deems fit in accordance with any applicable law, rules, regulations or the like in force for the time being.

#### 2.2 Bidder's responsibility for bid & Clarification:

- 2.2.1 The details presented in this tender document consisting of conditions of works/ supply/ service contract, scope of work, technical specifications/ requirements have been compiled with due understanding of the requirement, it is also the bidder's responsibility to ensure that the information provided are clearly understood.
- 2.2.2 The bidder shall be deemed to have inspected, examined and understood the site of / supply/ service and including surroundings and other information in connection therewith and to have satisfied himself before submitting his/her tender as to all the prevailing conditions and deemed to have obtained all necessary information as to the risks, contingencies and other circumstances which may influence or effect his/her tender. Bidder's quote is the responsibility of bidder and no relief or consideration can be given for errors and omissions.
- 2.2.3 Bidder may request clarification at any time up to the mentioned last date of seeking Clarification. Such clarification requests shall be addressed to the **Store & Purchase Officer, IIM Shillong (Email: spo@iimshillong.ac.in)**

2.3 **Pre-Bid meeting:** Techno-commercial discussion with the Bidders will be arranged {if required}. The bidder shall depute his representative(s) with authority for attending the discussion.

#### 2.4 Amendments.

Institute may issue clarifications/ amendments in the form of addendum/ corrigendum during the tendering period. For the addendum/ corrigendum issued during the tendering period, bidders are required to check CPP Portal (<a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>) and the Institute's website (<a href="www.iimshillong.ac.in">www.iimshillong.ac.in</a>) for details. No other mode of notice will be given.

#### 2.5 Scope of Tender

The complete scope of service has been defined in the tender document. Only those Bidders who undertake total responsibility for the complete scope of service in line with basic scheme and scope as defined in the tender document shall be considered.

#### 2.6 Deviations in terms and condition

Bidders are required to submit offers strictly as per the terms and conditions and specifications given in the tender document and not to stipulate any deviations/ exceptions. **Conditional tenders are liable to be summarily rejected**.

#### 2.7 Institute's right

Institute reserves the right to accept a tender other than the lowest and to accept or reject any tender in whole or in part, or to reject all tenders with or without notice or reasons. Such decisions by Institute will bear no liability whatsoever consequent upon such decisions.

#### 2.8 Tender requirement

#### 2.8.1 Technical and Price Bid

- 2.8.1.1 The technical bids will be opened online by a committee duly constituted for the purpose at the time and date as specified in the tender document. All required documents against Notice Inviting e-Tendering documents need to be uploaded at CPP Portal as per checklist at Annexure II by the bidders and verified by the Digital Signature Certificate (DSC). The same will be downloaded for technical evaluation and the result of technical bid evaluation will be displayed on <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> in which can be seen by all bidders who participated in the tender.
- 2.8.1.2 It is important that bidder clearly demonstrates his ability, giving to Institute a high level of confidence that the bidder will be able to perform the works/ supply/ service within the schedule and meeting the other requirements listed in the tender document. Failure to do so may result in disqualification of the tender.
- 2.8.1.3 Priced bid of Technically qualified bidders will be opened on designated date.

#### 2.9 **Completion Certificate**:

Upon satisfactory completion of contact/supply/work, a Completion Certificate will be issued by the Institute.

#### 2.10 Liquidated Damages for delayed completion/supply:

If the successful bidder fails to perform within the stipulated time then penalty at the rate of 0.5% per week or part thereof subject to a maximum of 10% of the Work/ contract/ supply order value will be levied and deducted from the payment due to the firm.

#### 2.11 Work/ Purchase at Risk and Cost

The institute reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the bidder to whom the contract has been awarded if it is found that the quality and/or the progress in respect of whole or part of the Work is not satisfactory.

#### 2.12 Indemnity

The bidder shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property.

#### 2.13 Jurisdiction

Any dispute or difference which may arise shall be referred to the Director IIM Shillong for settlement whose decision shall be final and binding. Any dispute is subject to Shillong court's jurisdiction only.

#### 3. ELIGIBILITY CRITERIA

Bidders should meet the following conditions.

- 3.1 The bidder should be an Indian insurance Company and must be registered and approved from IRDA. The Insurance Company must have its fully functional branch at Shillong.
- 3.2 Bidders need to scan and upload the required documents like GST registration, PAN Number/Card, Certified copy of IRDA accreditation certificate, copy of similar policies undertaken, valid document regarding the existence and registration of the firm along with the with Technocommercial bid.

#### 4. SCOPE OF INSURANCE COVERAGE

The scope of coverage is of the Institute's Fixed Assets, including Building and Equipment, etc. for Fire, Earthquake, Theft, Burglary & Peril including flood, terrorism, Riots, accidents, commotion etc.

### 5. SPECIAL TERMS & CONDITIONS AND PAYMENT TERMS/ SCHEDULE

- 1. Total sum assured amount of Insurance coverage shall be approx. ₹ 2,16,70,75,647.00 (Rs. Two Arab Sixteen Crore Seventy Lakh Seventy-Five Thousand Six Hundred Forty-Seven only) Detailed break up is enclosed at Annexure III.
- 2. All pages of the tender document should be sealed and signed by the prospective bidders.
- 3. For the total sum assured amount of insurance, IIM Shillong shall consider number of policies as deemed fit in consultation with successful bidder.

- 4. All Insurance coverages shall be effective immediately after award of the tender on payment of premium or as per the agreed terms & remain valid for one year.
- 5. Claims, if any, against the policies shall be settled within maximum 15 days from the date of submission of claims.
- 6. All corrections (if any) must be signed at the appropriate place by the signatory of the bidder, otherwise tender will be invalid. There should not be any correction or over writing on the price bid. If so, the offer will summarily be rejected.
- 7. Bidder's quoted Price shall remain Firm till completion of the Insurance coverage period. Quoted price shall be inclusive of all taxes & duties, other charges etc applicable for the job.
- 8. **Operating Authority: -** Operating authority of the insurance contract shall be Chief Administrative Officer, IIM Shillong.
- 9. **Payment Terms:** 100 % Premium shall be paid in advance by IIM Shillong immediately on submission of bill / proforma invoice.
- 10. IIM Shillong reserves its right to accept or reject any bid without assigning any reason thereof.
- 11. IIM Shillong reserves its right to cancel the tender process or this enquiry anytime without assigning any reason thereof.
- 12. For any queries kindly contact the Store & Purchase Officer, IIM Shillong at 0364-2308012 or queries can be sent vis email to <a href="mailto:spo@iimshillong.ac.in">spo@iimshillong.ac.in</a>.

# 6. CHECKLIST FOR SUBMITTED DOCUMENTS AS PER ELIGIBILITY CRITERIA & TECHNICAL SPECIFICATIONS

Sl. no.	Documents required	REMARKS (Please √)	Page nos. (compulsory)
1	Proforma for submission of offer letter of e -tender document, declaration and bidder details in the bidder's letter head duly sealed & signed (as per given Proforma)	,	
2	Registration of firm	YES/NO:	
3	Valid GST registration certificate.	YES/NO:	
4	PAN Card in the name of firm.	YES/NO:	
5	Certified copy of IRDA accreditation certificate	YES/NO:	
6	Experience of insuring fixed assets of IIMs/ IITs / NITs / IISERs / Institutes of National Importance / Central Universities / Centrally Funded Technical Institutes / Central Government Academic Institutes of sum assured value not less than Rs. 140 Crores during last 3 financial years in a single case. (Copies of Work Orders & Completion Certificates to be attached)	YES/NO:	
7	Tender document duly signed on each page	YES/NO:	

#### 7. FINANCIAL BID

- 1. The bidders should download the BOQ.xls from CPP Portal and fill in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ in .xls format. The Central Public Procurement Portal (<a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
- 2. A sample BOQ is placed herewith in excel sheet format.
- 3. If any column is not applicable, keep the sheet as it is or quote '0'. The BOQ is in excel sheet, as such only number will be taken calculable.
- 4. Rate to be quoted excluding GST.

Sample Financ	ial Bid for	

Tender Inviting Authority:							
Name of Wo	ork:						
Contract No	<b>):</b>						
Name of the Bidder/ Bidding Firm / Company	the Bidder/ Bidding Firm / Company						
PRICE							SCHEDULE
					same should be uplo er Name and Values of	aded after filling the relevent c nly )	olumns, else the bidder is
NUMBER #	TEXT #	NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER #	TEXT #
SI. No.	Item Description	Quantity	Units	Quoted Currency in INR / Other Currency	BASIC RATE RATE Excl. Taxes In Figures To be entered by the Bidder in Rs. P	TOTAL RATE AMOUNT Excluding GST in Rs. P	TOTAL RATE AMOUNT In Words
1	2	4	5	12	13	53	55
1.01	Premium amount for Insurance of Fixed Assets	1	Lump Sum	INR		0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only	7				1

# PROFORMA FOR SUBMISSION OF OFFER LETTER OF E-TENDER DOCUMENT, DECLARATION AND BIDDER DETAILS

(THIS "OFFER LETTER" TO BE SUBMITTED IN BIDDER'S LETTER HEAD)

Ref n	o. Date:
IIM S	Chief Administrative Officer SHILLONG awli, Shillong - 793 018.
<u>Sub</u> : '	"Insurance of Fixed Assets of IIM Shillong." <i>against Tender No:</i> V1-1601/10/2022-SP0 Dated: 19.07.2023.
1.	In reference to above, I/We are enclosing our irrevocable tender for execution of the work
	" as per tender document within the time schedule mentioned therein and accepted by me/us, at the value quoted by me/us for the whole works/ supply/ service in accordance with terms and conditions, specifications as detailed in the tender document. Having examined the detail given in Tender Notice and Bid Document for the above works/supply/service, I/We hereby submit the relevant information.
2.	I/We had paid the EMD or I/ We are exempted being MSME registered firm. A valid certificate is enclosed.
3.	I/ We had read entire tender documents and unconditionally accept all the terms and conditions laid down in the Tender document.
4.	I/We enclose herewith documentary evidence of my/our experience of execution of work/ supply/ service of similar nature and magnitude carried out by me/us as per the eligibility criteria along with the other documents mentioned in the tender document.
5.	I/ We confirm and declare that we are not blacklisted/ debarred/ de-registered by any Government department/ Public Sector Undertaking/ Autonomous bodies or any other agency for which we have executed/ undertaken the works/ supply /services during the last 5 years.
6.	It is certified that all the information given hereby as well as in the enclosed eligibility bid documents are correct to the best of my knowledge and believe. It is also understood that I/We shall be liable to be debarred, disqualified in case any information furnished by me/us found to be incorrect.
Date.	day of2023
<u>Nam</u>	e of the Bidder with Address:
Name	e:
Addr	ress:
Signa	ature of Bidder(s), with the seal of Firm

## **BIDDER's DETAILS**

1.	Name of the Firm/Agency
2.	Full address with Pin code, Telephone No/Mobile No.
	E-mail.
	Address
	Telephone/ Mobile no.:
	Email id:
3.	Name & Designation of Contact Persons
	Name
	Traine
	Designation
	Telephone/ Mobile no.: Email id:
4	Registration Details for Constitution of the Firm/
_	Agency (if any) (Attached copy)
	and the state of t
5	Nature of Business:
6	a. GSTIN:
	b. PAN:
	c. IRDA registration
7	Bank Account Particulars:
	Name of the Beneficiary
	Bank Account Number
	Bank's Branch IFS code:
	Account type (SB/CA)
	Name of the Bank
	Branch name & Address
	(Please attached a copy of cancelled cheque)

Signature of the bidder with seal

#### **ANNEXURE-III**

### List of Fixed Assets to be Insured

SI. No.	Description	Cost (Rs.)	
	of Assets in Umsawli Campus	I	
1	Academic Block, Hostel Building cum Dining Hall and 63 nos., residential quarters (18 Type-I, 18 Type-II, 18 Type - III & 8 Type - VI and Director's Bungalow) including internal water supply, sanitary installation and internal electrical installation for IIM at Shillong (Phase-I) (including Balance Work)	₹	97,15,77,000.00
2	Substation Equipment and DG Set	₹	5,13,53,000.00
3	All Street Light	₹	2,47,82,000.00
4	Fire Alarm and Fire Fighting Systems	₹	2,00,12,000.00
5	Light fixture s in Academic Block & Fans in Hostel Accommodation, Residential Quarters and Meter Panels	₹	2,26,48,000.00
6	Passengers Lift - 4 nos.	₹	99,39,000.00
7	Substation Building i/c IEI, laying of water supply line, Strom water drain and footpath with fixing of steel railings	₹	21,14,62,000.00
8	Heating Ventilations in Academic Building	₹	1,57,50,000.00
9	C/o Underground Reservoir, Pump House, Internal Water Supply, Approach Road, Development of Right Side LCS-1 and retaining wall near Water Treatment Plant.	₹	14,24,42,000.00
10	Main Gate	₹	1,81,11,000.00
11	Salvage plan for +1 and +3 level of Academic Block	₹	2,22,32,000.00
12	Paneling and Furnishing (Bamboo Product) of Reception Area, Library, Board Room and Faculty Lounge	₹	1,40,45,000.00
13	Sewerage line from the last manhole (no.106) to STP i/c protection walls, RR, drains etc near STP at Umsawli Campus	₹	1,28,98,000.00
14	Internal LAN points wiring Data Centre Infrastructure & UPS system for ICT Works at IIM Shillong	₹	1,77,81,000.00
15	Signage work of Academic Building (Providing and fixing Autoglow LSS Signage)	₹	19,41,000.00
16	STP (550 KLD)	₹	2,53,78,000.00
17	Covered Corridor	₹	5,70,53,000.00
18	132/11 kV Substation	₹	12,03,00,000.00
19	Dam & WTP	₹	10,19,96,000.00
20	Bank and Post Office	₹	1,35,37,000.00
21	Cafeteria	₹	3,53,31,000.00
22	Commercial Complex	₹	2,16,77,000.00
23	Barrack - Female	₹	52,95,000.00
24	Barrack - Male	₹	89,08,000.00
	Total (A)	₹ 1,9	4,64,48,000.00
	of Assets in Nongthymmai Campus		
1	Extension of Boys Hostel		₹ 4,20,46,000.00
2	Extension of Girls Hostel		₹ 2,78,46,000.00

3	Extension of Boys Hostel-II (Additional Floors)	₹ 1,06,10,000.00
4	1 no. 60 Capacity Classroom	₹83,36,000.00
5	4 nos. 60 Capacity Classroom	₹ 1,89,66,000.00
6	200 Capacity Dining Hall	₹ 2,57,63,000.00
7	Hostel above Dining Hall	₹ 3,67,51,000.00
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Listo	Total (B) f IT Assets in Umsawli Campus	₹ 17,03,18,000.00
1	VOIP Phone	
1.1	IP Phone Type-I	<b>311 24 020 00</b>
1.1	IP Phone Type-II	₹11,24,020.80
	F -	₹2,06,618.00
1.3	Operator Console IP Phone	₹25,960.00
1.4	Fixed Cellular Terminal	₹12,980.00
1.5	Server Based IP-PBX	₹26,19,600.00
1.6	Call Reporting Functionality	₹2,06,500.00
2	Networking	
2.1	Network Firewall	₹23,60,000.00
2.2	Core Switch	₹18,88,000.00
2.3	Distribution Switch	₹14,16,000.00
2.4	48 Port PoE+ Switch	₹40,71,000.00
2.5	24 Port PoE+ Switch	₹30,79,800.00
2.6	12 Port POE+ Switch (Multi Gig)	₹31,86,000.00
2.7	12 Port PoE+ Switch	₹4,10,640.00
2.8	10G SFP+ LC LR 10km SMF Transceiver	₹44,17,920.00
2.9	10G-BASE-TX RJ-45 up to 30M over CAT 6a/7 cable	₹3,58,720.00
2.1	Wireless Lan Controller	₹30,68,000.00
2.11	Wireless Access Point : Type - I	₹25,07,500.00
2.12	Wireless Access Point - Type - II	₹24,36,700.00
2.13	Wireless Access Point - Type - III	₹10,08,900.00
3	ALL CCTV	
3.1	All 5 MP DOME IP CAMERA	₹30,49,120.00
3.2	All INDOOR/OUTDOOR IP CAMERA	₹38,76,300.00
4	Video Conferencing System	
4.1	65" Touch Display	₹1,72,800.00
4.2	65" Non-Touch Display	₹1,28,000.00
4.3	Video Conferencing System	₹10,88,000.00
4.4	Wireless Presentation System	₹1,52,320.00
4.5	Digital Multimedia Presentation System	₹10,62,000.00
4.6	Low profile surface mounted	
	Twisted pair receiver	₹47,200.00
4.7	Digital Signal Processor (DSP)	₹4,36,600.00
4.8	Amplifier for Remote (VC)	
	Sound Enforcement	₹87,320.00
4.9	Amplifier for Local Sound	
	Enforcement	₹99,120.00

4.10	Ceiling Speakers	₹1,69,920.00
4.11	Conference Microphones -	
	Beam Tracking Tabletop	₹5,23,920.00
	Microphones-Type-I	
4.12	Conference Microphones - Beam Tracking Table top Microphones- Type-II	₹2,76,120.00
4.13	5-Port Expansion Device with Mounting brackets	₹1,39,240.00
4.14	10" Touch panel	₹2,77,300.00
4.15	IR Emitter Probe	₹6,608.00
4.16	Occupancy Sensor	₹25,960.00
4.17	High Voltage Relay Array (DIN rail Mountable)	₹50,740.00
4.18	HDMI Cable-30 feet	₹21,240.00
4.19	HDMI Cable-6 feet	₹14,160.00
4.2	Electronic Cable Cubby	₹4,24,800.00
4.21	7 inch Room Scheduling Touch Screen and Room Availability Light bar	₹1,88,800.00
4.22	24U Equipment Rack	₹47,200.00
5	Server	
5.1	Modular Server Chassis	₹2,65,500.00
5.2	Server Blades	₹20,76,800.00
5.3	Vmware Standard License	₹6,78,500.00
5.4	vSphere Standard License	₹5,19,200.00
	Total (C)	₹5,03,09,646.80
	Grand Total (A+B+C) say	₹ 2,16,70,75,646.80

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