

Tender Ref No.: IPE / GMI / 2020-21 / 62

DATE: 22.12.2020

NOTICE INVITING TENDERS

(Box Tenders/Open Tenders)

FOR GROUP MEDICAL INSURANCE SCHEME

FOR EMPLOYEES OF IPE, VISAKHAPATNAM,
ANDHRA PRADESH



VISAKHAPATNAM

Indian Institute of Petroleum & Energy,

Temporary Campus, 2nd Floor, AU College of Engineering
Andhra University, Visakhapatnam,
Andhra Pradesh – 530 003.

Phone No: 0891-2585152, 2856015

Email : registrar@iipe.ac.in & procurement@iipe.ac.in,

Website : www.iipe.ac.in

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Contents:

Description	Page No.
TIME SCHEDULE	03
CLARIFICATIONS	04
NOTICE INVITING TENDOR	05
SPECIAL TERMS & CONDITIONS	06
EVALUATION OF BIDS	08
ANNEXURE – I (LETTER OF SUBMISSION OF TENDER)	10
ANNEXURE – II (TECHNICAL BID)	11
ANNEXURE – III (FINANCIAL BID)	12
ANNEXURE – IV (NON BLACKLISTING DECLARATION)	13
ANNEXURE – V (FORMAT – A)	14
ANNEXURE – VI (LIST – I)	15
ANNEXURE – VII LIST – II)	16
ANNEXURE – VIII LIST – III)	17
POLICY – I	18
Vendor Confirmation Form	19

Time Schedule of various tender related events
[For Group Medical Insurance Scheme for Employees of IIPE, VISAKHAPATNAM]

Last Date and Time for the receipt of Bids	04.01.2021 at 05.00 P.M.
Technical Bid Opening Date /Time	05.01.2021 at 11.00 A.M.
Financial Bid Opening Date / Time	Will be intimated later to only technically qualified bidders
Contact Person	The Registrar (I/C), IIPE, Visakhapatnam.
Reference No:	IIPE / GMI / 2020-21 / 62, dt. 22.12.2020

Signature of the Bidder with stamp

CLARIFICATIONS

Queries, if any, can be made through e-mail to procurement@iipe.ac.in.

Ph. No. 0891-2856009, 2856015, 2585152

The Bidder may seek clarifications on any clause of the RFP document up to date mentioned in the 'Schedule of various tender events in page no. 03. Any request for clarification must be sent to the above mentioned email with subject “ **Group Medical Insurance Scheme** ”. The Institute will respond through e-mail and if necessary, should be institute deem necessary, it may amend the RFP as a result of any clarification.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating / complying with the changes / amendments issued, if any, during pre-bid meeting in their bid.

If the last date of receiving / opening of the bids coincides with a holiday, then the next working day shall be the receiving/ opening date.

At any time before the submission of Proposals, the Institute may amend the RFP by issuing an addendum / corrigendum hosting it on Institute's website. The addendum will be binding on all the bidders. To give bidders reasonable time, in which to take an amendment into account in their proposals, the Institute may, if the amendment is substantial, extend the deadline for the submission of Proposals.

The Technical Bid along with the relevant documents should be attached.




REGISTRAR (I/C)
IIPE, VISAKHAPATNAM

For any clarification and further details on the above tender, please contact. 0891- 2856015, 2856009, 2585152, Website: www.iipe.ac.in

INDIAN INSTITUTE OF PETROLEUM AND ENERGY
Visakhapatnam – 530 003

**NOTICE INVITING TENDER FOR GROUP MEDICAL
INSURANCE SCHEME**

Ref No.: IIPE / GMI / 2020-21 / 62

Date: 22-12-2020

INTRODUCTION :

The Indian Institute of Petroleum and Energy (IIPE) is an autonomous institute under the Ministry of Petroleum & Natural Gas, Govt. of India and backed by public sector Oil and Gas giant viz. HPCL, IOCL, ONGC, GAIL, OIL whose CEOs are on the Board of IIPE. All Faculty of the Institute are continuously striving for bringing excellence in the teaching-learning process as well as in the research activities.

SCOPE OF WORK :

Indian Institute of Petroleum and Energy (IIPE) invites proposal from IRDAI registered well established insurance companies (Both PSUs and Private Operators) having adequate experience in dealing with the Health Insurance for providing coverages for its employees as per the details mentioned in " POLICY 1 ".

Bidder's Eligibility Criteria (Mandatory Provisions) :

It is mandatory for the potential bidders to ensure that the following minimum eligibility criteria is met in order to participate in the process:

1. Should have been registered with IRDA under the Health Insurance Category.
2. Should have an operational Registered / Branch Office in Visakhapatnam, AP, India.
3. Bidder should have experience of providing Group Medical Insurance, Health Insurance and Personal Accident Insurance to large Corporate Bodies / Educational Institutions during last Three years.
4. Bidder should have PAN and a valid registration under GST.
5. The Agency should not have been blacklisted by Central / State Govt. / PSU at any point of time, nor is any criminal case registered / pending against the Agency or its Owner / Partners anywhere in India.

Special Terms & Conditions :

1. The rate quoted should be valid for a minimum period of 90 days. No claim for escalation of the rate will be considered after opening the tender.
2. Quotation price should be in Indian Rupees only.
3. Communication with bidders will be carried out electronically and / or in hard copy. All Bidders must provide their current e-mail id and postal address.
4. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.
5. A prospective bidder requiring any clarification of the tender document may contact to Ph. No. 0891-2856009, 2856015, 2585152
6. At any time prior to the last date of receipt of bids, Institute may for any reason, at its own initiative, modify the tender document by an amendment.
7. After submission of bid, the amount of sum assured and premium shall not be changed in any circumstances during policy period.
8. All regular employees, irrespective of their job profile will be covered under the insurance policy. There should not be any exclusion of any type of regular Institute employees.
9. The policy will cover all the employees irrespective of on leave of any kind, including Medical Leave, Lien, Deputation, Sabbatical leave, Maternity Leave, Paternity Leave, etc. It means 'active at work' clause will NOT be applicable.
10. At the time of claim settlement, IIPE, Visakhapatnam, reserves the right to not to furnish any further information or documents other than mentioned.
Payment of claim should be settled, within 01 (one) week from the date of submission of documents mentioned in this Tender document.
11. A claim, if not settled within one week of submission of all the documents, the Insurer will be liable to pay 10% of sum assured as penalty.
12. List of employees would be provided by Institute initially and subsequently the updated list would be shared to Insurer by 15th day of every month by IIPE.
13. All new recruits / additions to the workforce shall be automatically covered from the date of their joining the Institute's service. To cover premium of the newly recruit, IIPE, if required will provide additional deposit to the Insurer. The Insurer should provide closing balance of this deposit as and when demanded by IIPE.

14. Kindly calculate the premium based on the above data and information. However, the premium will be paid only on actual number of employees enrolled. For addition / deletion during the insurance period, the additional/excess amount of premium will be paid/withdrawn on prorata basis.
15. These are general conditions, based on which successful bidder is required to execute an Agreement with IIPE, Visakhapatnam.
16. Proposal shall not have any Premium Review clause i.e. premium must be fixed for entire policy term period.
17. Proposal shall not have any Claims Review clause: Irrespective of potential / actual claims / loss experience under the policy, there would no changes allowed to be made mid-term to any terms and conditions and premiums paid for the policy.
18. There will be no adjustments / additional premium charged for adverse claims ratio post inception of the policy.
19. Insurance company will not be allowed to modify any terms and conditions of the policy post inception of the policy.
20. Insurance company will not have the right to cancel or discontinue the insurance policy during the policy period for any reason whatsoever.
21. Technology Support - Dedicated Web Portal exclusive for IIPE to capture the enrollment and nominee information.
22. Dedicated Helpline Numbers and Support on call for any query employees may have.
23. All terms and conditions of this tender will be binding on the Insurer.
24. This TENDER document is non-transferable.

Evaluation of Bids :

The Technical bids of eligible bidders shall be opened first, and all documents shall be verified as per the eligibility criteria.

The Financial Bids of only the bidders found eligible in Technical evaluation shall only be opened. Please note the following:

1. The successful bidder will be awarded all the insurances on a whole bouquet basis
2. IIPE reserves the right to select an external Third-Party Administrator for claims under Group Medical Insurance of its choice.
3. IIPE shall not be bound to accept the lowest bid and reserves the right to reject any or all the bids without assigning any reason
4. The bidder or his representative may attend the opening of the bids as per details mentioned in Letter of Authorization for attending Technical Bid opening – Annexure – V, (Page No. 14) to the shortlisted bidders.
5. The Institute will award the Contract to the successful Bidder whose quote has been determined to be substantially responsive after considering the medical coverages facilities and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

Jurisdiction :

Disputes, if any arises between Vendor and IIPE, the decision of IIPE is final, and the legal jurisdiction is at Visakhapatnam, AP, India only.

Technical Bid :

Should contain all the supporting documents in support of eligibility criteria as under:

1. Bid submission letter as per Annexure-I
2. Technical Bid as per Annexure-II
3. IRDA registration under Health Insurance category.
4. Proof of registered/branch office in Visakhapatnam, AP, India
5. Proof of having experience of providing Group Medical Insurance, Health Insurance and Personal Accident Insurance to large corporate bodies/educational institutions covering more than 100 lives in any one year during last Three years.
6. Proof of PAN and a valid registration under GST.
7. Declaration of non-blacklisting as per Annexure-IV

All these documents shall be duly attested by an authorised signatory, stamped, serially numbered and bounded firmly in the same order.

Financial Bid :

Should contain the duly filled in Financial Bid as per format in Annexure – III.

Both the envelopes 'Technical Bid' and 'Financial Bid' shall be sealed, clearly labelled as mentioned and shall contain the name and address details of the bidder. These two envelopes will be wrapped in an outer envelope addressed to designated officer, duly labelled as "Proposal for Group Medical Insurance" against Tender Ref No. : IIPE/GMI/2020-21/62, dt. 22.12.2020 on the top and sealed properly. The outer cover shall indicate the bidders name and address details. The bid shall be submitted at the following address through Post / Courier / by Hand so as to reach us by the last date and time indicated in the 'Schedule of events'. No Tender Document will be entertained by E-mail / FAX. Bids received after the closing date and time shall not be accepted and summarily rejected.

The Institute reserves the right to reject any or all tenders, wholly or partly or close, the tender at any stage prior to the award of contract without assigning any reason whatsoever.

**The Tender Box,
C/o The Registrar (I/C),
Indian Institute of Petroleum and Energy,
2nd Floor, AU Engineering College,
Andhra University, Visakhapatnam – 530 003.**

I / we accept all the terms and conditions of the
tender notice.

Date:

Place:

Name and Signature of Bidder with
Seal

(to be printed on bidder's letterhead)
LETTER OF SUBMISSION OF TENDER

The Registrar (I/C),
Indian Institute of Petroleum and Energy,
2nd Floor, AU Engineering College,
Andhra University, Visakhapatnam – 530 003.

Subject: Proposal for Group Medical Insurance Scheme against

Tender No.: IIPE/GMI/2020-21/62, dt. 22.12.2020

Dear Sir,

Subject to the conditions given in the tender documents, I/We hereby submit Proposal for Group Medical Insurance for Employees of IIPE, Visakhapatnam against Tender No.: IIPE/GMI/2020-21/62, dt. 22.12.2020 for IIPE, Visakhapatnam at the rates specified in the Financial Bid (Annexure - III of the tender document). I/We hereby certify that I/We have read all the terms and conditions of the tender document and agree to abide by them unconditionally.

Declaration

I/we _____, the undersigned being authorized signatory for _____ for submission of "Proposal for Group Medical Insurance for Employees of IIPE, Visakhapatnam against Tender No.: IIPE/GMI/2020-21/62, dt. 22.12.2020" hereby declare that all the documents submitted and details furnished are true and correct to the best of my knowledge. I understand that if at any time, during or after the tender process or after award of contract, the documents or the details submitted are found to be false / manipulated / fabricated with a mal-a-fide intention, the bid will be summarily rejected / contract be nullified and suitable action as deemed it be initiated against our firm / company / agency.

Name of the Bidder (firm/Co./agency): _____

Address of Registered / branch office: _____

Authorized person's Name and designation: _____

Contact No: _____ E-mail: _____

Date:

Signature:

Place: (Company Seal)

Full name:

NOTE: All correspondence from this office shall be addressed to the above address and e-mail id only.

TECHNICAL BID

Subject : Proposal for Group Medical Insurance Scheme for Employees of IPE, Visakhapatnam, against Tender No.: IPE/GMI/2020-21/62, dt. 22.12.2020

S.No	Criteria Item	Documents to be uploaded (Attested Photocopies)	Submitted Yes/ No
1	Should have been registered with IRDA under the Health Insurance category.	Copy of Certificate of registration with IRDA	
2	Should have an operational Registered/ Branch office in Visakhapatnam, Andhra Pradesh, India.	Valid proof of office address in Visakhapatnam	
3	Bidder should have experience of providing Group Medical Insurance, Health Insurance and Personal Accident Insurance to large corporate bodies/educational institutions during last Three years	Copies of work orders/ agreements and work completion certificates	
4	Bidder should have PAN and a valid registration under GST.	Copies of GSTN and PAN	
5	The agency should not have been blacklisted by Central/State Govt./PSU at any point of time, nor is any criminal case registered / pending against the agency or its owner/partners anywhere in India	A declaration to be submitted in original (Annexure-IV).	
6	Policy Coverage, Special Conditions, Extensions offered, Coverage Exclusions and other conditions etc., applicable under the policy.	Detailed list / enclosures to be submitted.	

The bid without any of these documents shall be treated as incomplete. The bids with documents NOT matching with above eligibility criteria and incomplete documents will be declared as 'Not eligible'.

All the above documents should be clearly stamped and signed by the authorized signatory of the bidder

All supporting documents in support of above clauses shall be produced along with Technical Bid documents.

All document shall be serially numbered

Date:

Signature:

Place:

Full name:

(Company Seal)

Annexure-III

FINANCIAL BID

Subject: Proposal for Group Medical Insurance Scheme for Employees of IIPE,
Visakhapatnam, against Tender No.: IIPE/GMI/2020-21/62, dt. 22.12.2020

Name of the Insurer : _____

S.No	Type	Sum Insured	Annual Premium	GST	Total Premium
1	GMC for Staff & Faculty (Annexure – VI)	Rs.10,00,000 (Floater)			
	GMC for Staff & Faculty (Annexure – VII)				
2	GMC for Staff (Annexure – VI)	Rs.5,00,000 (Floater)			
	GMC for Staff (Annexure – VIII)				
Grand Total					

Note: Terms and conditions:

Refer the data in Annexures as under:

1. Annexure – V: POLICY 1 (GMC for Employees)

Annexure-IV

(To be printed on Agency's letterhead)

Non-Blacklisting declaration

The Registrar (I/C),
Indian Institute of Petroleum and Energy,
2nd Floor, AU Engineering College,
Andhra University, Visakhapatnam – 530 003.

Subject: Non-Blacklisting declaration in connection with IIPE, Visakhapatnam, AP,
India Tender Proposal for Group Medical Health Insurance Scheme for Employees of IIPE,
Visakhapatnam against Tender No.: IIPE/GMI/2020-21/62, dt. 22.12.2020

Dear Sir,

This is to notify you that our Firm / Company / Organization intends to submit a
proposal in response to invitation for Proposal for Group Medical Insurance Scheme for
Employees of IIPE, Visakhapatnam against Tender No.: IIPE/GMI/2020-21/62,
dt. 22.12.2020

In accordance with the above we declare that :

a. We are not involved in any major litigation that may have an impact of affecting or
compromising the delivery of services as required under this assignment.

b. We are not blacklisted by any Central / State Government / agency of Central /
State Government of India or any other country in the world/ Public Sector Undertaking / any
Regulatory Authorities in India or any other country in the world for any kind of fraudulent
activities.

Sincerely,

Date:

Signature:

Place:

Full name:

(Company Seal)

Format – A

(to be printed on Agency's letterhead)

LETTER OF AUTHORISATION FOR ATTENDING TECHNICAL BID OPENING

Subject: Proposal for Group Medical Insurance Scheme for Employees of IIPE,
Visakhapatnam against Tender No.: IIPE/GMI/2020-21/62, dt. 22.12.2020

The undermentioned person is hereby authorized to attend the bid opening for the
tender mentioned above on behalf of _____ on _____.

Name: _____

Specimen Signature: _____

Officer authorized to sign the bid documents on behalf of the bidder.

Signature: _____

Name: _____

Designation: _____

Date: _____

Office seal:

Note: 1. Only one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representative is not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received

Annexure-VI

LIST – I

SI	Emp. Code	Age	Age					
			Spouse	Child 1	Child 2	Dependent 1 (Father)	Dependent2 (Mother / Mother-in-Law)	Dependent 3 (Brother/Sister)
1	NT1001	47	40	15	-	-	64	-
2	NT1002	35	32	1	-	-	58	-
3	NT1003	40	49	19	15	63	63	-
4	NT1004	38	41	12	7	-	65	-
5	NT1005	26	24	-	-	65	58	-
6	NT1006	29	27	2	-	58	50	-
7	NT1007	27	-	-	-	52	47	32

LIST - II

Sl.	Emp. Code	Self Age	Age					
			Spouse	Child 1	Child 2	Dependent 1 (Father)	Dependent 2 (Mother / Mother-in-Law)	Dependent 3 (Brother/Sister)
1	TS0000	68	62	-	-	-	-	-
2	TS1007	48	45	20	17	-	-	-
3	TS1010	29	25	-	-	-	54	-
4	TS1012	31	27	1	-	54	55	-
5	TS1008	35	27	1	-	-	68	-
6	TS1005	37	39	-	-	68	66	-
7	TS1016	32	33	2	-	64	57	-
8	TS1002	35	28	2	-	-	-	-
9	TS1003	34	28	-	-	61	54	-
10	TS1004	37	27	-	-	-	61	-
11	TS1006	32	32	1	-	-	59	-
12	TS1009	39	29	1	-	70	64	-
13	TS1011	39	38	9	4	-	64	-
14	TS1013	35	31	1	-	67	61	-
15	TS1014	33	-	-	-	-	-	-
16	TS1015	28	-	-	-	65	-	26
17	TS1017	35	23	1	-	68	58	-
18	TS1018	30	-	-	-	-	57	-
19	TS1019	33	28	1	-	-	62	-
20	TS1020	34	29	5	1	59	56	-

LIST – III

Sl.	Emp. Code	Self Age	Age					
			Spouse	Child 1	Child 2	Dependent 1 (Father)	Dependent2 (Mother / Mother-in- Law)	Dependent 3 (Brother/ Sister)
1	01	39	37	-	-	-	70	-
2	02	45	40	12	10	-	-	-
3	03	49	43	14	13	-	-	-
4	04	32	-	-	-	-	50	-

POLICY - I

1. Group Mediclaim Insurance (Employees)	
Insured	Indian Institute of Petroleum & Energy
Insured's Communication Address	2nd Floor, Main Building AU College of Engineering (A), Andhra University, Visakhapatnam 530 003
Current Insurer	-
No. of Employees at Inception	31
No. of Lives at Inception	122
Inception Premium (Inclusive of Taxes)	-
No. of Employees for Renewal	31
No. of Lives for Renewal	122
Coverages	Rs. 5,00,000/- Rs. 10,00,000/-
Family Definition	Self + Spouse + Dependent Family Members
Policy Type (Floater / Non Floater)	Floater
Age Band	As per attached active list
Sum Insured	As per attached active lists, separately for each group (Rs.5 Lakh cover for list at Annexure VI & VIII and Rs.10 Lakh cover for list placed at Annexure VI & VII)

VENDOR's CONFIRMATION

The Terms & Conditions mentioned in the Price Enquiry, mentioned above, are acceptable to us. We have submitted our Offer accordingly. We have NOT taken any Technical and / or Commercial Deviations and in case of Order, we will supply the materials as per the details specified in Price Enquiry / RFQ specified above.

Vendor's Name	
Vendor's Address (In case of order, PO shall be placed at this address)	
PAN Number	
GSTIN Number	
Name of the Authorised Signatory	
Designation of the Authorised Signatory	
E-Mail Address of the Authorised Signatory	
E-Mail Address of Alternate Contact Person	
Mobile Number of the Authorised Signatory	
Telephone Number of the Vendor	
Fax Number of the Vendor	

