



भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore
सिमरोल, खंडवा रोड इंदौर – 453552
Simrol, Khandwa Road, Indore- 453552

E-PROCUREMENT MODE

**Bidding Documents for Group Insurance Policy for Employee of the
Institute**

**Document to be submitted online
for
(Technical & Financial Bid as per Schedule of requirement)**



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड इंदौर – 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552
Tel.: 0731-6603580 Ext 3551, 3369 Email: mms@iiti.ac.in

TENDER DOCUMENT FOR E-PROCUREMENT

Online Tenders are invited by Indian Institute of Technology, Indore (IITI) in Two bid System from only **Insurance Regulatory and Development Authority of India licensed Insurance companies operating in India.**

Sl.No.	Description	NIT No.	EMD (in INR)
1.	Group Insurance Policy for Employee of the Institute	542	Not applicable

Note:

- Tender Documents with the details of Terms & Conditions can be downloaded from any of the website:
http://www.iiti.ac.in/tender_mms.php
<https://eprocure.gov.in/eprocure/app>
- The pre-bid report will be uploaded on the website & Central Public Procurement Portal (CPPP) and the same will be a part of the tender document.
- All the details/document pertaining to the tender such as tender document, pre-bid report, corrigendum and any further updates will be available only on our website and also at Central Public Procurement Portal.
- Bids/Quotations may be submitted directly Authorized Agents with proof of authorization.

IITI shall not be responsible for non-receipt bid due to internet issues or any other reasons.

For any issues related to tender please contact Material Management Section at
Tel: +91-0731-6603546 Ext 3551/3580 Email: mms@iiti.ac.in

Assistant Registrar (MM)

सहायक कुलसचिव
(सामग्री प्रबंधन विभाग)
Assistant Registrar
(Materials Management Section)

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Chapter-1
Schedule of Tendering

Sl. No.	Event	Date and Time/ Remarks
01	Downloading of Tender document online from CPPP	From July 09, 2022 https://eprocure.gov.in/eprocure/app & http://www.iiti.ac.in/tender_mms.php
02	Submission of Queries for Pre-bid meeting	July 11, 2022 Format for Submission of queries is enclosed as Part VI
03	Pre- bid meeting date & time cum presentation	July 18, 2022, at 3.00 PM (Pre-bid meeting)
04	Venue for Pre-Bid Meeting	Materials Management Section 4th Floor, Abhinandan Bhawan (West Wing) Indian Institute of Technology, Indore Khandwa Road, Simrol, Indore-453552,
05	Pre-bid Report publication (Pre-Bid Report will be finalized based on queries)	July 22, 2022 Please visit CPP Portal and Institute Website
06	Bid Submission Start Date	July 25, 2022
07	Last date & Time of Submission of Bids Online (Technical and Price Bid)	August 09, 2022 upto 03.00PM (IST) Please refer Tender Terms
08	Opening of Technical Bids Online	August 10, 2022 at 03.00 PM (IST) at IITI Please refer Tender Terms
09	All communications with respect to the tender shall be addressed to:	Assistant Registrar (MMS), IIT Indore Forth Floor, Abhinandan Bhawan Khandwa Road, Simrol,Indore-453552 Tel.: 0731-6603546 Email: mms@iiti.ac.in
10	Submission of Bid Online	https://eprocure.gov.in/eprocure/app
11	For any assistance, please refer to	CPP Portal website: www.eprocure.gov.in CPP Portal Help Desk Toll Free No.:18002337315, 180030702232

Note:-

- a. The bidder shall have to present the detailed features of the policy to the IIT Indore community in pre-bid meeting and later their queries will be addressed via prebid report.
- b. The detailed presentation of the policy features should be submitted along with bid and if required the bidder will be asked to demonstrate the quoted policy as part of the technical evaluation of the bid.
- c. Claim process documents list and timeline for claim settlement must be submit with technical bid.

Chapter-2
Instructions to the Tenderers

The tender shall be submitted in accordance with these instructions and any tender not conforming to the instructions as under, is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.
2. More information useful for submitting the online bids on the CPP Portal is available/obtained at URL:<http://eprocure.gov.in/eprocure/app>
3. For Registration: Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
4. Foreign Bidders have to refer "DSC details for foreign Bidders" for Digital signature Certificates requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app?page=StandardBiddingDocuments&service=page> and the remaining part is same as above and below.
5. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is also liable to be rejected.
6. IITI reserves the right to reject any tender/bid wholly or partly without assigning any reason.
7. The Technical Committee constituted by IITI shall have the right to verify the particulars furnished by the bidder independently.
8. Tenderer shall take into account all costs for Group Insurance policy as per Chapter-6 of this tender. In this regard no claim for any extra payment for any reason shall be entertained.
9. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
10. Interested bonafide and reputed insurance company may submit online bids for Group Insurance policy along with all requisite documents.
11. The Bidder(s) may note that **ONLY ONLINE BIDS** will be accepted. All the requisite supporting documents mentioned in the bid document should and must be uploaded online at <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
12. The bidders may submit duly filled and completed bidding document **ONLINE** as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
13. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened at the same time on the next working day. IITI reserves the right to accept or reject any or all the tenders.
14. For detailed instruction on online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:- <http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page>

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Chapter-3**List of Documents to be Uploaded with Technical Bid**

The product shall comply with the specifications mentioned in **Chapter-6** of the tender and shall be of the latest offer. Following documents should be uploaded with the Technical Bid:

1. Self-declaration on their letter-head Cover-I of e-tender, along with the acceptance letter, list of tender documents, confirming that they have provided such type of insurance policy to atleast two Government Educational Institutes in the preceding two years.
2. Work Order and Experience/ Satisfactory completion letter from such Government Educational Institutes, as mentioned in Para 1 above. In case the documents are not it will be presumed that the tenderer does not possess such experience.
3. Valid authorized Distributorship / Dealership license from Original Insurance Company, in case of Authorized Distributor/ Authorized Dealer.
4. Xerox Copy of Income Tax Number, GST and PAN.
5. Bank/RTGS details on the Company's letterhead.
6. Registration details of the Firm/Company.
7. Detailed Technical and Commercial terms & conditions.
8. Any optional coverage, besides the standard coverage recommended for the better Group Insurance Policy, if offered, be provided with their full technical details including their use and advantage in a separate sheet with the tender documents.
9. Any additional information about competence, which is considered necessary for the offer.

No further information will be entertained after the bid is submitted. However, IITI reserves the right to call for any other documents whenever required.

Chapter-4 **Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>.

Registration

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal, which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any certifying authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

Searching for Tender Documents

1. There are various search options built in CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

Preparation of Bids

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

Submission of Bids

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected. **The vendor/firm should fill the complete details as mentioned in BOQ and exclusion of any cell of BOQ (Financial bid), the cost will be treated as inclusive of GST and other charges as mentioned in the BOQ column.**
4. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
5. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
8. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

Assistance to Bidders

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

General Instructions to Bidders

1. The tender can be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>

Online Bid Form. The bidder shall complete the online bid form and the appropriate price schedule furnished in the online bidding documents, indicating, inter alia for the goods/service to be supplied, a brief description of the goods/service, their country of origin, quantity, and prices.

Online Bid prices. The Bidder shall indicate on the Price Schedule the unit price and total bid prices of the goods/service it proposes to supply under the Contract. To this end, the Bidders are allowed the option to submit the online bids for any one or more schedule specified in the "Schedule of Requirement" and to offer discounts for combined schedules. However, Bidders shall quote for the complete requirement of goods and services specified under each schedule on a single responsibility basis, failing which such bids (for the schedule in question) will not be taken into account for evaluation and will not be considered for award.

(Financial Bid), the total cost will be treated as inclusive of GST. No further communication will be entertained later or else.

Period of validity of online bids: Online Bids shall remain valid for acceptance for 90 days after the date of bid submission.

Note – Non-compliance of the above may disqualify your offer for consideration.

Assistant Registrar (MM)

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CHAPTER- 5
GENERAL TERMS AND CONDITIONS

1. **Delivery of Tender: Two- Bid through Online Mode.** IITI reserves the right to **ignore any tender which fails to comply** with the above instructions without giving any notice. **All the documents as mentioned in Chapter-3 should be attached with Technical Bid failing which, the tender is liable to be disqualified.**

Bidder: Tenders are invited only from **Insurance Company in India** registered with **Insurance Regulatory and Development Authority (IRDA)** OR their **authorized distributors/ dealers**. Insurance agencies/ vendors are requested to **attach proof** to show that they are the authorized agencies. **The bidder shall have to present the detailed features of the policy to the IIT Indore community before submission of bids on mutually agreed date schedule.**

2. **Period for which the offer will remain opened:**
- (a) Firms tendering should note the period for which it is desired that their offers should remain open for acceptance.
 - (b) Quotations qualified by such vague and indefinite expressions such as "subject to immediate acceptance", "subject to prior sale", etc. will not be considered.
3. **Opening of Tenders:** Online tender opening as specified in schedule of requirement. The received bid will be opened online, and it will be evaluated by a technical committee which will decide the suitability as per our specification and requirement. The financial offer/bid will be opened only for the offer/bid which submits all the required necessary documents and verified by the technical committee as technically qualified bidder as per Tender. **Notification of Award:** *Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing by registered letter or e-mail that the bid has been accepted by way of a Service Order.*
4. .
5. **Right of Acceptance:** IITI does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and the firm shall supply the same at the rate quoted. The firm shall be at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity is taken from the firm.
6. Items supplied are subject to inspection and acceptance and the supplier should collect/ replace the rejected items at his cost and risk. (if applicable)
7. **No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.**
8. **IITI reserves the right to call for techno-commercial/price negotiations. The company should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.**
9. The firm may give any of their commercial term, if required, in their techno-commercial offer only, and price quotation should contain only price.
10. IITI does not bind itself to accept the lowest or any tender and may cancel / withdraw the tender without assigning any reason and no claim whatsoever, for any reason arising out of such action, will be entertained by IITI.

11. **Force Majeure:** Neither the contractor nor the institute shall be liable to the other, for any delay in or failure of their respective obligations under this control caused by occurrences beyond the control of either party because of fire, floods, acts of God, acts of public enemy, wars, riots, strikes, lockouts, sabotage any law statute or ordinance order actions or regulations of the Government or any compliance there is similar to the above. Either party shall promptly notify the other of his commencement and cessation of such contingency and prove that such is beyond the controls and effects the implementation of this contract adversely.
12. Please inform the IITI in writing whether the owner of the firm or any of their partners/employees has close relations working with IIT Indore. This is for record only.
13. **IITI reserves the right to modify/alter/insertion or deletion on any part of the tender document to ensure fulfillment of its service requirement at any stage.**
14. The instructions about bidding given in this advertisement and the Tender Documents should be read thoroughly before bidding. IIT Indore reserves the right to accept or reject any or all quotations at any stage without assigning any reason whatsoever it may be.
15. **ARBITRATION:-**
 - a) Except where otherwise provided for in the contract, all questions and disputes relating to the meaning of the words, terms, specifications, operations, and instructions, mentioned in this policy and as to the performance of the Insurance Co. any other question, claim, right, matter, or thing what so ever in any way arising out of or relating to the policy, specifications, operating instructions, orders or these conditions; or otherwise concerning the performance of the policy, the execution or failure to execute the same whether arising during the tenure there of, shall be referred to the sole arbitrator appointed by Indian Institute of Technology Indore.
 - b) The Arbitrator shall have power to call for such evidence by way of affidavits or otherwise as he thinks proper and it shall be the duty of the parties hereto to do or cause to be done, all such things as may be necessary to enable the Arbitrator to make the award without any delay. The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion. The Award of the Arbitrator shall be final, conclusive and binding on all parties to the contract.
 - c) The law under the Arbitration and Conciliation Act, 1996 shall be applicable to such proceedings.
16. IIT Indore reserves the right to accept / reject any quotation(s) either in full or in part without assigning any reasons thereto. In the event of any ambiguity in the policy proposal with regard to any aspect, the interpretation of IIT Indore shall be final and binding on the "Insurer". Acceptable bids will be evaluated on lowest quoted rate/premium on per lakh basis for each insurance company separately. The decision of IIT Indore will be the final in all respect.
17. **Cancellation:** IITI reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, no compensation will be paid towards progress of order/procurement.
18. **Governing Law:** The order placed will be contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Indore, India to competent jurisdiction.
19. For any dispute, the place of jurisdiction shall be Indore, India only.

CHAPTER-6
TECHNICAL BID

(Bidder should submit compliance matrix along with Technical Bid)

Scope of work for Group Insurance Policy for Employee of the Institute are as mentioned below:

<u>Sl.No.</u>	<u>Technical Details/Criteria</u>	<u>Compliance</u> <u>Yes/No</u>	<u>If Yes, Attach the Document</u> <u>and mention the Page No.</u>
1.	The bidder should be a registered under Insurance Act, 1938/IRDA and should have a valid license to carry out life insurance business. (attach the IRDA License)		
2.	The bidder shall have valid PAN and (attach the copy of registration)		
3.	The bidder shall have valid Registration details of the Firm/Company (attached the copy)		
4.	The Bidder shall have valid GST registration number (attach the copy)		
5.	The bidder should have at least one group insurance scheme of at least 300 to 400 members.		
6.	The Bidder should not have a record of poor performance such as abandoning of any contract, inability to complete any contract, unreasonable delay in settlement of claims.		
7.	The Bidder should not have been blacklisted by any Government or its organizations in the past three years. (Attach undertaking as per enclosed format Annexure-I)		
8.	Order copies of Group Insurance of any Govt./Educational Institutes.		
9.	Acceptance of terms & Conditions mentioned in the Tender document. (Attach undertaking as per enclosed format chapter no. 8)		
10.	The bidder shall have to present the detailed features of the policy to the IIT Indore community before submission of bids on mutually agreed date schedule		
11.	Income Tax Return last three financial year (attached the copy)		

SPECIAL TERMS & CONDITIONS OF THE OFFER

1. Period of Contract-

- i. **The Insurance policy shall be for a period of One Year initially which can be extended further for a period of five more years on annual basis subject to performance.**

- ii. 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.
- iii. Institute shall purchase the policy providing death coverage from the selected Insurance Provider for a period of one year and may be extended further subject to satisfactory performance of the selected Insurance Provider for the sum insured to cover any kind of death including natural death, accidental death, suicidal death, death due to any illness, death due to pre-existing illness, critical illness etc.

2. Policy features:

- iv. Comprehensive group insurance policy for all regular employees of the institute covering life insurance (from all kind of risks) considering the location, functional and safety aspects.
- v. Proposal should be submitted in terms of premium applicable in the slab of per 10 lacs amount sum assured.
- vi. **Minimum Sum Insured should be Rs. 30 Lacs and in denomination of 10 Lacs, thereafter upto a maximum of Rs. 1 Crore (Subject to income criteria)**
- vii. The premium amount will be proportionate to the sum assured.
- viii. Pre-existing diseases should be covered with commencement of the policy.
- ix. The Policy shall cover all kinds of death cases including unnatural death from Day 1 of commencement of policy.
- x. The death Claims shall be settled within 30 days from the date of submission of all documents.
- xi. The Premium shall be paid on monthly basis within 10th of the concerned month.
- xii. There shall be a grace period of 30 days from the due date of premium.
- xiii. The coverage of the mid joiners shall be from Day 1 (Date of joining) irrespective of immediate payment of premium. The premium shall accordingly be calculated on pro rata basis.
- xiv. The coverage for the mid leavers shall be till the date of leaving the Institute. The premium shall accordingly be calculated on pro rata basis.
- xv. The excess premium paid by the Institute shall be refunded by the Insurance Company at the end of the contract period within three months
- xvi. All the employees are covered with very good medical facilities for both indoor OPD and IPD. IIT Indore has its own medical unit within its campus with qualified doctors on roll and also visiting consultants besides empaneled hospitals.
- xvii. The maximum entry age shall be 70 years.
- xviii. The rate of premium must be inclusive of all taxes, stamp duty etc. However, the Goods and Service Tax must be separately quoted. No subsequent increase in premium rates (except Taxes) will be allowed under any circumstances.
- xix. In case of calculation errors, the decision of the Institute will be final and binding on the bidders and may even lead to rejection of the proposal.
- xx. Proposal shall not have any Premium Review clause i.e. premium must be fixed for entire policy term period.
- xxi. Insurance company will not be allowed to modify, cancel or discontinue the insurance policy during the policy period.
- xxii. There shall not be any clause of "Medical Test" in the policy.
- xxiii. No medicals / consent form/ questionnaire conditions to be enforced for the Coverage opted by the employees.
- xxiv. All terms and conditions of this tender will be binding on the Insurer.

3. **Completion of Job: -Insurance** Policy/policies as per requirement of IITI are to be issued within 24 hours from the receipt of the premium against award of contract. All insurance coverage shall be effective immediately after award of the tender or as per the agreed terms and remain valid for one year.

4. Claim Settlement:

- i. Death Certificate of deceased staff and his/her Nominee's Bank Details only will be provided for claim settlement. No other document will be provided to the Insurer by IITI as KYC.
- ii. At the time of claim settlement, IITI reserves the right to not to furnish any further information or documents other than as mentioned in Sr No. a of claim settlement.
- iii. Payment of claim should be settled for all kinds of deaths, within 2 (two) weeks from the date of submission of documents mentioned in this Tender document. The claim amount should be transferred directly to the Nominee with intimation to Administration & Finance and Accounts section. In absence of the Nominee, claim to be settled in favour of the Legal Heir.
- iv. Failure to settle the claim within two weeks or demanding documents other than death certificate and Nominee Bank details for claim settlement will be considered as non-performance on part of the Insurer.
- v. A claim, if not settled within two weeks of submission of all the documents, the Insurer will be liable to pay penalty at the rate of 10% per annum simple interest on the amount of sum assured till the actual payment of the same.

5. **Operating Authority:** - Operating authority of the insurance contract shall be Registrar, IIT Indore.

6. Payment Terms: -

- a) The agreed monthly premium amount of the concerned month would be paid in advance on the 1st day of the said month against submission of the pro-forma invoice. Grace period of 15 days to be considered for technical or any other issues in transferring the said premium amount including GST. Premium shall be paid by IIT Indore as per list of Faculties/Employees/Staff Members to be insured (at actuals).
- b) 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 pro-rata basis.
- c) 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 Administration Section.
- d) All new recruits/ additions to the workforce shall be automatically covered from the date of their joining the Institute's service.

The bidder should submit his acceptance against each column as YES/NO and if No, bidder should specify the deviation.

Mobile No.:

Email Id:

Name of the bidder

Signature

Agency/Company Seal

Chapter-7
Price Bid

PRICE BID - Schedule of price bid in the form of BOQ format:

1. The below mentioned Financial Proposal/Commercial bid format is provided as BoQ along with this tender document at <https://eprocure.gov.in/eprocure/app>
2. **Bidders are advised to download this BoQ.xls** as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid.
3. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD/Bid Security shall be forfeited.
4. The premium amount slab wise along with tax should be clearly mentioned in the BOQ.
5. Any element of cost and taxes not specifically indicated in the BOQ, shall not be paid by the purchaser. **If GST amount is not quoted in the BOQ (Financial Bid), the total cost will be treated as inclusive of GST. No further communication will be entertained later or else the EMD/Bid Security will be forfeited.**
6. The tender shall remain valid for acceptance for **90 days**, from the date of tender opening.

Signature of the Tenderer

Name of the Firm:

Contact No.:

Email:

Seal:

Chapter-8
Tender Acceptance Letter
(To be produced on Company Letter Head)

To,

IIT Indore,
Simrol,
Khandwa Road,
Indore. M.P. - 453552

Sub: Acceptance of Terms & Conditions of Tender. Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Service' from the web site(s) namely: _____ as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. **I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.**
6. **I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.**
7. I/We agree to hold this offer open until 90 days and shall be bound to Provide the service of the policy the same within the specified period.
8. I/We agree that in case if we fail to provide the service within the specified period, then institute shall be liable to claim liquidated damages from me/us by invoking EMD/Bid Security.
9. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Chapter-9
Pre-Bid Query Form

Sl. No	Reference of the Clause No. of the Tender Document	Query/Clarification/ Deviation sought	Clarification/ Response from IITI
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

ANNEXURE-I

(To be submitted on Firm/Company Letterhead)

UNDERTAKING

I/We hereby declared that all the Test Reports compliances as per Standard Specifications mentioned in the NIT Document No: _____ for "**Service of Group Insurance Policy for Employee** _____" will be submitted by us, if required/asked.

Further, we will provide all Statuary valid Certificates/Permissions/License as required for smooth running the Service of Group Insurance Policy for Employee.

I/We hereby declare that, undertaken that the Department of Commerce or Ministry/any other Department has been not debarred/blacklisted our firm as per best of our knowledge, if any such debarment/blacklisting come to the notice of IIT Indore Authorities during execution of Supplies against this E-Bid Enquiry, Indore have right to reject our proposal and take appropriate action deemed fit against our firm as per prevailing applicable Rules & Regulations.

(Signature of the Tenderer)

Company Seal:

Date:


Assistant Registrar
MM Section, IIT, Indore

सहायक कुलसचिव
(सामग्री प्रबंधन विभाग)
Assistant Registrar
(Materials Management Section)