DELHI TECHNOLOGICAL UNIVERSITY
Shahbad Daulatpur, Bawana Road, Delhi 110 042
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www.dtu.ac.in

F. DTU/Gen. Admn./132/2015-16

NOTICE INVITING TENDER FOR PROVIDING GROUP MEDICLAIM FACILITY TO DTU STUDENT.

E-tenders are invited under Two-Bid system from the leading non life public sector insurance companies which are registered with IRDA and are working in the field for last minimum five years, to provide insurance cover of GROUP MEDICLAIM Policy–cum-Group Personal Accident Policy for one year (One academic year) for about 7200 (Seven thousand Two Hundred) students including Undergraduate, Postgraduate and Research Scholars

Last date for submission/receipt of tender(s) is **27.07.15 at 2.30pm**

Last date for submission/receipt/ Uploading of tender(s) is **27.07.15 at 14.30 Hrs**. and will be opened/ down loaded by the Tender Committee in the presence of tenderers or their authorized representatives who wish to remain present on the same day at **15.00 Hrs**. in the Office of DELHI TECHNOLOGICAL UNIVERSITY, DELHI. In case of any holiday on the day of opening, the tenders will be opened/ down loaded on the next working day at the same time but the last date and closing time shall remain same, as scheduled above. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.

Designation of the Authorized Officer: **Registrar**

Name and Address of the Department: **Delhi Technological University**
Shahbad Daulatpur, Bawana Road,
Delhi-110 042.

EMD : Rs.1,75,000/-

Guidelines/Procedure to be followed in introduction of 'e'-procurement solution:

1.Payment of cost of Tender documents: The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of bidder participating in e-procurement solution. The bidders can view/download the tender documents from the : https://govtprocurement.delhi.gov.in.

2.Submission of bids: The bidders who are desirous of participating in 'e'- procurement shall submit their price bids in the standard formats prescribed in the Tender documents, displayed at : https://govtprocurement.delhi.gov.in. The bidder should upload the scanned copies of all the relevant certificates, documents etc. in the: https://govtprocurement.delhi.gov.in. in support of their price bids. The bidder shall sign on all the pages of tender document ,statements and certificates uploaded by him, owning responsibility for their correctness/authenticity and copies thereof may also be submitted in the office of the Asst. Registrar(GA), DTU along with original EMD. However documents of the bidders downloaded online or requisitioned subsequently only will form the basis for deciding the tender.

3.Payment of Bid Security (Earnest Money Deposit): The EMD shall be in the form of the Demand Draft/Pay order of scheduled bank/Fixed Deposit Receipt of a scheduled bank issued in favour of **Registrar, Delhi Technological University, Delhi.** Zerox copy of the DD/PO/FDR is to be scanned and uploaded along with the bid, and the original DD/PO/FDR shall be sent to DTU so as to reach before the date and time of closing of the bids. Failure to furnish the original DD/PO/FDR before the closing of the bid, will entail rejection of bid and blacklisting.

4.Price Bid Opening: The Price Bids will be opened online by the concerned officer/officers at the specified date & time and the result will be displayed on the: https://govtprocurement.delhi.gov.in. which can be seen by all the bidders who participated in the tenders.

5.Processing of Tenders: The concerned officer/officers will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.

6.Payment of Performance Guarantee: The successful tenderer shall furnish a bank guarantee/FDR of the value starting from 05% of the cost of the item for a period of sixty days beyond one year from a nationalized bank to ensure the satisfactory performance of item supplied. The performance guarantee is to be submitted at the time of installation / demonstration of equipments. In case the performance of the item is not found satisfactory, the amount of bank guarantee will be forfeited & credited in university account.

7. Participation of Bidders at the time of opening of bids: Bidders have two options to participate in tendering process at the time of opening of Bids:

(i). Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process. (ii). Bidders can visualize the process online.

8.<u>Participation Financial Rules for e-procurement</u>: The e-procurement system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in GFRs.

ASSISTANT REGISTRAR (GEN. ADMN.)
DELHI TECHNOLOGICAL UNIVERSITY,
SHAHBAD DAULATPUR,
BAWANAROAD, DELHI – 110 042

DETAILED TENDER NOTICE

Name of Work: **FOR PROVIDING GROUP MEDICLAIM FACILITY TO DTU STUDENTS**

STUDENT STRENGTH

The total student strength as on date is 7200. It may increase or decrease depending on number of students admitted during academic year 2015-2016, which tentatively is as follows:

Type of Students	Tentative Age Bracket	No of students
Under Graduate	18-23	6000
Post Graduate	22-26	1000
Research Scholars	24-60	200

1. ELIGIBILITY CRITERIA

The Public Insurance Company must be in the business of GROUP MEDICLAIM insurance for last five years.

The operations of the Public Insurance Company must be at the national level.

All above criteria should be strictly followed. Tenderer should quote only, if he is eligible.

Validity Period: The Tender shall remain valid for the period of nine months from the last date of submission of Tender document.

if required, information will be available at the office of Assistant Registrar, Gen. Admn., DTU, Delhi on all working days except Saturday, Sunday and Public Holidays declared by the Government of Delhi, during 11:00 am to 4:00 pm from……..

Copy of the e-tender document should be reached on or before the date and time specified in the Tender document. Tenders sent by post or by other means shall also reach within the stipulated time. DTU will not consider any postal delay.

All the information furnished and document produced with the Tender shall be in English language only. The Tender notice and Tender document shall form a part of contract agreement.

Issue and / or submission of Tender document do not mean that bidder is qualified for awarding the work.

The bidder shall not remove any page, Annexure etc. from the original tender.

The bidder shall sign and put organisation's stamp on each page of the tender.

The copy of the tender document shall be submitted with all Annexure as per procedure for submission of tender on or before due date and time.

The conditional tenders will be rejected out rightly.

DTU reserves the right to reject/ accept any or all Tender/bids without assigning any reason thereof.

2. TECHNICAL BID MUST CONTAIN

2.1 Brief profile of the insurance company
2.2 The names of the cities where the Company has operations.
2.3 Details of tie-ups, if any!
2.4 The scope of cover, benefits, exclusions etc.
2.5 Specification mentioning benefits and exclusions.
2.6 City-wise list of hospitals with cash –less facility;
2.7 Turn- over of last three years (2012-13, 2013-14 and 2014-15);
2.8 Name(s) and Phone/Cell Nos. of the contact person(s);
2.9 Copy of Certificate of Registration with IRDA.
2.10 List of Universities/ Institutes/ Govt. Departments where such group mediclaim policies are under operation.
2.11 Certificate of satisfactory report from existing clients as mentioned in 2.10.
2.12.The company should clearly mention the period of settlement of claim.
2.13 The company will clearly mention the procedure for Addition/ Deletion of students in the proposed policy.
2.14 The company will provide the contact details like address, phone number, and emaild id of at least one dedicated executive to deal / guide the students in case of need.
2.15 Envelop should contain all the features of policy, inclusions, exclusions, list of hospitals, photo medical cards and other information which company feels deemed fit will be provided to each insured student.

2.16 FINANCIAL BIDS

The amount of premium will be Rs. 500/- per student including all applicable taxes. However, L-1 will be considered on the basis of highest sum assured amount quoted.

3. <u>Other Terms & Conditions</u>

3.1 The tender will be downloaded from the website namely, www.dtu.ac.in.

3.2 The amount of premium will be Rs. 500/- per student including all applicable taxes

3.3 The copy of bids should be in separate envelopes containing (Technical Bids and EMD) and envelopes must be superscribed as **"<u>Tender for providing GROUP MEDICLAIM facility to the DTU students</u>"** If the envelope is not superscribed then there are chances of misplacement, therefore it is advised that the envelope be superscribed as above and deposited in the box kept for the purpose in <u>Room No. 104 General Admn. Branch, Admin. Building, DTU</u>.

3.4 Date for inclusion of the students in the GROUP MEDICLAIM policy will be from 1st August each year after admission in an academic year. In case any member enters in

between in a month during academic year company will intimate the pro-rata premium amount to be paid.

3.5 All disputes are subject to Delhi courts.

3.6 Arbitration clause may include (I) Nominee of DTU (as Chairman) (II) One nominee from Insurance Company (As member) and (III) One nominee as Co-opted by the Chairman and members (Nominee of the Insurance Company).

3.7 The Competent Authority of the University has right to accept/reject any or all quotations without assigning any reasons.

3.8 It is clarified that depending on the satisfactory performance, the contract can be renewed at the discretion of DTU for a subsequent period of one year and on successful completion of the extended period of one year, for another period of one year.

3.9 This extension is subject to the mutual agreement for the annual premium amount payable for the extended period. The premium rate would remain unchanged for the first year of operation.

3.10 The criteria to shortlist the vendor will be the offer of highest sum medi-claimable for the period of coverage on indoor/ day-care expanses of hospitalization due to any illness and Accident in the premium of Rs. 500/- per student including all applicable taxes. In case of tie of two or more, the following criteria will be considered on the basis of giving priority ((i), (ii), (iii) so on) to finalize the vendor by the designated committee.

(i) Sum payable to the parents/ nominee of the deceased student. This is in addition to the amount mentioned in term plan.

(ii) Coverage of other family members in floater

(iii) Policy in case of Accidental Death, Permanent Total Disablement (PTD), Permanent Partial Disablement (PPD)

(iv) Policy on Pre - Existing Diseases

(v) Having the highest turn over.

3.13 Any claim for increase in premium rates during the Policy period on account of any reason whatsoever will not be entertained.

3.11 Bids must be submitted in English language only.

3.12 The bidders must sign at the bottom of each page of the bid documents at the time of submission in token of unconditional acceptance of the terms and conditions, technical specifications etc.

3.13 Deviations in terms and conditions, Specification of material, Inspection clause etc. will not be accepted under normal conditions.

3.14 Canvassing in any manner shall not be entertained and will be viewed seriously leading to rejection of the bid.

3.15 Bids will be accepted & will be opened as per information mentioned in the document. No receipt against submission of bid shall be issued by DTU.

3.16 In case, if it is found that the company has not given the correct information and flouted any condition or the company does not have all the appropriate licenses and all the statutory permissions, whatsoever required, to carry out the activity as required in these assignments then DTU reserves the rights to cancel the order issued to them and award the assignment in the manner as deemed fit. This can be done at any stage.

3.17 The Insurance Company shall maintain strict confidentiality of all the tender, information, data coming in possession of the Insurance company as a result of awarding the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the Insurance company. Any violation of the same will be liable for action under the law which shall entitle DTU to claim damages apart from taking action under the appropriate Law.

3.18 The Agency shall ensure that the tender, data, information etc. are / is not used or permitted to be used in any manner (directly or indirectly) incompatible or inconsistent with that authorized by DTU. The confidential information will be safeguarded and the Insurance Company shall take all necessary actions to protect DTU, its students, and Government of Delhi's interest against misuse, loss, destruction, alterations or deletions thereof. Any violation of the same will be liable for action under the law which shall entitle DTU to claim damages from the company apart from taking action under the appropriate law. This is an irrevocable condition and it will continue to be in force even if the agreement between the Insurance Company is terminated with DTU.

3.19 The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of 'Letter of Offer" for an amount of Rs. 3,50,000/- in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank from a commercial bank in favour of **" Registrar, Delhi Technological University"**. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.

PROCEDURE FOR OPENING THE BIDS

The procedure of opening of the bid shall be as under:

As the premium amount is fixed i.e., Rs.500/- with all applicable taxes, the bids will be evaluated as criteria mentioned at clause 3.16 by the designated committee. On the basis of criteria, the decision will be taken by the committee which will final.

At the time of opening the bid, the representatives are welcome to see the bids so that in their prsesence, all the committee members will sign on the bids but committee will require 15-20 days to evaluate the bids.

The authority for the acceptance of the tender rests with the DTU. The tenders received will be evaluated designated by DTU Committee to ascertain the best acceptable tender in the interest of DTU.

However, DTU shall not be bound to accept the lowest or any other tender or to assign any reason for non-acceptance or rejection of a tender. DTU reserves the right to accept any tender in respect of the whole or any portion of the work specified in the tender paper.

BREACH OF CLAUSE

3.31 In the event of any breach or threatened breach of any clause by the Insurance Company and/or individual assigned by the Insurance Company for the performance of the services, the Insurance Company shall be liable to pay damages as may be quantified by DTU. Apart from the above, DTU shall have the right to proceed against the Insurance Company and/or its assigned person/s under appropriate law

I/we have carefully read & understood the above terms & conditions of the bid & agree to abide by them

Signature of Bidder with Seal:

ANNEXURE-A

PRICE BID

Sr. No.	Type of student	No of students	The amount of premium per student per annum	Total sum assured
1.	Under graduate	6000	500	
2.	Post Graduate	1000	500	
3.	Research Scholars	200	500	

The work order will be issued to the vendor on the basis of highest sum assured amount. In case of tie of two or more, the criteria mentioned in point no. 3.10 will be followed to finalize the vendor.