

GOVERNMENT OF NCT OF DELHI



DELHI TECHNOLOGICAL UNIVERSITY

(General Administration)

SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110 042

Website: www.dtu.ac.in , E-mail: ga@dtu.ac.in

Tel: + 91-11-2729 4673

CORRIGENDUM

TENDER TITLE : NIT FOR EMPANELMENT OF INSURANCE BROKERS

TENDER ID : 2019_DTU_174948_1

Para. no	Present NIT terms and conditions	Amendment
2.	DTU through its Expression of Interest intends to engage/hire insurance Broker for DTU's Insurance policies for its students and subsequent claims settlement, This E.O.I includes the following: A. Terms & Conditions B. Scope of Work C. Claims Management D. Miscellaneous Services E. Eligibility Criteria F. Assessment Criteria G. Bid Evaluation – The bidders qualifying the eligibility criteria will be assessed w.r.t. assessment criteria for Technical Bids.	DTU through its Expression of Interest intends to engage/hire insurance Broker for DTU's Insurance policies for its students covering illness, accidental, disability, causality at a cost of about Rs 500/- per student. and subsequent claims settlement, This E.O.I includes the following: A. Terms & Conditions B. Scope of Work C. Claims Management D. Miscellaneous Services E. Eligibility Criteria F. Assessment Criteria G. Bid Evaluation – The bidders qualifying the eligibility criteria will be assessed w.r.t. assessment criteria for Technical Bids.
5.	Bid Schedule	
	New Clause	Date & time of Presentation :- 19 th July, 2019 at 10:00 onwards
	New Clause	Bidder meeting the eligibility criteria will be required to come for presentation. Details of qualified bidders will be uploaded on University website on 17 th July, 2019.
Minimum Eligibility Criteria		
3.	Have minimum experience of operating as Direct Insurance Broker for 15 consecutive years as on 31.03.2019	Have minimum experience of operating as Direct Insurance Broker for last 10 consecutive years as on 31.03.2019
4.	Have its Registered and Corporate office in New Delhi only.	Have its Corporate office/Branch Office in New Delhi only.
Assessment Criteria		
3.	Number of employees Above 10 employees : 10 Points 06-10 employees : 8 Points 01-05 employees : 5 Points	Number of employees in the Delhi office of the firm (Certified by CA) Above 10 employees : 10 Points 06-10 employees : 8 Points 01-05 employees : 5 Points
4.	Registered Office in Delhi (Distance from DTU Campus, Shahbad Daulatpur, Bawana Road, Delhi 11042) 0-3 Km : 10 Points 3-6 Km : 8 Points Above 6 Km : 5 Points "Printout as per Google Maps should be given"	Experience of executing work of Govt. Institutions/Deptt./ PSU's in last 03 years. Above 10 Works:- 10 points 05-10 works :- 08 points 01-04 works :- 05 points

5.	Presentation by Bidder before Committee	Presentation by Bidder before Committee on the following parameters ➤ Past Experience ➤ Quality of Service ➤ Product to be offered to DTU(present policy is for Medical Insurance & Accidental Insurance) from a PSU Insurance Company.
Check list of the documents to be attached with the bid.		
5.	Certificate attested by Chartered Accountant of the Company stating No. of Employees in the firm	Certificate attested by Chartered Accountant of the Company stating the presence of the Firm in Delhi and No. of Employees in Delhi office.
8.	Last 03 years ITR of the CEO/Principal Officer of the Company	Omitted.
10.	Proof of having minimum experience of direct insurance broker for 15 consecutive years.	Proof of having minimum experience of direct insurance broker for 10 years.
11.	New Clause	Proof of experience of executive work with Govt. Institutions/Deptt./PSU's. List of each work should be clearly supported by relevant document.
Terms & Conditions		
12.	New Clause under Terms & Conditions (Annexure- A)	The Selected bidder shall be required to enter into a SLA (Service Level Agreement) with DTU for settlement of old & new claims. All new claims shall be required to be processed within 7 days from the date of intimation of claim to the broker. Further all services shall be rendered by the broker on-site (DTU main campus at bawana road & East Delhi Campus).

SD/-

(Sh. Dipin Arora)
Assistant Registrar (Gen. Admin.)