



DELHI TECHNOLOGICAL UNIVERSITY
Shahbad Daultapur, Bawana Road, Delhi 110 042
Tel : +91-11-2787 1016, Fax : +91-11-2787 1023

**NOTICE INVITING TENDER FOR PROVIDING GROUP MEDICLAIM FACILITY TO
DTU STUDENTS**

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) from 1st August 2016 to 31st July 2017 for about 8600 (Eight Thousand Six Hundred) students including Undergraduate, Postgraduate students and Research Scholars.

Last date for submission/receipt/ Uploading of tender(s) is **04.02.2016 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 the Assistant Registrar (Gen. Admn.) 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/POST will be entertained.

Designation of the Authorized Officer: Registrar

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

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 will also be submitted in the office of the Asst. Registrar (GA), DTU two days after the last of the online submission of bids. However documents of the bidders downloaded online or requisitioned subsequently only will form the basis for deciding the tender.

3. 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.

4. 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.

5. 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 electronic bids as done in the conventional tender process. (ii). Bidders can visualize the process online.

6. Participation Financial Rules for e-procurement: 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

A Name of Work:

FOR PROVIDING GROUP MEDICLAIM FACILITY TO DTU STUDENTS FOR THE YEAR 2016-17 (from 01.08.16 to 31.07.2017) HAVING TENTATIVE 8600 STUDENTS AS FOLLOWS:

Type of Students	Tentative Age Bracket	No of students (approximate)
Under Graduate	18-23	7000
Post Graduate	22-26	1100
Research Scholars	24-60	500

*number of students may vary

B ELIGIBILITY CRITERIA

1. The bidder must be a Govt. Company/ PSUs in the business of GROUP MEDICLAIM insurance for minimum five years.
2. The operations of the Public Insurance Company must be at the national level.

C EVALUATION CRITERIA

1. TECHNICAL BID MUST CONTAIN

- i. Brief profile of the insurance company
- ii. The scope of cover, benefits, exclusions.
- iii. The names of the cities where the Co. has operations,
- iv. Details of any tie-up,
- v. Specification mentioning benefits and exclusions
 1. Coverage required from day one for all pre-existing diseases.
 2. Minimum sum assured should be Rs. 1.50,000/- (One Lac Fifty Thousand)
 3. Daily Room Charges should be 1% and ICU charges 2% of the sum assured.
 4. Corporate buffer should be double of the sum assured.
- vi. City-wise list of hospitals with cash –less facility
- vii. Turn- over of last three years (2012-13, 2013-14 and 2014-15)
- viii. Name(s) and Phone/Cell Nos. of the contact person(s).
- ix. Certificate of registration with IRDA.
- x. List of Universities/ Govt. departments where such group mediclaim policies are under operation.
- xi. Certificate of satisfactory report from clients (minimum two) for financial year 2014-15 at mentioned in x.

2. Procedure for evaluation of bids

2.1 The criteria to shortlist the vendor will be the offer of highest sum mediclaimable for the period of coverage on indoor/ day-care expenses 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 assured Policy in case of Accidental Death, Permanent Total Disablement (PTD), Permanent Partial Disablement (PPD)
- (ii) Sum payable to the parents/ nominee of the deceased student. This is in addition to the amount mentioned in term plan.
- (iii) Having the highest turn over.

3. 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.

D OTHER TERMS & CONDITIONS

1. The tender will be downloaded from the website namely, www.dtu.ac.in.
2. The copy of bids should be in separate envelopes containing (Technical Bids and Financial Bids) and envelopes must be superscribed as “**Tender for providing GROUP MEDICLAIM facility to the DTU students**” 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 Room No. 104 General Admn. Branch, Admin. Building, DTU. These will be deposited two days after the online submission date.
3. All disputes are subject to Delhi courts.
4. 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).
5. The Competent Authority of the University has right to accept/reject any or all quotations without assigning any reasons.
6. 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.
7. 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.

8. Any claim for increase in premium rates during the Policy period on account of any reason whatsoever will not be entertained.
9. Bids must be submitted in English language only.
10. 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.
11. Deviations in terms and conditions, Specification of material, Inspection clause etc. will not be accepted under normal conditions.
12. Canvassing in any manner shall not be entertained and will be viewed seriously leading to rejection of the bid.
13. 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.
14. 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.
15. 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.
16. 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.
17. Validity period: The Tender shall remain valid for the period of six months from the last date of submission of Tender document.
18. 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.

19. Submission of Tender document does not mean that tenderer is qualified for awarding the work.
20. The tenderer shall not remove any page, Annexure etc. from the original tender.
21. The tenderer shall sign and put firm's stamp on each page of the tender.
22. The original tender document shall be filled and uploaded with all Annexure as per procedure for submission of tender on due date and time.
23. The conditional tenders will be rejected outrightly.
24. DTU reserves the right to reject/ accept any or all Tender without assigning any reason thereof.

E BREACH OF CLAUSE

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:

PRICE BIDS

Sr. No.	Type of student	No of students	The amount of premium per student per annum (inclusive taxes)	Total sum assured.
1.	Under Graduate	7000	500/-	
2.	Post Graduate	1100	500/-	
3.	Research Scholars	500	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. 2.1 under **“Procedure for evaluation of bids”** will be followed to finalize the vendor.