



**GUJARAT NATIONAL LAW UNIVERSITY**  
**(Established Under Gujarat Act No.: 09 of 2003)**

Tender Notice No. PC- 16/2021

Date 31/03/2022

**Tender**  
**FOR**  
**GROUP HEALTH INSURANCE POLICY FOR GNLU EMPLOYEES AND**  
**THEIR FAMILY MEMBERS**

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Attalika Avenue, Knowledge Corridor, Koba  
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**GUJARAT NATIONAL LAW UNIVERSITY**  
**Attalika Avenue Knowledge Corridor, Koba**  
**Gandhinagar 382426, Gujarat, India.**

**TENDER FOR GROUP HEALTH INSURANCE POLICY FOR GNLU EMPLOYEES AND THEIR FAMILY MEMBERS**  
**(N-PROCUREMENT MODE ONLY)**

Gujarat National Law University, Gandhinagar invites online bids (e-tender) from Insurance Companies/ Corporate Agents, having a Certificate of Registration issued by IRDAI (Insurance Regulatory and Development Authority of India), valid as on the last date of submission of bids, in two bid systems for the following:

**Brief Details of Tender:**

Work Description	Tender Fee (inclusive of all taxes) (Rs.)	EMD (Rs.)
Group Health Insurance Policy For GNLU Employees and their Family Members	2500/-	5,000/-

The Tender Document can be downloaded from the website [www.nprocure.com](http://www.nprocure.com) and the bid is to be submitted online only through the same portal up to the last date and time of submission of the tender.

**Critical Dates of Tender:**

1.	NAME OF WORK	TENDER for Group Health Insurance Policy for GNLU
2.	TENDER Fee	Rs. 2,500/- (Non Refundable)
3.	Earnest Money Deposit (EMD)	Rs. 5,000/-
4.	Date of issue of Online TENDER	31/03/2022 <a href="https://www.nprocure.com">https://www.nprocure.com</a>
5.	Pre-bid meeting	No pre-bid meeting. Bidders have to send their queries to <a href="mailto:registrar@gnlu.ac.in">registrar@gnlu.ac.in</a>
6.	Last Date of Receipt of pre-bid queries on email	10/04/2022
5.	Last date for submission of Online Bid	21/04/ 2022 up to 05:00 PM
6.	Last date for receiving a hard copy of all the TENDER documents along with TENDER Fees & EMD	25/04/ 2022 up to 05:00 PM.
7.	Opening of Primary Bid	26/04/2022 at 11:00 am
8.	Opening of Technical Bid	26/04/2022 at 2:00 pm
9.	Address for Communication, Queries and Submission of filled TENDER document.	The Registrar, Gujarat National Law University Attalika Avenue Knowledge Corridor, Koba Gandhinagar 382426 Gujarat, India.

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## 1. ABOUT GNLU

Gujarat National Law University, Gandhinagar (accredited with 'A' Grade by NAAC), is a Research-based Teaching University, established under the Gujarat National Law University Act, 2003, recognized by the BCI and the UGC, provides the most diversified and unique teaching, research, training and extension programs.

## 2. SCHEDULE OF REQUIREMENTS

Technical details			
Group Name	Gujarat National Law University, Gandhinagar.		
Location	Gandhinagar		
Tentative Commencement Date	01/05/2022	Period	One year
Insured Group Details			
Employee Strength As on	31/03/2022		
No. of employees	64		
No. of Dependents	197		
TOTAL NOS. OF LIVES	Details of employees and their family members is attached <b>(Appendix -1)</b>		
Family Definition	Employee, Spouse, children, and are residing with the employee. In the case of son, the coverage will be till he starts earning or he attains the age of 25 years, whichever is earlier. In the case of the daughter, the coverage will be till she starts earning or gets married, whichever is earlier irrespective of the age limit. Dependency and other criteria to be decided as per the Government of India Medical Attendance Rules.		
Maximum Age	Not Applicable		
Floater/Individual	Floater		
Sum Insured	Rs. 10.00 Lakh per family (floater)		
Coverage and Benefits Details			
Domiciliary Hospitalization	Covered		
Coverage of Pre Existing diseases from Day 1	Covered		
Cashless facility	As Applicable <b>(At least in 5 major hospitals in Ahmedabad/Gandhinagar and at least 2 hospitals in major cities of India from the attached list)</b>		
30 days waiting Period	Waived		
1st Year and 2 years exclusions	Waived		
30 Days Pre and 60 Days post hospitalization Expenses covered	Covered		
Corporate Buffer	Rs 40 Lakh (with additional benefit up to the amount of initial Sum Insured per family)		
Co-Payment (Claimed Amount)	Not applicable		

Sub Limits For Disease / Room Rent Capping / Ambulance Charges	<p>1. Room-Rent –Rs.7500 per day (Max.) per person  2. ICU Rent– Rs.20,000/- per day (Max.) per person  3. Ambulance Charges- Rs.5000/- (Max) per admission</p> <p>Package charges/Cappings including Room/ICU rent per person should be as specified in <b>Appendix-2</b>.</p>
Other Conditions	<p>New Employees along with their dependents shall be included in policy from their date of joining the University; and resigned/terminated/separated employee's along with their dependents shall be deleted from their date of relieving from the University. Accordingly, pro-rata Premium to be charged/refunded in case of addition and deletion @ per family premium rate agreed upon. University would inform the Insurance company through e-mail about all such additions/separations twice a month.</p> <p>Addition and deletion in the family of existing employees would not have any financial implication for the University.</p>
TPA	TPA Services Involved (if any) and Name and contact details to be submitted. List of Network of Authorized hospitals to be provided.
Any Service Charges on Medical Bills	Should not be deducted from the individual Claim.
Time Limit for Reimbursement Cases	30 days from the submission of required documents. Additional 10 days would be provided from the date of submission of additional documents in case of any query/additional requirement of documents.

### 3. TENDER FEE & EARNEST MONEY DEPOSIT DETAILS

- a) **Tender Fee of Rs. 2500/- (Rupees Five Hundred only)** inclusive of all taxes in the form of Demand Draft/Banker's Cheque from Nationalized/scheduled bank in favour of Gujarat National Law University, Gandhinagar, payable at Ahmedabad/Gandhinagar should be submitted.
- b) **EMD of Rs. 5,000/- (Rupees Five Thousand only)** in the form of Demand Draft/Banker's Cheque from Nationalized/scheduled bank in favour of Gujarat National Law University, Gandhinagar, payable at Ahmedabad/Gandhinagar, should be submitted. The EMD should be valid for at least 90 days.
- c) Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organisation or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for **all these items only**, are exempted from Tender fee/EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.
- d) **The bidders who seek exemption from Tender fee/EMD as per clause no. 3 (c) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract,, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the**

**entity that invited the bids.**

- e) EMD of all unsuccessful bidders (if any) will be returned after the finalization of the tender. EMD of the successful bidder will be returned only after the successful completion of the order.
- f) The amount of EMD (if any) is liable to be forfeited if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to complete the order.
- g) No interest will be paid on the EMD (if any) deposited/remitted.
- h) The details pertaining to the Tender fee/EMD (if any) are to be filled as per Annexure-I.

**4. ELIGIBILITY CRITERIA**

**Please Refer the Annexure VII**

**5. OID (Other Important Documents):**

OID viz. Firm Incorporation Certificate, PAN details, GST etc. details are to be provided.

**5.1 Statutory Documents:**

- a) The Bidder should give a self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per Annexure-I.
- b) The firm should be neither blacklisted by any Government Dept., nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-II.
- c) The firm should have a valid registration certificate issued by IRDA on the last date of submission of the tender. A duly sealed & signed valid certificate is to be submitted to this effect.
- d) Bidders should have experience in providing Group Health Insurance continuously for the last two years from the last date of submission of the tender. The details of the same along with a supporting document/copy of the insurance policy are to be submitted. The details of the same along with supporting documents are to be submitted as per Annexure-III.

**5.2 Technical Criteria**

Bidders are required to fully comply with the Technical bid and sealed & signed each page of the technical bid and submit it as per Annexure-V. Unsigned technical bids or bids not in the prescribed format will be rejected without assigning any reason.

**6. FINANCIAL BID DETAILS**

A financial bid is given with tender to be submitted after filling in all relevant information. The priced bid should be submitted strictly as per Annexure-VII failing which the offer is liable for rejection.

## 7. TIME SCHEDULE

Sr No	NAME OF WORK	TENDER for Group Health Insurance Policy for GNLU
1	TENDER Fee	Rs. 2,500/- (Non-Refundable)
2	Earnest Money Deposit (EMD)	Rs. 5,000/-
3	Date of issue of Online TENDER	31/03/2022 <a href="https://www.nprocure.com">https://www.nprocure.com</a>
4	Last date for submission of Online Bid	21/04/2022 up to 05:00 PM
5	Last date for receiving hard copy of all the TENDER documents along with TENDER Fees & EMD	25/04/2022 up to 05:00 PM.
5	Address for Communication, Queries and Submission of filled TENDER document.	The Registrar, Gujarat National Law University Attalika Avenue Knowledge Corridor, Koba Gandhinagar 382426 Gujarat, India.

## 8. AVAILABILITY OF TENDER

The tender document can be downloaded from the website [www.nprocure.com](http://www.nprocure.com): <https://www.nprocure.com> and Institute website <http://www.gnl.ac.in/tender.php> and be submitted only through <https://www.nprocure.com>

## 9. BID VALIDITY PERIOD

The bid will remain valid for 90 days from the date of opening as prescribed by GNLU Gandhinagar. A bid valid for a shorter period shall be rejected, being non-responsive.

## 10. BID SUBMISSION

### 10.1 Online Bid Submission Procedure

**OID:** The file should be saved in a PDF version and should comprise of the following items:

1. Packet-1: Duly Completed Scanned PDF of PAN Card.
2. Packet-2: Duly Completed Scanned PDF of Registration Certificate Details.
3. Packet-3: Duly Completed Scanned PDF of GST.

**Cover-1:** The file should be saved in a PDF version and should comprise of the following items:

1. Packet-1: Duly Completed Scanned PDF copy of Annexure-I with transactions details for Tender Fee & EMD.
2. Packet-2: Duly Completed Scanned PDF copy of Annexure-II.
3. Packet-3: Duly Completed copy of IRDA registration certificate.
4. Packet-4: Duly Completed Scanned PDF copy of Annexure-III with supporting Documents.
5. Packet-5: The details of at least 5 major Hospitals located in Ahmedabad/Gandhinagar for

Cashless Treatment as per Annexure-IV

6. Packet-6: The details of the TPA along with contact details of TPA, if any.
7. Packet-7: Duly completed sealed & signed Technical Bid as per Annexure-V.
8. Packet-8: Duly Completed Copy of Company Profile as per Annexure-VI.

**Cover-2:** The BOQ should be downloaded from the website and should comprise the following items.

1. Packet-1: Financial Bid in PDF version Filled with all relevant information as per Annexure-VII (A) should be uploaded on n procure. The financial bid is required to be submitted online on the <https://gnlu.nprocure.com> website only. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.



## **11. BID OPENING**

- a) Technical Bids will be opened on 26/04/2022 at 02:00 PM.
- b) Financial Bids of the eligible bidders will be opened at a later date. The date and time for the opening of Financial Bids will be announced later.
- c) Bids should be summarily rejected, if the tender is submitted other than online or original EMD & Tender Fee are not submitted online within the stipulated date/time.

## **12. BID EVALUATION**

Based on the results of the Technical evaluation, the committee will evaluate the Commercial Bid of those Bidders who qualify for the Technical evaluation. The Commercial Bid with the lowest price for the premium for the sum insured of Rs.10.00 Lakh will be awarded the contract.

## **13. PAYMENT TERMS**

Payment to be made to the successful bidder along with the order.

## **14. LIQUIDATED DAMAGES**

In case of any unsatisfactory service, suitable penalties as decided by the Competent Authority shall be levied after issuing notice.

## **15. CONTRACT PERIOD**

- a) The contract will be initially for a period of one year. Based on satisfactory performance, the contract may be extended maximum up to another two years on mutually agreed terms and conditions.
- b) GNLU can terminate the contract with a one-month notice in case the services are not found satisfactory. In such a case, GNLU will settle the premium amount of service rendered on a pro-rata basis and the remaining amount will be recovered from the bidder, after levying an appropriate penalty, if any.

## 16. DELIVERY SCHEDULE

The successful bidder has to commence the service w.e.f. 01/05/2022.

## 17. TERMS AND CONDITIONS

### 17.1 Termination for Insolvency:

- a) The GNLU Gandhinagar may at any time terminate the Contract by giving written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) The courts of Ahmedabad/Gandhinagar alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Gandhinagar Court shall have jurisdiction in the matter

### 17.2 Arbitration & Jurisdiction:

1. That in case of any dispute between party of first part and the party of other part arising out of or in relation to the agreement, the dispute shall be referred to arbitration of a sole arbitrator to be appointed by the Director, GNLU Gandhinagar. The award of the said arbitrator shall be binding on both parties.
2. Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of GNLU Gandhinagar shall block his/ her tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.
3. The courts at Ahmedabad, Gandhinagar shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

### 17.3 Other Conditions:

1. **The bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.**
2. GNLU Gandhinagar reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
3. GNLU Gandhinagar reserves the right to relax/amend/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
4. GNLU Gandhinagar reserves the right to modify/change/delete/add any further terms and conditions prior to the issue of the purchase order.
5. In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.

6. Conditional tenders will not be considered in any case.
7. In case of doubt in material / service, the expenditure on testing of equipment / service will be borne by the tenderer.
8. GNLU Gandhinagar shall not be responsible for any transaction delay i.e. non-receipt of the EMD & Tender Fee amount.
9. Tender fees will not be refunded if the bidder does not submit the online bid on the nprocure portal by the due date and time.
10. **GNLU Gandhinagar may issue amendment/corrigendum to tender documents before the due date of submission of a bid. Any amendment/corrigendum to the tender document if any, issued by GNLU Gandhinagar will be posted on the nprocure Portal. For the bidders, submitting bids on the downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of GNLU or check for the same nprocure Portal before submitting their duly completed bids.**

## Undertaking

To

**The Registrar**

Gujarat National Law University, Attalika  
 Avenue Knowledge Corridor, Koba  
 Gandhinagar 382426  
 Gujarat, India.

Tender No. PC-16/2021 dated 31/03/2022

(Tender for Group Health Insurance Policy for GNLU Gandhinagar Employees and their Family Members)

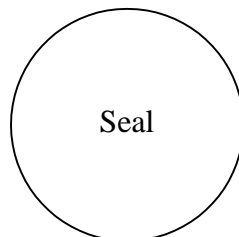
Sir,

1. I /we hereby submit our *Notice Inviting Tender for Group Health Insurance Policy for GNLU Gandhinagar Employee and their Family Members*, along with other required documents.
2. I/ We enclosed herewith the following in favour of Gujarat National Law University, Gandhinagar towards EMD & Tender Fee.

Particular	Amount (Rs.)	Payment Details (UTR No.)	Payment Date	Supporting documents are to be attached along with the Annexure-I
Tender Fee (Including Tax)	2500/-			
EMD	5,000/-			

3. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying with the above referred tender document including instructions, terms & conditions, the scope of work, schedule of quantities, and all the contents stated therein. I / We also confirm that the rates quoted by me/us are inclusive of all taxes, duties, etc., applicable as of date.
4. I /we have gone through all terms and conditions of the tender document before submitting the same.

Date:



Authorized Signatory

Name:  
 Place:  
 Designation:  
 Contact No.:

**CERTIFICATE**  
**(to be provided on letterhead of the firm)**

I hereby certify that the above firm is neither blacklisted by any Central/State Government/Public Undertaking/Institute and Hospitals in Gandhinagar/Ahmedabad nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India.

I also certify that the above information is true and correct in every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

**Date:**

**Authorized Signatory**

**Name:**

**Place:**

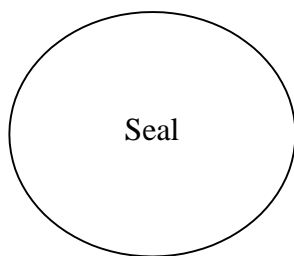
**Designation:**

**Contact No.:**

**Work Order Details:**

Evaluation Criteria	Year	Name of the Client	Policy details	Amount	Remark
<p><b>List of Purchase Order / Work Order/Policy where A similar type of Work executed by you during the last 3 years as on the last date of bid submission</b></p>	2019				<p><b>Supporting Documents are to be attached along with the Annexure-III</b></p>
	2020				
	2021				

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

Sr. No.	List of Hospitals in Ahmedabad/Gandhinagar from which Cashless hospitalization arrangement/tie-up is compulsory in at least five hospitals at the time of submission of bids.	Complied (Yes / No)
1.	Apollo Hospital Gandhinagar Scheme No. 74 C, Sector D, Vijay Nagar, Indore	
2.	CIMS Hospital Science City Rd, Science City, Panchamrut Bunglows II, Sola, Ahmedabad, Gujarat 380060	
3.	Zydus Hospital Zydus Hospital Rd, Sola, Ahmedabad, Gujarat 380058	
4.	HCG Multi-Specialty Hospital Mithakhali Six Road, Maharashtra Society, Near Lemon Tree Hotel Ellisbridge, Ahmedabad	
5.	Shalby Hospitals Opp. Karnavati Club, S. G. Road, Ahmedabad, Gujarat, India	
6.	Sterling Hospitals Sterling Hospital Road near Maharaja Agrasen Vidhyalaya, Memnagar, Ahmedabad, Gujarat 380052	
7..	At Least two reputed hospitals in major cities of India.	

Date:

Authorized Signatory

Name:

Place:

Designation:

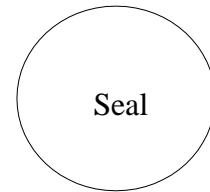
Contact No.:

Technical details			
Group Name	Gujarat National Law University, Gandhinagar.		
Location	Gandhinagar		
Tentative Commencement Date	01/05/2022	Period	One year
Insured Group Details			
Employee Strength As on	31/03/2022		
No. of employees	64		
No. of Dependents	197		
TOTAL NOS. OF LIVES	Details of employees and their family members are attached (Appendix -1)		
Family Definition	Employee, Spouse, children and are residing with the employee.  In the case of the son, the coverage will be till he starts earning or he attains the age of 25 years, whichever is earlier. In the case of the daughter, the coverage will be till she starts earning or gets married, whichever is earlier irrespective of the age limit. Dependency and other criteria to be decided as per the Government of India Medical Attendance Rules.		
Maximum Age	Not Applicable		
Floater/Individual	Floater		
Sum Insured	Rs. 10.00 Lakh per family (floater)		
Coverage and Benefits Details			
Domiciliary Hospitalization	Covered		
Coverage of Pre Existing diseases from Day 1	Covered		
Cashless facility	As Applicable (At least in 5 major hospitals in Ahmedabad/Gandhinagar from the attached list)		
30 days waiting Period	Waived		
1st Year and 2 years exclusions	Waived		
30 Days Pre and 60 Days post hospitalization Expenses covered	Covered		
Maternity Benefit / New Born Baby from Day 1	Covered up to the amount of Sum Insured		
Corporate Buffer	Rs 40 Lakh (with additional benefit up to the amount of initial Sum Insured per family)		
Co-Payment (Claimed Amount)	Not applicable		
Sub Limits For Disease / Room Rent Capping / Ambulance Charges	4. Room-Rent –Rs.7500 per day (Max.) per person 5. ICU Rent– Rs.20,000/- per day (Max.) per person 6. Ambulance Charges- Rs.5000/- (Max) per admission  Package charges/Cappings including Room/ICU rent per person		



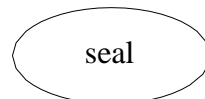
	should be as specified in the <b>Appendix-2.</b>
Other Conditions	New Employees along with their dependents shall be included in policy from their date of joining the Institute; and resigned/terminated/separated employees along with their dependents shall be deleted from their date of relieving from the Institute. Accordingly, pro-rata Premium to be charged/refunded in case of addition and deletion @ per family premium rate agreed upon. Institute would inform the Insurance company through e-mail about all such additions/separations twice a month.
	Addition and deletion in the family of existing employees would not have any financial implications for the institute.
TPA	TPA Services Involved (if any) and Name and contact details to be submitted. List of Network of Authorized hospitals to be provided.
Any Service Charges on Medical Bills	Should not be deducted from the individual Claim.
Time Limit for Reimbursement Cases	45 days from the submission of required documents. Additional 10 days would be provided from the date of submission of additional documents in case of any query/additional requirement of documents.

**Name and Signature of Authorized Person**



<b>Primary member (Self) + Age Band</b>	<b>No. of Members</b>
0-25	00
26-30	01
31-35	07
36-40	16
41-45	19
46-50	16
51-55	04
56-60	01
61-65	0
<b>Total</b>	<b>64</b>
<b>Dependents Age Band</b>	
0-25	71
26-30	10
31-35	10
36-40	14
41-45	12
46-50	06
51-55	09
56-60	11
61-65	16
>65	38
<b>Total</b>	<b>197</b>

Name and Signature of Authorized Person



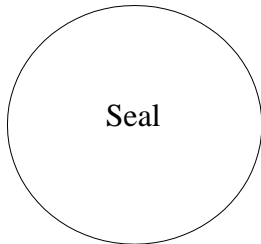
**GUJARAT NATIONAL LAW UNIVERSITY, GANDHINAGAR**

**Appendix-2**

**Package Charges/Cappings including Room/ICU rent per person**

<b>Sr. No.</b>	<b>Procedures / Surgeries</b>	<b>Metro Locations</b>	<b>Non-metro Locations</b>
1	Appendectomy	1,00,000/-	70,000/-
2	Eye related	1,00,000/-	70,000/-
3	Cholecystectomy	1,00,000/-	70,000/-
4	Hernia	1,00,000/-	70,000/-
5	Hydrocele repair	1,00,000/-	70,000/-
6	Hysterectomy	1,00,000/-	70,000/-
7	Piles related	1,00,000/-	70,000/-
8	Kidney stone removal (including DJ stent removal for the same stone)	1,50,000/-	1,20,000/-
9	Joint Replacement (Unilateral)	2,80,000/-	2,10,000/-
10	Coronary Artery Bypass Grafting (CABG)	3,50,000/-	2,70,000/-

**Name and Signature of Authorised Person**



Company Profile

<b>Name of the Party</b>		
<b>Date of Incorporation / Establishment</b>		
<b>PAN Number</b>		
<b>GST Registration Number</b>		
<b>Bank Details</b>	<b>Account Number</b>	
	<b>IFS Code</b>	
	<b>Bank Name</b>	
	<b>Branch Name</b>	
<b>Office Address for Postal Communication</b>		
<b>Authorized Signatory Details</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	
<b>Details of Contact other than Authorized Signatory</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	

**Signature and Seal of the Tenderer:**

**Name in Block Letter:**

**Designation:**

**Full Address:**

(Please fill in all the details. Profile will be used for technical evaluation and is part of the eligibility criteria)

Sr. No.	Required information	Details to be given by the agency/firm / company.	
1	Name of the firm/company		
2	Address of the Head Office of the firm/company (Submit proof).		
3	Address of the firm/company of Delhi office (Submit proof).		
4	Legal status - (individual, proprietary, partnership firm, limited company, corporation, etc.-Submit proof)		
5	Name, designation, and telephone nos. of the contact person. Fax No. E-mail id		
6	Date of establishment of firm/company (Submit proof)		
7	The period from which accredited with Insurance Regulatory Development Authority of India (IRDAI)		
8	Annual Turnover for the last 3 years	Financial Year	Annual Turnover
		2018-19	
		2019-20	
		2020-21	
9	Statutory details (Photocopies to be submitted):		
	a] Registration number of the firm.		
	b] Registration number issued by Registrar of Companies (if any) -		
	c] PAN		
	d] Service Tax – Registration number.		

**FINANCIAL BID (option-1)**

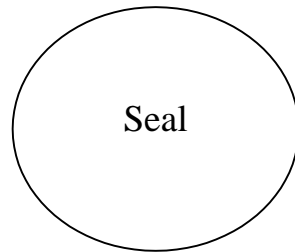
S. No.	Particulars	Total Premium per family
01	The premium for coverage of Rs.10.00 Lakh per family for a period of one year	
	Taxes/Charges (if any): _____%	
<b>Total premium per family in figures (Including taxes /charges)</b>		
<b>Total premium per family in words</b>		

**Note:**

- Institute reserve the right to increase the coverage over and above the coverage of 10 Lakh as applicable.
- All terms & conditions as stated in the Tender Document.
- Conditional bids are not acceptable.
- Bids submitted in the above format is only acceptable

**Date:**

**Place:**



**Authorized Signatory:**

**Name:**

**Designation:**

**Contact No.:**