

Gautam Buddha University

(Established by the Uttar Pradesh Gautam Buddha University Act 2002
UP Act No. 9 of 2002, passed by the Uttar Pradesh Legislature)

Greater Noida – 201 312, Ph. 0120-2344200

Website : www.gbu.ac.in



BID FORM

SELECTION OF INSURANCE COMPANY (IRDA APPROVED) OR THEIR AUTHORIZED SERVICE PROVIDER

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Tender	SELECTION OF INSURANCE COMPANY (IRDA APPROVED) OR THEIR AUTHORIZED SERVICE PROVIDER
Opening Date of Bid	13.03.2024
Last date & Time of Bid Submission	09.04.2024 upto 03.30 p.m.
Technical Bid Opening Date, Time & Place	09.04.2024 at 04.30p.m. Venue: Stores & Purchase Office/Registrar's Conference Room, Administrative Building, G.B.U., Gr. Noida. (Bidder/authorized representative of bidders may attend the bid opening proceedings on the above mentioned day and time).
SELECTION PERIOD	One year
Earnest Money Deposit	Rs.5,500.00(Rupees Five Thousand Five Hundred Only) - (Refundable)
Tender Fee	Rs.1000.00 + @18% GST = Rs.1,180/- (Rupees One Thousand One Hundred Eighty Only – incl. of GST) - (Non-refundable)
Bid System	Two Tier : 1) Technical Bid 2) Financial Bid
Bank Account Detail for submission of Tender Fee and Earnest Money Deposit (through NEFT/RTGS only)	Punjab National Bank, Gautam Buddha University, Greater Noida (U.P.) A/C No. 6660000100000681, IFSC Code: : PUNB0666000

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CHECK LIST

(Please mark number on each page submitted for the support of bid)

Sr. No.	Document Name	Page No.
1	Tender fee through NEFT/RTGS only in prescribed account of Gautam Buddha University of Amount Rs.1000.00 + @18% GST= Rs.1,180/- (Rupees One Thousand One Hundred Eighty Only – incl. of GST) as per terms and conditions attached scan copy.	
2	Earnest Money through NEFT/RTGS only in prescribed account of Gautam Buddha University of Amount Rs.5,500.00 (Rupees Five Thousand Five Hundred Only) as per terms and conditions scan copy in online	
3	Duly filled up bidder's Performa (i.e. page no. 3,4,5 & 6) appended with the tender	
4	Detail of the similar type of work done during three years out of last four financial years at IITs, NIT's or Central / State Universities / Organization OR any Academic Institute of National Repute / Reputed private organizations etc. Enclose three order/agreement copy out of last four financial years.	
5	Audited balance sheet counter signed by C.A. for three years out of last four financial years clearly indicating turnover and T.D.S. along with Form 3CB and 3CD.	
6	Attached PAN & GST/IGST Registration Copy	
7	Proof of holding a License (General) accredited by IRDA for a period of 3 years (Proof attested by CEO/Principal Officer of the company)	
8	IRDA Registration Certificate	
9	Rs. 100/- Non Judicial Stamp Paper	
10	The vendor shall submit an affidavit (duly notarized) on Rs.10/- stamp paper as per below format only only(<i>the affidavit issue date/notarize date should not be earlier then the tender advertisement date</i>): <i>"I/We hereby confirm and declare that M/s. proprietor/partner(s) is/are not blacklisted/de-registered/debarred by any Government department/Public Sector Undertaking, Universities, Institution and College or any other repute organization for which we have executed/undertaken the works/services during the last four financial years</i> <i>Signature of Deponent"</i>	

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“TECHNICAL BID (BIDDER’S PROFORMA)”

Name of the Insurance Company or their authorized Service Provider Company			
Pl. mentioned whether a Government Company / Public Ltd. / Private Ltd. / Partnership / Proprietorship			
Date of incorporation/registration			
Specify the number of years in this line of activity by the company			
PAN registration Number			
GST / IGST registration number			
Proof of holding a License (General) accredited by IRDA for a period of 3 years (Proof attested by CEO/Principal Officer of the company)			
IRDA Registration Certificate Number			
Provide the postal address, telephone & fax numbers, and email address of the nearest service center.			
Audited balance sheet counter signed by C.A. for three years out of last four financial years clearly indicating turnover and T.D.S. along with Form 3CB and 3CD. If the figures for 2022-23 are not available then they may furnish financial statement of year 2019-20.	2020-21	2021-22	2022-23

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Detail of the similar type of work done during three years out of last four financial years at IITs, NIT's or Central / State Universities / Organization or any Academic Institute of National Repute / Reputed private organizations etc.				
(enclose three order/agreement copy out of last four financial years)				
Name of the item(s)	P.O. (Rs.)	Value	Completion value (Rs.)	Name of the Institution / organization with name and designation of contact person including phone and email id.
Whether your firm has been blacklisted by any Government Organization including Universities, Institutions and Colleges during last four financial years.				(Yes / No)

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DECLARATION

I/We hereby declare that the information given in the technical bid by the undersigned is correct and fulfill all conditions as published in the tender document.

ACCEPTANCE

I/We accept the bid terms and conditions and shall comply with them strictly.

(SIGNATURE OF THE BIDDER)
WITH SEAL

NAME:

ADDRESS :

Tel./Mobile No.:

Email ID :

BANK DETAILS OF VENDORS, in case of refund of EMD

Bank A/c Name :

Bank Name :

Bank Account No. :

IFSC Code :

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GENERAL TERMS AND CONDITIONS

1. Detailed information about the said work are available in tender document which can be downloaded from the University website www.gbu.ac.in.

Offer should be submitted in two parts, in two separate envelopes; 1) **Technical Bid** and 2) **Financial Bid**. These two envelopes shall be sealed in a common cover and addressed/sent to “**The Registrar, Gautam Buddha University, Greater Noida, Gautam Budh Nagar -201312 (U.P.)**” super scribing “**Tender against Tender Advt. GBU/S&P/02/2024 dated 12.03.2024, Name of work : “SELECTION OF INSURANCE COMPANY (IRDA APPROVED) OR THEIR AUTHORIZED SERVICE PROVIDER”**” so as to reach us on or before last day of submission.

The Technical Bid and Financial Bid should be duly filled up.

2. The technical bid of the bidders will be opened first and the financial bid will be opened only of technically qualified.
3. List of Documents to be submitted by tenderer to qualify the Eligibility Criteria :

A. TECHNICAL BID

- i. Tender fee through NEFT/RTGS only in prescribed account of Gautam Buddha University of **Amount Rs.1000.00 + @18% GST= Rs.1,180/- (Rupees One Thousand One Hundred Eighty Only – incl. of GST)** as per terms and conditions attached scan copy.
- ii. Earnest Money through NEFT/RTGS only in prescribed account of Gautam Buddha University of **Amount Rs.5,500.00 (Rupees Five Thousand Five Hundred Only)** as per terms and conditions scan copy in online.
- iii. Duly filled up bidder’s Performa (**i.e. page no. 3, 4, 5 & 6**) appended with the tender.
- iv. Detail of the similar type of work done during three years out of last four financial years at IITs, NIT’s or Central / State Universities / Organization or any Academic Institute of National Repute / Reputed private organizations etc. Enclose three order/agreement copy out of last four financial years.
- v. Audited balance sheet counter signed by C.A. for three years out of last four financial years clearly indicating turnover and T.D.S. along with Form 3CB and 3CD.
- vi. PAN & GST/IGST Registration Copy.
- vii. Proof of holding a License (General) accredited by IRDA for a period of 3 years (Proof attested by CEO/Principal Officer of the company)
- viii. IRDA Registration Certificate.

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- ix. Rs. 100/- Non Judicial Stamp Paper.
- x. The vendor shall submit an affidavit (duly notarized) on Rs.10/- stamp paper as per below format only only(***the affidavit issue date/notarize date should not be earlier than the tender advertisement date***):
***“I/We hereby confirm and declare that M/s.
proprietor/partner(s) is/are not blacklisted/de-registered/debarred by any Government department/Public Sector Undertaking, Universities, Institution and College or any other repute organization for which we have executed/undertaken the works/services during the last four financial years***

Signature of Deponent”

B. PRICE BID

- i. Price bid duly filled in all respects in tender. The price shall be in words and numeric numbers both.
4. The Policy shall cover students of Gautam Buddha University, Greater Noida.
5. The insurance companies (IRDA approved) / or their authorized service providers who is awardee this E.O.I shall sign a formal Agreement on a non-judicial stamp paper worth **Rs 100/- (Rupees one hundred only) (at his cost) within fourteen days from award of the work.**
6. The tenderers should go through the complete tender document including all terms and conditions and scope of work already fixed by the Gautam Buddha University before tendering.
7. The Gautam Buddha University shall not pay any fee/expenses/ remuneration to the insurance companies (IRDA approved) / or their authorized service providers for any activity carried out by them in connection with insurance work before, during or after the period of engagement. **Thus, there shall be no cost to Gautam Buddha University.**
8. One dedicated executive to deal/guide the students in case of need.
9. The engagement of insurance companies (IRDA approved) / or their authorized service providers will be initially for a period of 12 months. During the period of engagement, the performance of the insurance companies (IRDA approved) / or their service providers will be evaluated on the basis of their ability to optimize premium outgo, improve the Claim settlement, carrying out Risk inspection. If the performance of the selected insurance companies (IRDA approved) / or their authorized service providers is

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found to be satisfactory, then the above engagement may be extended for another period, as decided by the Competent Authority of the University, on the same terms & conditions.

10. The Insurance companies (IRDA approved) / or their authorized service providers will not disclose any information related to the University without the prior consent of the University officials.
11. **The L1 will be chosen and the contract will be awarded on the basis on total price quoted by bidders for both GMC and GPA policy.**
12. Offer should be sent in a sealed envelope, submitted either in person or by post on which name and address of the supplier/firm shall be written. Tenders received through E-mails or FAX will not be considered.
13. The technical bids will be opened on scheduled date and time in the presence of the bidders/authorized representatives of bidders. Suppliers intending to attend the tender opening should intimate in advance.
14. The EMD of the successful bidder will be refunded after getting the “Performance Security Deposit (i.e. 10% of PO/WO value, as per prevailing Government order/guideline)”. The Performance Security Deposit shall be deposited in the form of FDR/Bank Guaranty only, pledged in favour of “Gautam Buddha University” and should be valid for whole contract/warranty period. The PSD will be returned only after expiry of the successful contract/warranty period. The EMD of the unsuccessful bidders will be returned to the firm(s) immediately after finalization of the tenders. No interest will be paid on EMD in any case.
15. Offered prices should be valid for at least 180 days from the last date of receipt of tenders.
16. No increase in price will be allowed after our order(s) are placed.
17. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
18. Conditional tenders will not be accepted.
19. GBU reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason (s) whatsoever.

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20. GBU reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
21. In case of any dispute, ambiguity and interpretation pertaining to the tender the decision of the Competent Authority shall be final.
22. All legal proceedings, if necessity arises to the University may be any of the parties (University or Contractor/Supplier) shall have to be lodged in the courts situated at Distt. Gautam Budh Nagar and not elsewhere.

REGISTRAR

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SCOPE OF WORK

Providing insurance facility to GBU students covering but not limiting to:

1. Group Medclaim (GMC) policy of Rs. 1 lakh (Rupees One Lakh Only).
2. Critical illness such as Cancer, COVID etc. to be covered.
3. Terrorism to be covered.
4. Ambulance charges is 2000/- (Rupees Two Thousand Only)
5. Corporate buffer: Rs. 20,00,000/- (Rupees Twenty Lakh Only) to utilize the corporate buffer, a prior approval of University shall be required.
6. Pre-existing disease/illness of students to be covered from day one.
7. Waiver of 30 days waiting period.
8. 30/60 days pre-& post hospitalization to be covered
9. Group personal accident (GPA) policy of Rs 2,00,000/- (Rupees Two Lakh Only) for student and their parent (first earning parent is to be covered)
10. Room rent restriction: Rs.2,000/- (Rupees Two Thousand Only) for normal room and 5,000/- (Rupees Five Thousand only) for ICU.
11. Disease capping not applicable
12. In case of the requirement of any specialized treatment/robotic surgery, the insurance company shall be liable to pay the same under Medclaim policy
13. Professional sports and games etc. shall be included for the purpose of medical claim. The injuries/accident occurred when the student is representing GBU shall be covered by insurance.
14. Student's age between 16-25 & 25-40 years, no age limit for parents/one earning parent (in case of GPA))
15. All psychiatric & psychosomatic disorders to be covered as inpatient.
16. Vaccination for bites and stings such as dog bite, snake bite, insect bite is covered

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Premium coverage of the students:

1. Any student who is on rolls of the GBU on the day insurance premium is made to the insurance company shall be deemed to have been covered by the insurance policy whether he/she is registered or not in the insurance record of the company. Proof of student being enrolled in GBU will however be provided to the company by the institute.
2. The prospective insurance company shall provide information to designated officers/officials including the insured students of GBU regarding insurance details & contact person in case of any eventually to students through electronic means i.e. e-mail, cell phone, landline, SMS.
3. Dedicated customer care service & public/student grievance redressed system including the well-defined claim procedure: The prospective insurance company shall have designated customer care service & or public/student grievance system.
4. Electronic transaction: The prospective insurance company may involve itself electronic transactions.
5. Student shall be provided insurance cover even if student may meet accident (Total/Non-fatal) during Academic Year in GBU campus or off GBU campus i.e. even when a student is away from campus with/without availed leave/intimation to their respective Dean/HOD, GBU.

CLAIM MANAGEMENT

1. Coordinating and ensuring realization of any claims arising during the policy period.
2. Assisting in speedy realization of premium refunds.
3. Coordinating with insurers for immediate intimation and survey by appointed surveyor.
4. Documentation of claims: The insurance companies (IRDA approved) / or their authorized service providers would assist to arrange all documentation from GBU offices for lodging claims.
5. Resolving various queries of Students during claim processing.
6. Guidance in relation to interpretation of policy wordings/conditions, warranties, deductibles etc. during claims processing.

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Miscellaneous Services

1. Technical Assistance in any insurance policies in addition to the GBU Group Medclaim policies & Group Accidental Policies as and when required.
2. Keeping GBU informed of the latest IRDA regulations and guidelines.
3. Advising GBU from time to time, on developments in the insurance industry having impact on the company.
4. Any other Advisory services related to the Insurance Portfolio of GBU.
5. Service provider will depute their personnel for the distribution of physical medclaim cards to students of GBU and the softcopies of same will be emailed to the students within 10 working days from the date students are endorsed in the policies.

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FINANCIAL BID

SELECTION OF INSURANCE COMPANY (IRDA APPROVED) OR

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(Approximate Number of Students : 2000 (TWO THOUSAND))

Sr. No.	Description	Unit	UNIT PRICE / PER STUDENT	TAX AMT. / PER STUDENT	TOTAL PRICE / PER STUDENT
01.	Group Medclaim (GMC) & Group personal accident (GPA) policy as mentioned in Scope of Work	1			

Total cost of the offer is Rs. _____ in words (Rupees _____)

_____. I abide by all the terms & conditions of the tender.

(SIGNATURE OF THE BIDDER)
WITH SEAL

NAME: