



Tender Document
For
Group Personal Accidental Insurance Policy for
Registered Students
of
PDPM-IIITDM Jabalpur

1.	Institution	PDPM-Indian Institute of Information Technology Design and Manufacturing, Jabalpur, Madhya Pradesh-482005
2.	Risk covered	In Group Personal Accidental Insurance, PDPM-IIITDM Jabalpur M.P-482005. Total 100% of sum insured on account of occurrence of accidental death.
3.	Students covered	Approx. 1600
4.	Period of Insurance	One year and extendable on satisfactory performance for one year at a time.
5.	Sum Insured	Rs. 2,00,000/- (Rupees Two Lakhs Only) for each student.
6.	Tender documents	The tender document is also available on the website of IIITDM Jabalpur: www.iiitdmj.ac.in . Corrigendum, if any, will be published on the IIITDM Jabalpur website only.
7.	Pre-bid meeting	19/07/2019 at 16:00 hrs
8.	Last Date & Time for submission of tender	29/07/2019 at 15:00 hrs
9.	Date & Time for opening of Technical Bid.	29/07/2019 at 16.00 hrs
10.	Tender to be submitted to	Registrar PDPM IIITDM Jabalpur

Contain total 09 Pages.

A. M.
IIITDMJ *AB*

I. PREAMBLE:

1. The Group Personal Accidental Insurance Scheme is required as per IRDA guidelines for the insurance coverage of "Students" in PDPM-IIITDM Jabalpur.
2. PDPM-IIITDM Jabalpur will take an insurance policy for all the registered students. They shall be entitled to get the benefit only as admissible under the provisions of the aforesaid insurance policy.

II. RISK OVERAGE:

1. The Insurance policy shall cover group personal accidental insurance for Rs. 2,00,000/- (Rupees Two Lakhs Only). The benefit required to be covered shall be 100% of sum insured on account of occurrence of accidental Death or permanent disability of the registered student covered under this Policy.
2. The insurance policy shall extend round the clock coverage to all the registered students of PDPM-IIITDM Jabalpur during the policy period.
3. The total number of students indicated in the above are estimated figures only and PDPM-IIITDM Jabalpur has the right to increase or decrease the number of Students from time to time.

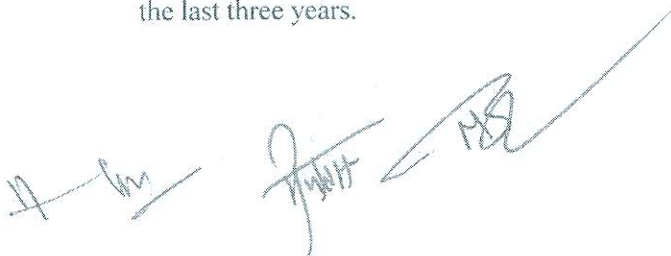
III. SUBMISSION OF BIDS:

1. The following are the documents required to be submitted by the Insurance Company interested in offering and operating the Policy

PART-A: TECHNICAL BID

Bidders need to provide the following details: Name of the Insurance Company, Address of the Company, Fax and E-mail ID. Name, Designation and Contact Phone No. of the authorized official of the Bidder to whom all the reference shall be made.

1. The bidder shall furnish proper documentary proof in support of its pre-qualification criteria covering the following aspects:
2. The bidder should be an Insurance Company authorized to conduct the business of Group Personal Accident Insurance by the Insurance Regulatory and Development Authority (IRDA). Enclose copy of self-declaration to the effect that the bidder is authorized by IRDA to conduct Group Personal Accident insurance business.
3. The Bidder shall submit a copy of proof of 'Group Personal Accident Insurance' Policy previously issued and extended coverage for 2000 number of lives in one calendar / financial year under any Personal Accident Insurance Scheme (PAI) in aggregate during the last three years.



4. Declaration from the bidder/insurer that the Insurance Company has not been banned/debarred by any State Government/Central Government or its Agencies or disqualified in participating in the Government schemes as per IRDA guidelines.
5. The Institute reserves its right to disqualify the Bidder who has been banned or debarred after submission of bids and before completion of tender process.
6. Any kind of Cartelization for bidding the policy is not allowed.
7. Declaration sheet as per annexure.

PART B – PRICE BID

Group Personal Accidental Insurance policy for the registered students of PDPM-IIITDM Jabalpur
Total sum assured is Rs. 2,00,000/- (Rupees Two Lacs) per student.

Premium per student for one year (exclusive of GST) in words and figure both:

Rs.....(In figure)

In words Rupees.....

Notes:

- i. GST at the applicable rate will be paid by IIITDM Jabalpur.
- ii. The details of the Price bid shall be furnished in the above mentioned format only.
- iii. The Price bid submitted by the Bidder shall be valid for a period of 90 days from the date of opening of technical bid.
- iv. IIITDM Jabalpur reserves the right to extend the policy on the same terms and conditions at its discretion. No claim bonus or proportionate discount if any, to be considered by Bidder if IIITDM Jabalpur renews / extends the policy for the second/subsequent years. The insurance company is bound to execute the policy on such extended period of contract on the same terms and conditions without any demur. If the insurance company does not extend the policy, IIITDM Jabalpur reserves the right to place the policy on other insurance company the risk and cost of the defaulting insurance company.

[Handwritten signatures and initials]

IV. MODE OF SUBMISSION:



1. The Envelope containing the technical bid shall be marked in bold as "Part A - Technical Bid for the Group Personal Accident Insurance Policy for Registered Students of PDPM IIITDM Jabalpur." Tender No. and date shall be written on the top of the cover.
2. Price bid should be sealed in another envelop clearly marked in bold as "Part- B, Price bid for the Group Personal Accident Insurance Policy for Registered Students of PDPM IIITDM Jabalpur." Tender No. and date shall be written on the top of the cover.
3. Both the envelopes should have the Bidder's Name and Address clearly written at the Left Bottom Corner of the envelope.
4. Both the envelopes should be put in a larger cover/envelope, sealed and clearly marked in BOLD letters as "TECHNICAL BID AND PRICE BID FOR the Group Personal Accident Insurance Policy for Registered Students of PDPM IIITDM Jabalpur." Tender No. and the date shall be written on the top of the cover.
5. Technical bid will be opened first. After verifying the technical bid, the price bids of those qualified technically will only be opened.
6. The offer shall remain valid and open for acceptance for a period of 90 days from the date of opening of technical bid
7. The competent authority of the bidder must sign on each page of the tender documents including Technical bid and Price bid. If any page is unsigned it may lead to rejection of the bid. Each page to the document should be numbered.

V. AMENDMENTS TO TENDER DOCUMENTS:

At any time after the issue of tender documents and before opening of the tender, the Tender Inviting Authority may make any changes, modifications or amendments to the tender documents and communicate/upload/advertise the corrigendum in the same manner as for the Tender to information those who have downloaded the tender documents from the website www.iiitdmj.ac.in and such amendments will form part of the tender document.

VI. DEADLINE FOR SUBMISSION OF BID:

Completed Tender documents shall be received in the office of PDPM Indian Institute of Information Technology Design and Manufacturing Jabalpur M.P. 482005 on or before dt. 29/07/2019 at 16.00 hrs. Tender documents received later than the prescribed date and time shall not be opened and shall be returned unopened to the concerned Bidder.

VII. PROCEDURE FOR EVALUATION OF BIDS AND AWARD OF CONTRACT:

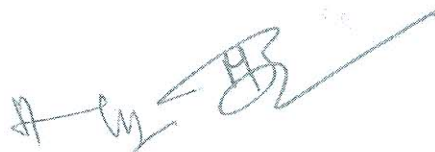
1. The technical bids will be opened on 29/07/2019 at 16.00 hrs at PDPM Indian Institute of Information Technology Design and Manufacturing Jabalpur M.P. 482005. One authorized representative of each Bidder will be allowed to attend.
2. Once the technical bids have been evaluated, only the Technically qualified Bidders will be informed about the details of opening of Price bids and such Price bids will be opened in the presence of the authorized representatives of each qualified Insurance Company.
3. The lowest bidder will be eligible for the award of Contract on overall basis.
4. In case more than one agency/bidders becomes L1 by quoting same value, further sealed quotations will be called for, from those L1 bidders only to decide final bidder with further lowest rates. No bidder shall quote more than his original tender value while re-quoting.

VIII. RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS:

1. The Tender accepting authority of PDPM-IIITDM Jabalpur reserves the right to cancel the tender process and reject all bids at any time/at any stage without assigning any reason prior to the award of contract, without thereby incurring any liability to the bidders.
2. PDPM-IIITDM Jabalpur reserves the right to accept or reject any or all proposals without assigning any reason. No tenderer shall have any cause of action or claim against PDPM-IIITDM Jabalpur for rejection of his proposal.
3. All tenderers are hereby cautioned that conditional offers with deviations from the tender conditions and other requirements stipulated in the tender documents are likely to be rejected.

IX. COMPLIANCE WITH THE LAW.

1. The INSURER at its sole risk and expense, at all times during the term thereof shall promptly comply with all legal requirements. The INSURER shall comply with all applicable Statutes, ordinances, rules and regulations of Central, State governments and IRDA.
2. Submission of false or incorrect information, history of delayed settlement of claims, reports of unprofessional conduct, among other things, shall be sufficient grounds for disqualification.



X. NOTIFICATION OF AWARD AND SIGNING OF AGREEMENT:

1. The letter of Award (LoA) will be issued to the successful bidder (L1) by PDPM-IITDM Jabalpur. The contract / policy will come into force from the date of issue of LoA. All the documents issued by PDPM-IITDM Jabalpur as well as accepted by it upto the stage of premium payment will form part of the contract. Some of the examples are: Tender document, Techno-commercial / Price bid etc/..
2. Insurer shall submit Insurance Policy document to PDPM-IITDM Jabalpur, within one week from receipt of first premium payment.
3. PDPM-IITDM Jabalpur will not be bound by any Power of Attorney granted by the Insurer or by changes in the composition of the firm made subsequent to the execution of the contract. PDPM-IITDM Jabalpur may, however, recognize such Power of Attorney and changes at its discretion after seeking proper legal advice.

XI. CLAIM SETTLEMENT:

1. The Insurance Company shall be liable to settle the claim within 30 days from date of submission of documents and in case of delay, the reasons have to be informed to PDPM-IITDM Jabalpur. If reasons are not found justified, then the Insurance Company shall be liable to pay claim amount with interest as per latest IRDA Notification/guidelines amended from time to time.
2. In case, the Insurance Company provides any other benefit/s, other than those detailed hereunder within the premium quoted, details of such additional benefit/s may be furnished. (However this shall not be considered in tender evaluation but will be binding on the Insurance Company in case the policy is obtained from such Insurance Company).
3. If any claim is repudiated by the successful bidder on any grounds, the investigation report along with the reasons for the same has to be provided to PDPM-IITDM Jabalpur within 10 days of such report.

XII. CLAIMS:

The insurance company shall settle the claim amount within 30 days from the date of submission of the claim and transfer the settled claim amount to PDPM-IITDM Jabalpur by EFT to enable PDPM-IITDM Jabalpur to disburse amount to family members of the deceased.



XIII. INDEMNITY AGAINST ALL ACTIONS OF INSURER:

1. The Insurer shall hold and save harmless and indemnify PDPM-IIITDM Jabalpur, from and against all actions, suits, proceedings, loss, costs, damages, charges, claims and demands of every nature and description brought or recovered against the Institute, by reason of any act or omissions of the Insurer, his agent or his employees, in the execution of the Insurance or in guarding of the same. All sums payable by way of compensation under any of these conditions, shall be considered as reasonable compensation payable to the Institute, without reference to the actual loss or damage sustained, and whether or not any damage shall have been sustained.
2. In case of any conflict arising between the Tender terms and conditions vis-à-vis any Insurance Policy conditions, the terms and conditions of the Tender shall be final and shall only prevail and parties to the insurance contract shall be bound by the terms and conditions of the Tender.

XIV. CONFIDENTIALITY:

Information relating to the examination, clarification, evaluation and comparison of bids, and recommendations for the award of contract shall not be disclosed to bidders or to any other persons not officially concerned with such process until the letter of Award is issued.

XV. CANVASSING, FRAUDULENT AND CORRUPT PRACTICES:

Bidders are hereby informed that canvassing in any form for influencing the process of letter of award would result in disqualification of the Bidder. Further, they shall observe the highest standard of ethics and will not indulge in any corrupt, fraudulent, coercive, undesirable or restrictive practices, as the case may be.

XVI. PERIOD OF AGREEMENT:

The agreement will be in force for a period of one year from the date of commencement of the Policy. The quoted premium rate for one-year policy period for the number of insured students as communicated by PDPM-IIITDM Jabalpur, at the beginning of each policy year.

XVII. RIGHTS OF PDPM-IIITDM Jabalpur:

1. PDPM-IIITDM Jabalpur reserves the following rights in respect of this proposal/contract without entitling the insurer to any compensation. In case, due to any of the reasons/causes mentioned below, PDPM-IIITDM Jabalpur may decide to cancel policy:
2. If the insurance company gives wrong information in its bid, PDPM-IIITDM Jabalpur reserves the right to reject such tender at any stage or to cancel the contract, if awarded.
3. To short close/terminate the policy after due notice in the event of claims not getting settled in time /service not being rendered to PDPM-IIITDM Jabalpur's satisfaction then PDPM-



IIITDM Jabalpur has right to recover the losses occurred before and arising out of termination.

4. To terminate the policy after due notice of seven days and recover the losses sustained in getting the balance period of risk coverage through third party insurance company.
5. All the works shall be carried out under the directions and to the satisfaction of PDPM-IIITDM Jabalpur.
6. If the services of the division/branch of the insurance company selected are found to be deficient, PDPM-IIITDM Jabalpur reserves the right to change the division /branch of insurance company during the Policy cover period.
7. PDPM-IIITDM Jabalpur shall be issuing enquiry to insurance company and all dealings before and after the award of contract will be done only with insurance company directly. No broker /agent will be allowed to handle issues concerning award of contract.
8. PDPM-IIITDM Jabalpur will not be bound by any Power of Attorney granted by the insurance company or by changes in the composition of the firm made subsequent to the execution of the contract. PDPM-IIITDM Jabalpur may, however, recognize such power of Attorney and changes at its discretion under proper legal advice, the cost of which will be chargeable to the insurance company concerned.
9. All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction of Jabalpur Courts.

XVIII. BREACH OF CONTRACT:

1. If any breach is committed by the Insurer to whom the contract is awarded, in delivery of the services stipulated herein or in the due performance or observance of the provisions of the Agreement, then PDPM-IIITDM Jabalpur shall be at liberty to terminate this agreement by giving the INSURER 15 days' notice in writing and in the event of the Insurer does not rectify the defect/deficiencies of Service brought it to their notice, on expiry of the aforesaid notice period, this agreement shall stand terminated.
2. PDPM-IIITDM Jabalpur also reserves the right to seek exemplary damages and indemnification that the insurer shall be responsible to obtain any or all permission and/or clearances from any/all authorities, governmental or otherwise and PDPM-IIITDM Jabalpur shall not be liable or responsible for any of the act or omissions committed on the part of the insurer.
3. Guidelines issued by IRDA from time to time with regard to Insurer's responsibility and liability towards insured shall be automatically applicable to this insurance contract to the extent they improve upon the stipulation of this tender from PDPM-IIITDM Jabalpur's point of view.

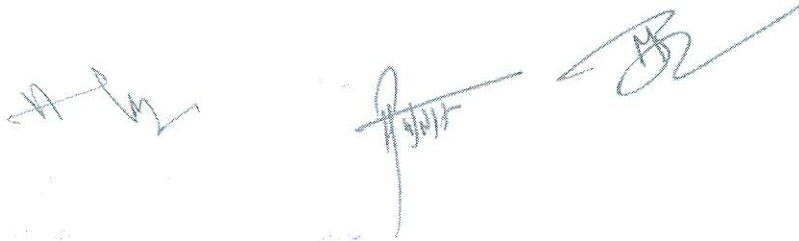


DECLARATION SHEET

I
.....
hereby certify that all the information and data furnished by me with regard to this Tender No. ---
-----, date: ----- are true and complete to the best of my knowledge. I have
gone through the specifications, conditions and stipulations in detail and agree to comply with
the requirements and intent of specification.

I, further certify that I am duly authorized representative of the under mentioned tenderer.

Authorized representative's signature with Seal of Bidder

Three handwritten signatures in blue ink are present. The first signature on the left is a stylized 'A' followed by a flourish. The middle signature is a vertical stroke with a horizontal line across it and some illegible characters below. The third signature on the right is a large, bold, stylized 'B' with a horizontal line extending to the right.