

Notice Inviting Tenders (NIT)

VISVA-BHARATI



OFFICE OF THE DIRECTOR PSNS

**Notice inviting tender for Vidyarthi Mediclaim of Students' of Visva-Bharati
Tender Notice No. Dir/PSNS/VMI/15/2019-20, Date:07.05.2019**

LAST DATE OF TENDER SUBMISSION: 27.05.2019 (Monday) Time 5:00 P.M.

The Technical Bids shall be opened at 5:00 P.M. on 31.05.2019 (Friday)

The EMD amount has been fixed at Rs. 50,000/-

Visva-Bharati, a Central University invites online tender in Two Bid system (Technical & Financial) as per Central Public Procure Portal(CPPP) from four Public Sector Insurance Companies namely The New India Assurance Company Ltd, United India Insurance Company Ltd, The Oriental Insurance Company Ltd and National Insurance Company Ltd. registered with Insurance Regulatory and Development Authority (IRDA) for providing Medical Insurance for the students of Visva-Bharati, Santiniketan, Birbhum. Before submitting tenders the interested bidders are requested to carefully go through the terms and conditions of the tender notice as detailed below.

Preparation of bids: The offer/bid should be prepared in two bid system i.e the Technical bid & financial bid. The technical bid should consists all technical details along with conditions.

The **technical bid** should contain the following:

- i) Company profile as at Annexure-A
- ii) Declaration as at Annexure-B

In the **financial bid** the insurer should submit their price bid in the format as at Annexure-C. It is mandatory to submit bid in prescribed format otherwise bid will be rejected.

The interested companies should apply online through CPPP and submit their tender and the bids along with scanned copies of all the relevant certificates, documents etc., in support of their bids. Applications to this tender will be accepted only through the online mode of the CPPP.

Detail information can be downloaded from University website www.visvabharati.ac.in and the same is also available at the office of the Director PSNS, Visva-Bharati, Santiniketan.

EARNEST MONEY DEPOSIT (EMD):

- I. The offers must be accompanied with an Earnest Money Deposit (EMD) of **Rs. 50,000/** (Rs. fifty thousand only) in favour of Accounts Officer, Visva-Bharati, payable at SBI Santiniketan through draft failing which their bid will be rejected.
- II. Without valid EMD, the technical bid will not be considered and the tender will be rejected summarily.
- III. The EMD should remain valid for a period of forty five days beyond the financial bid validity period.
- IV. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tenderer withdraw or modify their bids during the period of validity or fail to sign the contract, if awarded. EMD will also be forfeited in case of non-submission of performance security before the deadline.
- V. EMD of unsuccessful bidders will be returned within one month of awarding of contract.
- VI. EMD of the selected successful bidder will be refunded on after submission the performance security.
- VII. No interest will be payable by the Visva-Bharati on the Earnest Money Deposit / performance security in any quarter.

Performance Security: The successful bidder should furnish performance security of Rs. 1.00 Lakh in the form of an Account payee demand draft or bank guarantee form a commercial bank. This should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Insurance Provider.

LAST DATE OF SUBMISSION OF TENDER – 27.05.2019

DATE OF OPENING WILL BE PUBLISHED IN VISVA-BHARATI WEB SITE.

Director, PSNS
Visva-Bharati

OPEN TENDER NOTICE

VIDYARTHI MEDICLAIM FOR VISVA-BHARATI STUDENTS UNDER MEDICAL INSURANCE SCHEME

Name of Institution	VISVA-BHARATI UNIVERSITY
Tender Type (Open/Limited/EOI/Auction/Single)	Limited
Tender Category (Services)	Service
Last Date & Time for submission	21 days after publication
Date and Time of Opening of Technical Bids	To be notified at Visva-Bharati Website
EMD (Ernest Money Deposit) Soft scanned copy of DD has to be uploaded	50,000/- (returnable without interested, to be submitted at the Office of the Director PSNS, V.B. in hard copy)
Bid Validity days	90 days
Address for Communication	Director, PSNS, Visva-Bharati, Santiniketan, Birbhum, Pin-731235
Contact No.	03463-261300
E-mail Address	directorpsnd@visva-bharari.ac.in

Tender Notice No.: Dir/PSNS/VMI/15/2019-20

Dt:06.05.2019

**MEDICAL INSURANCE FOR “VISVA-BHARATI STUDENTS’ UNDER VIDYARTHI
MEDICALAIM INSURANCE**

APPLICATION FORM (FOR PRE- QUALIFICATION)

BASIC TECHNICAL DETAILS OF THE BIDDER

Sl. No	Required Information	Bidders Response
1	Name of the Insurance company	
2	Full Address of Office with Telephone No. and FAX	
3	Mobile No.	
4	E-Mail:	
5	Work Experience: Adequate experience in providing Group Insurance during past 3 years. A) The party should have provided 2 similar services costing not less than Rs. 20 Lakhs each during the last 3 years period. (Documentary proof like Work Order / Completion certificate from the respective organizations should be Submitted.)	
6	Audited annual turnover of past 3 Financial years. Note: Attach Audit certified copy as proof. A certificate from Chartered Account for turnover under Health Insurance sector should be attached.	
7	List of empanelled Hospitals under cashless treatment all over India, City / Town wise	
8	Details of Group Medical Insurance policies offered by the Insurance company. (A certificate from the organization to be enclosed)	
9	A dummy copy of Group Health Insurance policy along with the list of diseases / treatment and exclusions if any	
10	List of Customers during last three years. (Attach copy)	
11	Details of Fee In favour of	EMD Fee : Rs. Demand Draft To Accounts Officer Visva- Bharati

12	Details of Bank	Name of Bank: Account No.: IFSC Code: MICR Code :
13	Whether Firm agrees to abide by the terms and conditions of the Tender document?	
14	Is Bid document duly signed?	

DECLARATION

1. I/We have carefully read and understood all the terms and conditions of the tender and hereby accept the same.
2. The information/document furnished along with the above application is true and authentic to the best of our knowledge and belief.

(Signature of the authorized person)

Full Name of Signatory:_____

Designation of Signatory:_____

Place:_____

with Seal of the company/firm

Place:_____

**MEDICAL INSURANCE FOR “VISVA-BHARATI STUDENTS’ UNDER
VIDYARTHI MEDICALAIM INSURANCE**

DECLARATION SHEET

I, _____ hereby certify that all the information and data furnished by me with regard to this above mentioned tender are true and complete to the best of my knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements of specification.

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

I, further certify that my company meets all the conditions of eligibility criteria laid down to take part in the tender.

I, further specifically certify that my company meets/is having Medical Insurance participation in minimum 02 major companies/ institutions/ organizations etc in the last three years.

I, further specifically certify that my company has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

(Signature of the authorized person)

Full Name of Signatory:_____

Designation of Signatory:_____

Place:_____

with Seal of the company/firm

Place:_____

Tender Notice No.: Dir/PSNS/VMI/15/2019-20

Dt:06.05.2019

**MEDICAL INSURANCE FOR “VISVA-BHARATI STUDENTS’ UNDER VIDYARTHI
MEDICALAIM INSURANCE**

PRICE SCHEDULE (FINANCIAL BID)

(To be utilised by the bidders for quoting their prices)

Sub: Submission of Financial Bid against Tender Notice No.: Dir/PSNS/VMI/15/2019-20, Dt: 06.05.2019, providing group Medical Insurance Policy for the period for one year from the date of contract.

Sl. No.	SUM ASSURED PER STUDENT YEARLY BASIS	Premium amount per year (Rs.)	GST amount	Total amount (Rs.)
1	<p>I. Rs. 50,000 Group Medical Insurance</p> <p>Benefit to be covered:</p> <p>a) Rs. 3,00,000 Group personal accident coverage : Compensation to be paid to the students in case of Personal Accident (death/permanent disability) of the Guardian/Legal Guardian to cover the study and other expenses of the students up to PG level maximum to Rs. 3.00 lakh.</p> <p>b) Rs. 2,00,000 Group personal accident coverage: Compensation to be paid to the parents in case of Personal Accident (death/permanent disability) of the student. Minimum amount is Rs. 2.0 lakh.</p> <p>*Medical expense including outdoor/indoor treatment/ any type of treatment/test required for the students per annum Rs. 50,000/-.</p>			

	<p>Inpatient cashless treatment should be available all over India at designated hospitals. OPD treatments limit Rs. 10,000/- within the limit of Rs. 50,000/-.</p> <p>Corporate buffer should minimum amount Rs. 5.00 Lakh subject to restriction of maximum Rs. 50,000.00 per student.</p>			
Grand total premium per student per year Rs.				

Total cost in words. Rs.

1. We agree with all the details of the Insurance Scheme and the Terms and Condition of Tender.
2. The offer is valid for 90 days from the last date of submission of this bid.

(Signature of authorized person)

Name of the Signatory:

Designation:

with Seal of the company/firm

Place: _____

Date : _____

General Terms and Conditions.

The Quote should be given on the basis of yearly premium for each student.

The total strength of student is approximately 8500 including school students and Research Scholars as per last year academic session. The strength may increase in the next academic year. The tailor-made policy should cover the following features:-

1. Covering maximum reimbursement amount for the hospital expenses of the student. This should be applicable to any other hospital which is not included in the TPA list. Pearson Memorial Hospital of the University should also be covered in the TPA list.
2. Cashless treatment facility for pre/post hospitalization of the student all over India. Pre Hospitalization should include relevant medical expenses incurred during the period up to 30 days prior to hospitalization on disease/illness/injury sustained will be considered as part of claim. Post Hospitalization shall include relevant medical expenses incurred up to 60 days after hospitalization/domiciliary hospitalization on disease/illness/injury sustained will be considered as part of claim.
3. Compensation to be paid to the parents in case of Personal Accident (death/permanent disability) of the student. Minimum amount is Rs. 2.0 lakh.
4. Compensation to be paid to the students in case of Personal Accident (death/permanent disability) of the Guardian/Legal Guardian to cover the study and other expenses of the students up to PG level maximum to Rs. 3.00 lakh.
5. Age limit shall be mostly be from 4 to 35 years.
6. Policy shall be for a year, however, it should be open to members to join any date during the term.
7. Details of cabin and bed charges as provided by the Hospitals/Nursing Homes should be mentioned in the proposal.
8. Reimbursement of Cost of Ambulance services shall be quoted. Limit to be specified.
9. The quote of the premium should be inclusive of all taxes.(Premium amount should be written as Premium Amount plus seperately.

10. The representative of the TPA should be available at office of the Director, PSNS twice in a week (working days) to redress any grievances/claim dispute. Duration of stay of the representative should be minimum of 6 hours in the office. The Insurance Company offering the quote should have an outlet/office of their Company located at Bolpur / Santiniketan /Suri / Burdwan / Durgapur.
11. Pre-existing diseases should be covered.
12. Disease wise capping and room rate capping shall not be applicable.
13. Distribution of Insurance Cards to the students shall be responsibility of TPA/Insurance Company.
14. The coverage/limits mentioned above are minimum. Companies may offer more or additional items.
15. OPD facility at Pearson Hospital (University Hospital) must be covered under mediclaim.
16. Please go through the tender advertisement and the tender documents carefully to understand the documents required to be submitted.
17.
 - i) Technical Bid: Technical part should contain the following:
 - a) Company Profile in prescribed TENDER FORM as TECHNICAL BID FOR PRE QUALIFICATION is Annexure "A"
 - b) Declaration in prescribed format in a Annexure "B" (on printed letter head of the bidder's firm indicating there on Registration.
 - ii) Financial bid: Submit their premium bid in the standard format prescribed tender documents. Financial bid should contain premium only in Annexure "C".
18. It is mandatory to submit the bid only in given format otherwise application will be rejected.
19. All the tender documents submitted by esteemed companies must be signed with seal by the competent authority of the concerned company.

If the services of Insurance Company are found to be highly satisfactory, Visva-Bharati authority may consider renewal of the contract upto a maximum period of three years (including initial year).

The proposal should be written in simple language covering all the above mentioned points clearly for the various facilities/services being offered by the Company.

The Selection of the Insurance Service Provider may not only be based on the lowest quote but also considering the aspects of providing maximum service to the students community of the University.

The successful tenderer is required to execute an agreement on a non-judicial stamp paper of Rs. 100/- within thirty days of issuance of letter of invitation.

Address-

Director,
Physical Education, Sports, National Services & Students Welfare,
Visva-Bharati, Santiniketan, District- Birbhum,
State- West Bengal, India, Pin Code- 731235
Contact No. 03463-261300

Email Address- directorpsnd@visva-bharati.ac.in