

**National Law Institute University**  
**Kerwa Dam Road, Bhopal**



**NOTICE INVITING TENDER**  
**FOR**  
**GROUP HEALTH INSURANCE POLICY FOR**  
**NATIONAL LAW INSTITUTE UNIVERSITY,**  
**BHOPAL EMPLOYEES AND THEIR FAMILY**  
**MEMBERS**

**DISCLAIMER**

1. National Law Institute University, Bhopal, has prepared this document to give background information on the work to the interested parties. While National Law Institute University has taken due care in the preparation of the information contained herein and believes it to be in order, neither National Law Institute University nor any of its authorities or any of their respective officers, employees give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.
2. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by NLIU in submitting the Tender. The information is provided on the basis that it is non – binding on National Law Institute University or any of its authorities or any of their respective officers, employees.
3. National Law Institute University reserves the right not to proceed with the work or to change the configuration of the work, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

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# National Law Institute University

## Kerwa Dam Road, Bhopal

### NOTICE INVITING TENDER FOR GROUP HEALTH INSURANCE POLICY FOR NLIU BHOPAL EMPLOYEES AND THEIR FAMILY MEMBERS

The University invites sealed Expression of Interest from IRDA accredited Insurance companies for Group Health Insurance policy for the employees and their family members of NLIU Bhopal. Interested companies may submit sealed Tender as per the attached format.

#### Important Dates & Time

Sl. No.	Particulars	Date
1	Start date for submission of tender	16-06-2020
2	Date of Pre-bid Meeting	24-06-2020 at 12.01 p.m.
3	Last date for submission of tender	15-07-2020 by 02:30 p.m.
4	Date & time of opening of Technical Bids	Will be notified through NLIU website
5	Date & time of opening of Financial Bids	Will be notified through NLIU website

The bids/offers received after the due date and time mentioned above will not be entertained under any circumstances. Incomplete and unsigned bids or the bids not in prescribed format will be rejected without assigning any reason. The bids / offers should be complete in all respects and submitted to:-

**The Registrar**  
**National Law Institute University**  
**Kerwa Dam Road**  
**Bhopal – 462 044 (M P) India**  
**Phone: 0755-2696965/970/723**  
**Email: registrar@nliu.ac.in**

*NC-16-*  
*11-6-2020*

## Scope of work:

1. The scheme is titled as “Group Medi claim Insurance Policy (Family Floater) for the regular employees of NLIU aimed at providing Medical facilities to regular employees and their family members of the Corporation for indoor treatment through Health Insurance Policy.
2. This policy will cover all the regular / contractual employees’ and their family\*\* i.e. his/her spouse, dependent parents and children. However, in case of any addition of any children, no extra premium will be payable upto 2 dependent children (without payment of any additional premium). Dependent minor brother/sister in case unemployed is not having own family and whose parents are not alive are also included.
3. This policy is mandatory for all employees and dependants declared by the NLIU as per given in Annexure – V.
4. All new joiners will be covered from the date of joining.
5. Medical facilities and benefits to all such employees who cease to be in employment of NLIU due to permanent disability arising out of employment till he/she attains the age of superannuation along with his family members and dependants, as applicable to regular / contractual employees of NLIU.
6. “Family” means employee +Spouse + dependent children + any of the two dependent parents as given below:
  - a) Mother + Father b) Mother in Law + Father in law Son: Till he attains the age of 25 or starts earning, whichever is earlier. Daughter: Till she starts earning or gets married, whichever is earlier. Son/Daughter suffering from permanent disability of any kind (physical or mental): No age limit.
7. Indemnity: The Insurance Company hereby agrees to keep indemnified and shall keep indemnified and hold harmless, NLIU and its officers and employees from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this Contract or arising from any breach or non-compliance whatsoever by the Insurance Company or any of the persons deployed by it pursuant hereto of or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether within or without the premises.
8. All the regular / contractual employees of the NLIU and their family members irrespective of age group should be eligible to join the scheme. At present the retirement age for Vice Chancellor is 70 years, faculty is 65 years and for the rest of the Employees it is 60.
9. The successful Company shall at its own cost comply with the provision of orders and notifications issued by IRDA and Government from time to time.
10. The period of contract will initially be for one year extendable on mutually agreed terms and conditions, which is liable to be terminated with one month’s notice, if any lapse or unsatisfactory performance of the Company/firm is noticed.
11. Cashless facility should be provided in major multi-speciality hospitals located in Madhya Pradesh and all over India. Details of such Hospitals are to be provided by Insurance Company. All transactions with these hospitals should be totally cashless.

12. There should be a dedicated helpline (24 x 7) from the TPA of Insurance Company available and the contact details should be furnished in the tender. Contact details of the TPA should be provided by the Insurance Company including the name of the contact person, contact numbers and postal & email address.

13. Door-step reimbursement facility for cases of reimbursement to individual and reimbursement amount can be made directly to the members only preferably within 15 days from the date of submission of required documents. The response time by the TPA at the time of admission should be maximum of six hours.

14. Admission and discharge to and from the hospital preferably on 24x7 basis.

FOLLOWING EXPENSES ARE REIMBURSABLE UNDER THE POLICY:

15. Room Rent/ boarding expenses upto 2% of the sum Insured per day subject to a Maximum of Rs 10,000 per day.

Note: If admitted in IC Unit- the Room Rent/ Boarding expenses shall be payable upto 4% of the Sum Insurer, per day subject to a maximum of Rs 20,000/- per day.

16. Surgeon/ Anesthetist/ Consultant Specialist's / Attending Duty Doctor fees.

17. Expenses on Anesthesia, Blood, Oxygen, OT Charges, Surgical Appliances, Medicines and Drugs, Diagnostic Materials, X-Ray, MRI, CT-SCAN and all other radio and nuclear testing, Dialysis, Chemotherapy, Radiotherapy, Cost of Pacemaker, Artificial Limbs/ Organs implanted during the procedure, Cost of Organs, Incidental Laboratory/ Diagnostic Test and related expenses to the Treatment.

18. Organ Transplant Donor's Claim Including Cost Of Organ Removal Shall Be Payable Subject to the same sub limits as applicable to the insured person and subject to the admissibility of the Insured's/ Organ recipient claim under this Policy.

19. Pre-hospitalization medical Expenses up to 30 days.

20. Post hospitalization medical Expenses up to 60 days.

21. Expenses incurred for Ayurvedic/Homeopathic/Unani Treatment are admissible up to 25% of the Sum Insured provided the treatment for Illness or Injuries, is taken in a Government Hospital or in any institute recognized by Government and /or accredited by Quality Council Of India / National Accreditation Board on Health, excluding centres for spas, massage and health rejuvenation procedures.

22. Ambulance Charges/ Cost of Travel: 1.0% of the Sum Insured or at actual whichever is less. In the event of any Insured Person falling sick and requires hospitalization outside the city/ town/ village, where treatment of the insured person is not possible due to lack of proper facility at the hospital OR the Hospital/ Nursing Home where the Insured is being treated is of the opinion that the Insured be shifted to another center, the Insurer shall reimburse the cost of such travel/ shifting.

Note: The total charges payable under this Heading shall not exceed a maximum of Rs 5,000.

23. Nursing Expenses- Shall be reimbursable subject to specific recommendation of treating physician/ doctors that patient disease is such which requires utmost care by a Nurse.

24. Maternity Expenses: Maternity expense shall only include Expenses towards lawful medical termination of pregnancy during the Policy Period necessitated by Medical Complication. Treatment expenses of Child Birth are not payable. Note: Treatment of Expenses after the Birth of the baby and incurred on the Baby shall however be covered, under the name of the Infant as the Infant is included in 'Family' from the date of his/ her Birth. Any Congenital defects and complications arising thereof (of the Infant) are also covered.

## 25. EXCLUSIONS

Any medical expenses incurred for or arising out of:

1. War, Invasion, Act of foreign enemy, War like operations, Nuclear weapons, Ionizing Radiation, contamination by Radioactive material nuclear fuel or nuclear waste .
2. Circumcision, cosmetic or aesthetic treatment, plastic surgery unless required to treat any injury or illness.
3. All types of Dental treatments except arising out of an accident.
4. Bodily injury or sickness due to wilful or deliberate exposure to danger (except in an attempt to save a human life), intentional self-inflicted injury, attempted suicide and arising out of non adherence to any medical advice.
5. Diagnostic, X-Ray or Laboratory examination not consistent with or incidental to the diagnosis of positive existence and treatment of any ailment, sickness or injury, for which confinement is required at a Hospital/Nursing Home.
6. Vitamins and tonics unless forming part of treatment for injury or disease as certified by the attending Medical Practitioner.
7. Any Naturopathy Treatment.
8. Experimental and Unproven treatment (not recognized by Indian Medical Council)
9. Self Injury and ailments arising out of chronic use of alcohol/ narcotic drugs.
10. All Psychiatric ailments except Paranoid Schizophrenia/ Maniac Depression.

26. Premium for coverage of Rs.05.00 Lakh per family for a period of one year and additional coverage – super Top-Up of Rs. 05.00 lakh per family over and above the cover of Rs. 05.00 Lakhs for a period of one year.

27. There shall be No waiting Period/ Cooling period for any diseases.

28. There shall be No Exclusion of Any Pre Existing Diseases

29. Midterm alteration of a "Family" OR Employees:

- i) New born from day one
- ii) Newly married spouse from day one - without payment of any additional premium.
- iii) Addition and Deletion of Employees & dependents shall on Pro rata Basis

30. Preference shall be given to Providing Cashless facility.

31. In case any employee opts for treatment in any hospitals/Nursing homes listed with the Insurance Company other than on the panel of NLIU, he/she will be required to make payment for the treatment on his own. He will then put up his claims to NLIU which will be forwarded to the Insurance Company for settlement /reimbursement. The same shall be settled by Insurance Company within a period of one month from the date of filing claim by NLIU with the Insurance.

32. In cases where reimbursement is sought, the Insurer shall allow a period of 60 Days for the submission of all the medical bills/ discharge summary etc. for processing if the claim is not submitted within the said period of 60 days, 7 days relaxation will be allowed by the Insurance Company. Waiver of period of intimation may be considered in extreme cases of hardships where it is proved to the satisfaction of the Insurer that under the circumstances in which the insured was placed it was not possible for him or any other person to give such notice or file claim within the prescribed time limit. This waiver cannot be claimed as a matter of right.

33. The Insurance company should have an in house claim processing centre to cater to the claims and they will submit proof thereof while submitting their tender. The Claims of NLIU shall be processed, evaluated and calculated by that in house claim processing center and the Claims of NLIU shall NOT be processed by a Third party Administrator.

34. The bills for pre & post treatment (30 / 60 days) will be put up separately to the Insurance Company by NLIU and the insurance company will settle all such claims within 30 days of receipt of the same from NLIU.

35. The Decision of the treating hospital in deciding whether the case warrants IPD treatment or OPD treatment should be treated as final. One admitted as IPD, the case shall be construed one which warrants treatment as IPD.

36. Payments To The Insurance Company: The Insurance agencies will be paid at the accepted rates at the time of award of work subject to the terms and conditions of the contract. The payment will be inclusive of all staff costs, printing, communications, travel, accommodation, taxes, fees, levies etc., and all other costs incurred by the Insurance Company or Agency in carrying out the Services unless provided for to the contrary in the contract. Any increase/ change in the statutory taxes, levies, fees etc. will also be borne by the Insurance Company or Agency and NLIU will not be responsible for the same.

37. Insurance premium will be paid by NLIU as per guidelines of IRDA. HOWEVER, NLIU WILL PAY THE PREMIUM IN FOUR EQUAL INSTALLMENTS PAYABLE AT INTERVAL OF THREE MONTHS.

## **BRIEF DESCRIPTION OF THE SELECTION PROCESS**

The NLIU has adopted Tendering System with **Single-Stage, Two Envelop** bidding process (collectively referred to as the “**Bidding Process**”) for selection of the bidder for award of the Project assignment. The *first stage* of the evaluation (the “**Qualification-Technical Proposal Stage**”) of the process involves **Qualification** of interested parties (the“**Bidder**”), in accordance with the provisions of this RFP.

At the end of first stage, the Authority will announce a list of all pre-qualified Bidders who are qualified and eligible for evaluation in the *Second stage* (The **Financial Proposal Stage**) and whose financial bids can be opened and evaluated in accordance with the provisions of the RFP. The Financial Bids of all the short listed/qualified bidders will be opened on a concerned date and time. **The work will be awarded to the successful Bidder on the basis of the Lowest rate quoted by them.**

**NOTICE INVITING TENDER**  
**SCHEDULE OF TENDER (SOT)**

1	Description of Works	Notice Inviting Tender for Group Health Insurance policy for the employees and their family members of NLIU Bhopal
2	Annual Estimated Cost	₹ 5,20,00,000/-
3	Earnest Money Deposit	₹ 10,40,000/- (2% of Estimated Cost) [Deposited through Demand Draft in favour of Director, NLIU, Bhopal (M.P.) mentioning your Name/ Company Name at the back side of the Demand Draft].
4	Validity of Quoted Rates	Initially for one year (to be renewed and extended on mutual terms and conditions for a period of one year or less at a time but not beyond two years).
5	Mode of Tender	Two Bid Envelope System (Part I - Technical Bid and Part II - Financial Bid)
6	Tender No.	NLIU-B/Health Insurance/20-21/
7	Tender Fees	Tender Fees of Rs. 10,000/- will be submitted through Demand Draft in favour of Director, NLIU, Bhopal (M.P.) mentioning your Name/ Company Name at the back side of the Demand Draft.

8	<b>Tender start Date:</b> Date of starting of submission of Tender.	June 16, 2020
9	<b>Tender Close Date:</b> Last Date of submission of Tender.	July 15, 2020 at 14:30 hours
10	Date and Time of Opening of Part I i.e. Technical Bid	Will be communicated through University Website.
11	Date & Time of Opening of Part II i.e., Financial Bid	Will be communicated through University Website.

Note: Applicants/ Bidders intending to apply will have to satisfy the NLIU by furnishing documentary evidence in support of their possessing required eligibility and in the event of their failure to do so, the NLIU reserves the right to reject their candidature. Tenders without EMD & Cost of Tender Form will not be accepted under any circumstances. The NLIU is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The NLIU also reserves the right to reject all the tenders without assigning any reasons thereof.

Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the NLIU's Website.

  
 Registrar  
**National Law Institute University  
 Bhopal**

## General Terms and conditions:

### 1. Procedure for submission:

Sealed envelopes A & B (as stated below) to be placed in a single cover (sealed) and super scribed as "**Tender for Group Health Insurance Policy for NLIU Bhopal Employees and their Family Members**". The sealed envelope must be submitted in the office of the Registrar before the due date and time. Those who send the tender documents by post, have to ensure that the documents reach before the prescribed time & date. The Institute will not take any responsibility under any circumstances for courier/postal delays.

### ENVELOPE 'A':

This envelope should contain the following

- (a) Duly completed covering letter as per Annexure-II on official letter head.
- (b) Technical Bid as per Annexure-I, Annexure-I/I and the terms and conditions duly signed.
- (c) Relevant supporting documents of technical bid, if any.

### ENVELOPE 'B':

This envelope should contain only the financial bid as per Annexure- IV

2. One authorised representative of the bidder can be present while opening the tender.
3. Financial bids of technically qualified parties shall be opened at a later date.
4. The Technical Evaluation Committee of the Institute constituted for the purpose shall assess the ability of the agencies to render the requisite services based on the company profile, rating and on such other criteria as it may fix and the Financial Bids of only those firms qualifying the technical evaluation will be considered.
5. The tenderer should sign on each page of the tender documents.
6. All the regular and contractual employees of the NLIU Bhopal and their family members irrespective of age group should be eligible to join the scheme. At present the retirement age for Vice Chancellor is 70 years, faculty is 65 years and for the rest of the Employees it is 60.
7. Bids which are late/vague/conditional/incomplete/not confirming to the laid down procedure in any respect will be rejected.
8. Tenders sent by fax & e-mail will not be accepted.
9. In case of differences arising in the terms and conditions of the tender documents with the firm(s), the decision of NLIU Bhopal shall prevail.
10. The scheme should have provisions for new entrants in service to get coverage within 24 hours of communication from NLIU Bhopal.
11. The successful Company shall at its own cost comply with the provision of orders and notifications issued by IRDA and Government from time to time.

12. In case of any unsatisfactory service, suitable penalties as decided by the Competent Authority shall be levied after issuing notice.
13. In case of failure in settlement of claims within the time frame, the penalty will be enforced as per decided by the university administration.
14. The period of contract will initially be for one year extendable on mutually agreed terms and conditions, which is liable to be terminated with one month's notice, if any lapse or unsatisfactory performance of the Company/firm is noticed.
15. NLIU Bhopal reserves the right to modify/change/delete/add any further terms and conditions prior to issue of agreement.
16. **Claims and Disputes:** Any claims or disputes arising out of the contract should be promptly submitted in writing to NLIU within 15 days from the Date of cause of action, so that the point of issue could be immediately verified at site by the field officers, facts ascertained and a prompt decision given. Claims raised well beyond this time as to make it difficult to verify the facts are liable to be rejected. The tenderers shall carefully note this stipulation.
17. **Legal:** Any legal dispute shall be subject to the Jurisdiction of Bhopal Courts only.

**18. Arbitration Clause:**

Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the Scope of Work and Services, Terms & Conditions, herein before mentioned and as to the quality of service or materials used or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, Scope of Work and Services, Terms & Conditions, instructions, orders or otherwise concerning the works or the execution of/ failure to execute the same whether arising during the progress of the contract or after the completion thereof shall be referred to the sole arbitration of the Registrar, NLIU, Bhopal or to the Principal Secretary (Law) & Secretary, Law Department appointed by him willing to act as such arbitrator. There will be no objection if the arbitrator so appointed is an employee of NLIU and that he had to deal with the matters to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters in dispute or difference. The arbitrator to whom the matter is originally referred being transferred by vacating his office or being unable to act for any reason, Registrar as aforesaid at the time of such transfer, vacation of office or inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the state at which it was left by his predecessor.

Subject as aforesaid the provision of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

It is a term of the contract that the party involving arbitration shall specify the

dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute.

The arbitrator(s) may from time to time with consent of the parties enlarge the time, for making and publishing the award.

The work under the Contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due to be payable to the Agency shall be withheld on account of such proceedings.

The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing.

The Arbitrator shall give a separate award in respect of each dispute or difference referred to him.

The venue of arbitration shall be Bhopal or as may be fixed by the Arbitrator in his sole discretion.

The award of the arbitrator shall be final, conclusive and binding on all parties to this contract. In case any legal dispute is raised, same will be settled in the Courts at Bhopal City only. Alternate settlement modes can be used for settling any legal dispute with mutual consent only.

**Special Terms and Conditions:**

1. There should be a dedicated helpline (24 x 7) from the TPA of Insurance Company available and the contact details should be furnished in the tender. Contact details of the TPA should be provided by the Insurance Company including the name of the contact person, contact numbers and postal & email address.
2. Door-step reimbursement facility for cases of reimbursement to individual and reimbursement amount can be made directly to the members only preferably within 15 days from the date of submission of required documents. The response time by the TPA at the time of admission should be maximum of six hours.
3. Reports including the claims of individuals and the details of settlement are to be furnished to the Institute on monthly basis or as and when required by the University.
4. Admission and discharge to and from the hospital preferably on 24x7 basis.

**The Company / Agency should also furnish the copies of following documents in addition to the documents asked for in the tender document:**

1. IRDA Accreditation Certificate
2. List of Government/Semi-Government/ Govt. of India Undertaking/Autonomous Body or Private Body for which such Insurance Scheme has been provided along with the proof as per Annexure – VIII.
3. Details of the TPA
4. A dummy copy of Group Health Insurance policy with detailed terms and conditions.
- 5.

(Signature of the Authorized Person)

Date: \_\_\_\_\_

Name \_\_\_\_\_

Mobile No. \_\_\_\_\_



## Annexure - I

## Eligibility Criteria

Technical Requirements	Complied Yes/No	Supporting documents to be enclosed Yes/ No.
IRDA Accreditation Certificate		
Adequate experience in providing Group Insurance during past 10 years		
Tender documents duly signed on each page		
Cashless treatment in at least five major Hospitals located in Bhopal. Name of such Hospitals to be provided.		
24X7 helpline of TPA along with contact details of TPA		
A dummy copy of Group Health Insurance policy		
Disease wise capping as per Appendix - 3		

(Signature of the Authorized Person)

Date: \_\_\_\_\_

Name \_\_\_\_\_

Mobile No. \_\_\_\_\_



## Annexure - II

**Letter Comprising the Bid**  
(On office letter head)

Date:

To,  
The Registrar  
National Law Institute University,  
Kerwa Dam Road,  
Bhopal – 462044 Madhya Pradesh, India

**Sub: - TENDER FOR GROUP HEALTH INSURANCE POLICY FOR NLIU EMPLOYEES  
AND THEIR FAMILY MEMBERS**

Dear Sir,

Being duly bidder to represent and act on behalf of (hereinafter referred as the "**Bidder**"), and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for qualification for undertaking the **TENDER FOR GROUP HEALTH INSURANCE POLICY FOR NLIU EMPLOYEES AND THEIR FAMILY MEMBERS**.

We are enclosing our Bid, in conformity with the terms of the TENDER, and furnishing the details as per the requirements of the Bid Document, for your evaluation.

The undersigned hereby also declares that the statements made and the information provided in the Proposal is complete, true and correct in every detail. We confirm that the application is valid for a period of 120 days from the due date of submission of application and is unconditional. We hereby also confirm the following:

1. The Proposal is being submitted by M/s \*...+ (*name of the Bidder*, in accordance with the conditions stipulated in the TENDER.
2. We have examined in detail and have understood the terms and conditions stipulated in the TENDER Document issued by NLIU (hereinafter referred as the "**Authority**") and in any subsequent communication sent by Authority.
3. We agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the TENDER or in any of the subsequent communications from Authority)
4. The information submitted in our Proposal is complete, is strictly as per the requirements stipulated in the TENDER, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal.
5. We confirm that we have studied the provisions of the relevant Indian laws and regulations required to enable us to prepare and submit this Proposal for undertaking the Project, in the event that we are selected as the Preferred Bidder.
6. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitration tribunal or a judicial authority or judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part and neither we have been blacklisted for non providance of services.
7. I/ We declare that:

a. I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and

b. I/ We do not have any conflict of interest in accordance with the TENDER document; and

c. I/ We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the TENDER document, in respect of any TENDER or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and

8. I hereby certify that we have taken steps to ensure that in conformity with the provisions of the TENDER, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;

9. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders

10. I further certify that in regard to matters relating to security and integrity of the country, we, have not been convicted by any Court of Law or indicted or adverse orders passed by the regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of community.

11. I further certify that in regards to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by the Court of Law.

12. I further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.

13. I hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidders, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.

14. In the event of me being declared as the Preferred Bidder, I agree to enter into a Authorization Agreement in accordance with the draft that has been provided to me prior to the Bid Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.

15. I have studied all the Bidding Documents carefully and also surveyed the project details. We understand that except to the extent as expressly set forth in the License Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Authorization.

16. The amount has been quoted by me/ after taking into consideration all the terms and conditions stated in the TENDER, our own estimates of costs and after a careful assessment of the identified locations of the proposed Centers and all the conditions that may affect the Bid.

17. I agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project / Authorization is not awarded to me or our Bid is not opened or rejected

18. I agree and undertake to abide by all the terms and conditions of the TENDER document which inter alia includes payment of Project Development Expenses and Project Development Fees (Success Fee) and furnishing of the Performance Security to the Authority in the manner provided in respect thereof in the TENDER.

19. We confirm that all the terms and conditions of the Proposal are firm and valid for acceptance for a period of 120 days from the Proposal Due Date.

20. I/we offer an Earnest Money Deposit (EMD) of **Rs. 10,40,000/- (Rupees Ten Lakh Forty Thousand Only)**

**21.** I agree and undertake to abide by all the terms and conditions of the TENDER document. In witness thereof, I submit this Bid under and in accordance with the terms of the TENDER document.

Thanking You,  
Yours Sincerely,

Date:

Place:

**For and on behalf of:** (name of the Bidder and the Company Seal)

**Signature:** (Bidder Representative & Signatory)

**Name of the Person:**

**Designation**

**Annexure- III**

(On office letter head)

**TENDER FOR GROUP HEALTH INSURANCE POLICY FOR NLIU EMPLOYEES AND THEIR FAMILY MEMBERS****Details of Bidder**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Remarks/Details (Page No.)</b>
1.	Name of Agency/ Applicant	
2.	Details about office of agency :	
	Address :	
	Phone No :	
	Fax :	
	E-Mail ID :	
	Website :	
	Contact person:	
	Mobile No. and contact person:	
3.	Details of TPA (in case more than 1 attach separate sheet)	
4.	Status of Applicant [partnership firm/ Pvt. Ltd. Co. / Public Ltd Co.]	
5.	Total experience of applicant [No. of years]	
6.	P.A.N. No. (Copy to be attached)	
7.	Goods and Service Tax Registration No.(Copy of certificate to be attached)	
8.	Details of TENDER Fees attached	
9.	Details of EMD attached	
10.	Any other document as required under this Tender	

**Signature & Seal of the Bidder****Date:**

**Annexure- IV**

**DECLARATION**

(On office letter head)

Date. \_\_\_\_\_

To

**The Registrar  
National Law Institute University  
Kerwa Dam Road  
Bhopal – 462 044 (M P) India**

Respected Madam,

Sub: Notice Inviting Tender for Group Health Insurance Policy for NLIU Bhopal Employees and their Family Members

Ref: Tender No. — \_\_\_\_\_/NLIUB dated \_\_\_\_\_

With reference to the above, I am/ We are enclosing our Notice Inviting Tender for Group Health Insurance Policy for NLIU Bhopal.

I / We hereby reconfirm and declare that I / We have carefully read and understood the above referred Tender document including instructions, terms & conditions and all the contents stated therein and all subsequent corrigendum published on University website.

Thanking you

Yours faithfully,

(Signature of the Authorized Person)

Date: \_\_\_\_\_

Name \_\_\_\_\_

Mobile No. \_\_\_\_\_



## Annexure - V

TECHNICAL BID FOR GROUP HEALTH INSURANCE POLICY FOR NLIU BHOPAL  
EMPLOYEES AND THEIR FAMILY MEMBERS

Technical details		Remarks
Group Name		National Law Institute University Bhopal
Location		Bhopal
Commencement Date	01-06-2020	Period
		One Year
Insured Group Details		
Employee Strength As on		01-06-2020
Number of Employees		Details of employees and their family members is attached (Appendix -2)
Number of dependents		
Family Definition		
		Employee, Spouse, parents, sisters, widowed sisters, widowed daughters, brothers, children, step children, divorced/separated daughter and step mother wholly dependent upon the employee and are normally residing with the employee
		In case of son, the coverage will be till he starts earning or he attains the age of 25 years, whichever is earlier. In case of 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 Government of India Medical Attendance Rules.
Maximum Age		Not Applicable
Floater/Individual		Floater
Sum Insured bands		Rs. 5.00 Lakh plus Super top-up of additional Rs. 5.00 Lakh
Primary member (Self) Age Band		Number of Persons
18-25		
26-35		
36-45		
46-55		
56-65		
Above 65		
Total:		
Dependents Age Band		
0-25		
26-35		
36-45		
46-55		
56-65		
Above 65		
Total:		

Coverage & Benefits Details		Remarks
Domiciliary Hospitalization	Covered	
Coverage of Pre Existing diseases	Covered	
Cashless facility	Applicable	
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 (Normal / C-section covered)	Covered	Limit up to Sum Insured
Co-Payment	Not Applicable	
Sub Limits For Disease or Room Rent Capping	1. Room-Rent - @1% of Sum Insured per day (Max.) 2. ICU - @2% of Sum Insured per day (Max.)	
Other Conditions	New Employees shall be included in policy from date of joining and resigned /terminated employees shall be deleted from date of resignation/termination.	
	Monthly declarations will be given for Additions and Deletions by end of the following month	
	Pro rata Premium to be charged/Refund in case of Addition and Deletion	
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.	

(Signature of the Authorized Person)

Date: \_\_\_\_\_

Name \_\_\_\_\_

Mobile No. \_\_\_\_\_





# National Law Institute University

Kerwa Dam Road, Bhopal

Annexure-VI

Employee strength as on : 01-06-2020

No. of Employees: 104

No. of Dependents: 344

Total No. of Lives: 448

Primary member (Self) Age Band	Number of Persons
18-25	01
26-35	34
36-45	37
46-55	23
56-65	06
Above 65	03
Total:	104
Dependents Age Band	
0-25	126
26-35	48
36-45	25
46-55	31
56-65	62
Above 65	52
Total:	344

(Signature of the Authorized Person)

Date: \_\_\_\_\_

Name \_\_\_\_\_

Mobile No. \_\_\_\_\_

SEAL



# National Law Institute University

Kerwa Dam Road, Bhopal

FINANCIAL BID

FOR

GROUP HEALTH INSURANCE POLICY FOR NLIU BHOPAL EMPLOYEES AND THEIR  
FAMILY MEMBERS

Sl. No.	Particulars	Total Premium
1	Premium for coverage of Rs.5.00 Lakh per family for a period of one year	
2	Additional Coverage- Super Top-up of Rs.5.00 Lakh per family over and above the cover of Rs.5.00 lakhs for a period of one year	
	Taxes (if any)	
	Total in figures	
	Total in words	

Note:-

All terms & conditions as stated in the Tender Document.

Conditional bids are not acceptable.

Bids submitted in the above format is only acceptable

(Signature of the Authorized Person)

Date: \_\_\_\_\_

Name \_\_\_\_\_

Mobile No. \_\_\_\_\_

SEAL

## PROCESS OF EVALUATION

### **Technical Bid Evaluation:**

- i) Two bid system will be followed where the technical bid and Financial bid will be evaluated separately.
- ii) The Technical Bid and its evaluation will involve successful submission of all requisite documents as listed out variously at “Eligibility Criteria” in this document.
- iii) Non-submission of any documents shall result in rejection of bid summarily.
- iv) After the scrutiny of documents under the Technical Bid and their being found acceptable, the Financial Bid shall be evaluated, and the tender will be awarded to the L1 vendor. The NLIU however has no obligation to accept the lowest Financial bid. The NLIU’s decision in this regard shall be final and binding. NLIU is not bound to accept the lowest tender.
- v) Financial Bids of only those tenderers will be opened, whose documents are found to be complete and acceptable by NLIU.

Articles of Agreement

**THIS AGREEMENT** is made at Bhopal on this.....day of.....

between the National Law Institute University, Kerwa Dam Road, Bhopal (M.P.) - 462044 hereinafter referred to as the "NLIU" which expression shall include his successors in office and assignees of the ONE PART

**AND**

M/s.....having it's Regd. Office at  
.....hereinafter referred to as the "Agency" which expression shall mean and include its legal representatives and assignees and successors of the OTHER PART.

WHEREAS the Agency is carrying on the business of providing Group Health Insurance Policy.

AND WHEREAS the parties are desirous of recording the terms and conditions under or upon which the said services are to be rendered by the Agency.

**NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS**

1. This agreement will come into effect from 01 June, 2020 and will remain in force up to May 31, 2021 or until it is terminated as per the terms hereinafter contained.
2. The quoted charges of ₹ ---/-(**Rupees ----- only**) plus taxes as applicable per **month** covering the cost of manpower deployed, material and machinery/equipment used, for efficient rendering of services shall be payable on monthly basis subject to submission of invoice. The payment thereon will be made after the same is duly certified by the NLIU's officials to the effect that the services have been provided satisfactorily and after deducting all statutory dues/taxes, etc.
3. In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the Agency shall, upon and subject to the said conditions, execute and complete the work shown upon the said specifications and the Scope of Work and Services.
4. The NLIU shall pay the Agency the said Contract amount or such other sum as shall become payable at the times and in the manner specified in the said conditions.
5. The said Conditions and Appendix thereto shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively in the said Conditions contained.

6. The specifications, agreement and documents mentioned herein shall form the basis of this Contract.
7. The NLIU reserves to itself the right of altering the specifications and the nature of the work by adding to or omitting any items of work or having portions of the same carried out at any time during the currency of the Contract, without prejudice to this contract.
8. Time shall be considered as the essence of this Contract and the Agency hereby agrees to commence the work from the day of issue of works order/letter of acceptance as provided for in the said Conditions.
9. All payments by the NLIU under this Contract will be made only at NLIU, Bhopal.
10. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Bhopal and the same will have to be settled through arbitration and only courts in Bhopal shall have jurisdiction to determine the same.
11. That the several parts of this Contract have been read by the Agency and fully understood by the Agency.

Agency  Signature seal  Address	Authorized Signatory of NLIU  Designation & Address
Witness  Signature  Name and Address	Witness  Signature  Name and Address

## Annexure-IX

Details of Bankers

Name of the Banker	
Name of the Branch and its Complete Postal Address:	
Name and job title of the Contact Person along with his/her Telephone No(s) and Fax No(s). etc.	
Type of Account:	
Account Number:	
IFSC Code:	
Whether Credit facility / Overdraft Facility enjoyed by the Agency	
The period from which the Agency has been banking with the Banker:	
Any other information which the Agency may like to furnish about its Banker	

Authorised Signatory  
(With Name and Seal)

## Annexure-X

## Client's Report

(On Client's Letter Head)

Performance details of the Firm: M/s.....Located at.....

1	Work order/reference No. and Agreement Date	
2	Gross Value of the Contract (in Rupees)	
3	Date of commencement of Contract	
4	Whether the Service carried out as per agreement and the scope of the work entered with the Firm	
5	Reason for delay (if any) and whether any penalty/liquidated damage, if any, was imposed on the firm	
6	<b>Comments on capabilities of the firm (indicate grading)</b>	
a	Quality of Group Health Insurance provided by the firm	Outstanding/Very Good/ good/Satisfactory/Poor
b	Technical proficiency/competence	Outstanding/Very Good/ good/Satisfactory/Poor
c	Integrity and reliability of the partners/proprietors of the firm	Outstanding/Very Good/ good/Satisfactory/Poor
d	Integrity and reliability of the Personnel deployed	Outstanding/Very Good/ good/Satisfactory/Poor
e	Dealings in the execution of the work, adherence to schedule and time	Outstanding/Very Good/ good/Satisfactory/Poor
7	Did the firm go for arbitration?	
8	Any other information in your view will help us in making our decision.	

Name &amp; Signature of the Reporting Officer (with Office Seal)

Place: Bhopal

Date: ....., 2020

Tender for Group Health Insurance Policy for National Law Institute University, Bhopal Employees and their Family Members.