

NATIONAL PRODUCTIVITY COUNCIL

Notice Inviting Tender

Advt No: NPC/Insurance/2022

Dated 18-04-2022

NAME OF THE WORK: “Personal Accident Insurance Policy for Officers and Staff of NPC”

1 National Productivity Council, 56 Institutional Area, Lodhi Road, New Delhi – 110003 invites Sealed Tender from General Insurance Companies (Licensed and Registered with IRDA) dealing with Personal Accident Insurance for implementation of “**Personal Accident Insurance Policy for Officers and Staff of NPC**” w.e.f. 01-05-2022 to 30-04-2025 (one year + renewal 2 years). The personal accident insurance policy will also cover medical benefit of expenditure incurred due to the accident.

2. The number of officers and staff to be covered is as follows:

Sl.No.	Group	No of members to be covered*	Basic Sum Assured (Rs. in Lakh)
1	A (All Officers)	115	15.00
2	B (JAO/SO/PS)	05	12.00
3	C (TA to MTS)	42	10.00

*Number of members to be covered is tentative and may increase or decrease due to recruitment or retirement.

3. The Tender documents in sealed envelope, supported by undertaking as per prescribed **Annexure 1**, Pre-qualification bid and financial bid shall be placed in separate sealed envelopes each marked as “**Envelope-1: Technical & Pre- qualification Bid**” & “**Envelope-2: Financial bid**” respectively. Both envelopes shall be put together in another sealed envelope superscripted as “**Personal Accident Insurance Policy for Officers and Staff of NPC**”. The bids will be received up to **15:00 Hrs 25/Apr /2022**. Each copy of the tender document should be signed. No tender will be accepted **after 15.00 Hrs on 25/Apr /2022** under any circumstances whatsoever.

4. The envelopes Marked “Pre-qualification Bid” shall be opened by Tender Committee on the same day at 4:00 PM. Financial bid will be opened for the pre-qualified bidders only.

5. Before quoting the rates, Insurance Agency may visit National Productivity Council for clarification, if any.

GROUP HEAD (Admin.)
National Productivity Council

SECTION 'A'

Letter of Offer

Date _____

The Group Head (Admin),
National Productivity Council,
5-6 Institutional Area, Lodhi Road,
New Delhi - 110003

Subject: Tender for “**Personal Accident Insurance Policy for Officers and Staff of NPC**”.

Reference: Tender Advertisement No. _____

Dated

Dear Sir,

With respect to your above-mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same without any alterations / modifications.

Yours faithfully,

Signature

Name & seal of Contracting Agency/company

SECTION 'B'
GENERAL INSTRUCTIONS TO BIDDERS

1. The sealed Tender bids in two bid system, supported by prescribed annexure; Pre-qualification bid & financial bid shall be placed in separate sealed envelopes each marked as “**Envelope-1: Technical & Pre-qualification Bid**” & “**Envelope-2: Financial bid**” respectively. All envelopes shall be put together in another sealed envelope superscripted as “**Personal Accident Insurance Policy for Officers and staff of NPC, New Delhi**”. The bids will be received up to **15.00 Hrs on 25/Apr /2022**. Each copy of the tender document should be signed on all pages. No tender will be accepted after 15.00 Hrs **on 25/Apr /2022**, under any circumstances whatsoever.
2. The tender bid shall be submitted in a sealed envelope duly filled signed and stamped on each page. The tender shall be submitted in the office of the **Group Head (Admin), National Productivity Council, 56 Institutional Area, Lodhi Road, New Delhi – 110003** on or before **15.00 Hrs** on the stipulated date and time and will be opened on the same day at the office of National Productivity Council, 56 Institutional Area, Lodhi Road, New Delhi – 110003. The vendor/Insurance Agency or their representative may choose to remain present at the time of bid opening if they so desire.
3. The envelopes Marked “**Pre-qualification Bid**” shall be opened by Tender Committee in this office on the same day at 4:00 PM. Financial bid will be opened for the pre-qualified bidders only.
4. Tender bid shall remain valid for acceptance by the Council for a period of 90 days from the date of opening of the bid (**25 /Apr /2022**) and the bidder shall not cancel or withdraw the tender during this period.
5. The Insurance Agencies must use only the tender forms issued by the Council to fill in the rates. Any addition/alteration in the text of the tender form made by the bidder shall not be valid and shall be treated as null and void.
6. The tender form must be filled in English and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned, the tender may be considered invalid by the Council in its discretion.
7. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the Insurance Agency. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void. No advice whatsoever especially on any change in rate specifications after the opening of the tender will be entertained.
8. General specifications, Special Conditions, etc., as laid down. Any tender with any of the documents not so signed will be rejected.
9. Tender incomplete in any form will be rejected outright; conditional offers will not be accepted.
10. No tender will be allowed to withdraw after submission of the tender.

11. National Productivity Council reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
12. The intending bidder can obtain clarifications regarding the tender document, employee details, previous policy details etc. from the **Group Head (Admin), National Productivity Council** on any working day.
13. In all matters of dispute arising on the insurance, the matter shall be referred to **Director General, National Productivity Council, 5-6 Institutional Area, Lodhi Road, New Delhi – 110003** for a decision.
14. In the event that the Successful Bidder is not satisfied by the decision of the Director General, National Productivity Council, 5-6 Institutional Area, Lodhi Road, New Delhi – 110003, the dispute shall be settled by arbitration in accordance with the provisions of **Arbitration and Conciliation Act, 1996** or any enactment thereof. The Arbitration Tribunal shall consist of one arbitrator, to be appointed by the Council. The place of arbitration shall be New Delhi and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in New Delhi. The arbitration proceedings shall be conducted in English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Council.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place :

Date :

*Signature of Bidder
With the seal of their company*

SECTION 'C'

TERMS AND CONDITIONS

Terms and Conditions:-

1. It may be noted that no advisor/broker is involved in the tender.
2. The insurance company should have a valid license issued by IRDA to conduct the Group Personal Accident Insurance in India.
3. The Insurance Company should cover the Officers and Staff from Day 1 of commencement of policy.
4. During the validity of the policy, no revision in premium shall be considered by NPC on the basis of actual claim ratio or any enhancement in the premium pointed out by any statutory or other authority.
5. Once assigned the group personal accident insurance for any given period, the insurance company shall have no right to unilaterally terminate the operation of the policy during this period.
6. **Exclusions & Inclusions: Exclusions & Inclusions, should be clearly specified by the insurance company as part of the technical bid.**
7. Any conditional bid or bids that are not in the prescribed Performa will not be accepted.
8. The insurance company will have no right to reject membership of a member as defined by NPC whose membership has been approved by NPC.
9. Notwithstanding anything contained in this document, the acceptance of tender will rest with NPC and NPC reserves full right to reject any or all tenders without assigning any reason whatsoever.
10. Confidentiality of all NPC information/documents to be ensured at all times
11. There will be no age limit on the insured covered by this personal accident insurance policy for officers and staffs of NPC.
12. For the new employees who may join the NPC from time to time, identical coverage has to be made available from the day one of joining though the premium paid may be based on the fractional period involved. The employees leaving before completing of the contract insurance period, the pro-rata premium amount should be refunded to the NPC from the date of his/her leaving the NPC.
13. The Premium shall be paid on annual basis.
14. There shall be a grace period of 30 days from the due date of premium.
15. The coverage of the mid joiners shall be from Day 1 (Date of joining) irrespective of immediate payment of premium. The premium shall accordingly be calculated on pro rata basis.
16. The coverage for the mid leavers shall be till the date of leaving the Council. The premium shall accordingly be calculated on pro rata basis.
17. The balance amount for the mid leavers shall be refunded to the NPC on pro-rata basis.
18. The rate of premium must be inclusive of all taxes, stamp duty etc. However, the Goods and Service Tax (GST) has to be separately quoted. No subsequent increase in premium rates (except Taxes) will be allowed under any circumstances.
19. The bidders shall bid the rates both in English words as well as in Figures. In case of difference in rates

between words and figures, the lesser of the two shall be treated as valid rate.

20. **At present the existing employees were covered under group personal accident insurance policy which was valid up to 31/Mar/2022.**

21. In case of calculation errors, the decision of the Council will be final and binding on the bidders and may even lead to rejection of the tender.

22. Bidders are required to bid their rates as per the Financial Bid.

23. Canvassing, Fraud and Corrupt practices:

Bidders are hereby informed that canvassing in any form for influencing the process of notification 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.

24. **“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official.

25. **“Fraudulent practice”** means a misrepresentation of facts in order to influence Tender process or an execution of a contract to the detriment of the scheme and includes collusive practice among bidding Insurers/Authorized Representative (prior to or after bid submission) designed to establish bid prices at artificially non- competitive levels and to deprive the scheme the benefit of free and open competition;

26. NPC, New Delhi will reject a proposal for award if it determines that the Insurer/Insurers have engaged in corrupt or fraudulent practices.

27. NPC, New Delhi will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the bidding Insurer/Insurers have engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

28. NPC shall always be at liberty to reject or accept any offer or offers or part thereof at its sole discretion. The submission of offer shall have no cause of action or claim against NPC for rejection of offer. The Insurer, whose offer is not accepted shall not be entitled to claim any costs, charges and expenses incidental to or incurred in connection with submission of offer or its consideration by NPC, even though NPC may opt to modify/withdraw the Invitation to Tender or does not accept the offer or cancel the tender as a whole.

29. Action against the Tenderer: Furnishing incorrect information in the offer, failure to act according to tender condition, non-fulfillment of any or whole of the contract may entail black listing of Insurer in addition to taking other appropriate action against the Insurer.

30. If more than one bid is received on behalf of the same company then the bid quoted directly by the insurance company will only be considered.

31. The Council reserves the right to accept / reject any bid either in full or in part without assigning any reasons thereto. In the event of any ambiguity in the policy proposal with regard to any aspect, the interpretation of NPC, New Delhi shall be final and binding on the "Insurer".

32. The decision of NPC will be the final in all respect.
33. The offer shall be duly signed & stamped by the authorized signatory of the Insurance Company in a sealed envelope super-subscribing "**Tender for Personal Accident Insurance Policy for Officers and Staff of NPC, New Delhi**". Your quotation along with other relevant information sought above be sealed and submitted in the drop box on or before **25/Apr /2022** before 15.00 Hrs at the following address:
- Group Head (Admin), National Productivity Council, 5-6 Institutional Area, Lodhi Road, New Delhi – 110003.**
34. **The bids shall be opened at 4:00 PM on 25/Apr /2022.** The bidders may depute their authorized representative to remain present during the bid opening. Any quotation received after closing time shall not be considered.
35. Offers made by e-mail will not be accepted, nor any subsequent changes in quotation will be entertained.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place :

*Signature of Bidder
With the seal of their company*

Date :

SECTION 'D'
QUALIFICATION CRITERIA

Eligibility Criteria for Bidders:

1. The bidder should be a registered under Insurance Act, 1938/IRDA and should have a valid license to carry out insurance business.
2. The Insurance company should be in existence for the at least 10 years.
3. The Bidder shall have valid PAN, Goods and Service Tax registration number (GST).
4. The bidder should have at least one group personal accident insurance scheme of at least 100 members during the period of last three years.
5. The bidder should have a claim settlement ratio of 90% & above (average of last 3 years). Valid proof of last three years claim settlement ratio should be attached authenticated by IRDA or published by the Insurance Company.
6. The Bidder should not have been blacklisted by any Government or its organizations in the past three years. (Submit an Undertaking on letter head as shown in **Annexure-I**)
7. The bidder should have either the Registered Office or one of the Branch Office located in New Delhi.
8. **The Policy shall cover the Officers and Staff from Day 1 of commencement of policy. The Insurance company should compulsorily cover all the facilities extended in our earlier policy without any terms and conditions or exceptions (Copy of the coverage of the earlier policy is attached as Annexure-II)**

I/We hereby declare that I/we have read and understood the qualification criteria and the same will remain binding upon me/us.

Place :

Signature of Bidder

With the seal of their company

Date :

DOCUMENT CHECK LIST:

Sl. No.	Name of the Document	Copy enclosed (write Yes or No)
1	Copy of Firm's Registration under Insurance Act, 1938/IRDA	Mention Number
2	Copy of license to carry out Insurance business.	Mention Number
3	Copy of valid PAN.	Mention Number
4	Copy of Goods and Service Tax Registration Certificate	Mention Number
5	Proof of at least one group personal accident insurance scheme of at least 100 members.	
6	Proof for claim settlement ratio published by the company or by IRDA for the last 3 years. 2018-19, 2019-20, 2020-21	
7.	Exclusion of the policy if any (attached copy)	
8.	Inclusion of the policy if any (attached copy)	
9.	Claim settlement ratio for 3 years a. 2018 – 2019 b. 2019 – 2020 c. 2020 – 2021	a. b. c.
10.	Whether existence of company is more than 10 years	
11.	Whether average of claim settlement ratio for three years is more than 90% if yes write the percentage.	

(Signature & seal of Authorized signatory)

SECTION 'E'

Sl.No.	Group	No of members to be covered	Basic Sum Assured (Rs. in Lakh)
1	A (All Officers)	115	15.00
2	B (JAO/SO/PS)	05	12.00
3	C (TA to MTS)	42	10.00

***(Above numbers are tentative and it may increase or decrease during the commencement of policy)**

About the Council

National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, GOI and promotes productivity consciousness in the country for sustainable socio-economic development by productivity promotion and dissemination through consultancy, research, and training activities in different sectors of economy. NPC has 12 Regional Offices located in major State Capitals/industrial center with Headquarter in New Delhi and one Training Institute at Chennai,

Place :

Date :

Signature of Insurance Agency

With the seal of their company

ANNEXURE – I

(IN INSURANCE COMPANY'S LETTER HEAD).

UNDERTAKING

- 1.** We solemnly affirm that (Name of Insurance Company) Limited has not been debarred from any other Govt. Companies & PSU for participating in any of their Tenders.
- 2.** We undertake if we are awarded the contract, we undertake to settle all the claims of NPC New Delhi within 45 days from the date of receipt of the claim and non-settlement would attract an interest at SBI lending rate for cash credits. We understand that failure to do so might affect our business prospects with NPC New Delhi adversely.
- 3.** We undertake that Insurance Policies shall cover all the members from Day 1 of commencement of policy.
- 4.** We undertake that we have received the IRDA approval for Group Personal Accident Insurance Policy (The photocopy of the same is attached herewith).
- 5.** We undertake that the bank account details are attached herewith.
- 6.** We undertake that there will be no subsequent increase in premium rates during the contract period.
- 7.** We undertake that the secrecy of NPC, New Delhi information/documents will be ensured at all times.
- 8.** We undertake to comply all the terms and conditions of this Notice inviting Tender.

(Signature & seal of Authorized signatory)

FINANCIAL BID

Sl.No.	Group	No of members to be covered	Basic Sum Assured (Rs. in Lakh)	Basic Premium
1	A (All Officers)	115	15.00	
2	B (JAO/SO/PS)	05	12.00	
3	C (TA to MTS)	42	10.00	
TOTAL				

(Above numbers of officers and staffs are tentative and it may increase or decrease during the validity due to fresh recruitment and retirement.)

Sl. No	Total Premium Break - Up			Total Annual Premium
				(in Words)
	Basic	GST	Total	
1.				

***NOTE :**

While making the bid it is mandatory to cover all the above employees & staff from Day 1 of commencement of policy.

(Signature & seal of Authorized signatory)

Annexure-II**Coverage of Personal Accident Insurance Policy:**

1. Death only (100% of Capital Sum Insured)
2. Loss of two limbs, loss of sight of two eyes or loss of one limb and loss of sight of one eye- (100% of Capital Sum Insured)
3. Loss of one limb, loss of sight of one eye- (50% of Capital Sum Insured)
4. Permanent total disablement injuries other than named above- (100% of Capital Sum Insured)
5. Permanent partial disablement- % CSI as shown at Annex-II-A.
6. Temporary total disablement @ 1% of Capital Sum Insured up to 104 weeks (Max. weekly benefits not exceeding Rs. 20,000/-)
7. Additional Coverage: Medical expenses loading 25%.

अंगों की हानि Loss of parts	20
पैरों की अंगुलियों की क्षति सभी	5
1. Loss of toes-all phalanges बड़ी उंगली, दोनों अंगुल्यस्थि great both phalanges	2
बड़ी उंगली, एक अंगुल्यस्थि great one phalanx बड़ी के अलावा यदि एक से अधिक उंगली की क्षति हो, प्रति other than great, if more than one toe lost each श्रवण क्षमता की क्षति, दोनों कान	50
2. Loss of Hearing-Both ears श्रवण क्षमता की क्षति-एक कान	15
3. Loss of hearing-one ear एक हाथ की चार उंगलियाँ और अंगूठे की क्षति	40
4. Loss of 4 fingers and thumb of one hand चार उंगलियों की क्षति	35
5. Loss of 4 fingers अंगूठे की क्षति-दो अंगुल्यस्थि	25
6. Loss of thumb-both phalanges -एक अंगुल्यस्थि one phalanx तर्जनी की क्षति: तीन अंगुल्यस्थि	10
7. Loss of thumb-both phalanges -दो अंगुल्यस्थि two phalanges -एक अंगुल्यस्थि one phalanges मध्यमा की क्षति : तीन अंगुल्यस्थि	10
8. Loss of Middle Finger : three phalanges -दो अंगुल्यस्थि two phalanges -एक अंगुल्यस्थि one phalanges अनामिका की क्षति : तीन अंगुल्यस्थि	6
9. Loss of Ring Finger : three phalanges -दो अंगुल्यस्थि two phalanges -एक अंगुल्यस्थि one phalanges अनामिक की क्षति : तीन अंगुल्यस्थि	5
10. Loss of little finger : three phalanges -दो अंगुल्यस्थि two phalanges -एक अंगुल्यस्थि one phalanges करभास्थि (मेटाकारपस) की क्षति : पहली या दूसरी (अतिरिक्त)	4
11. Loss of Metacarpals : 1st or 2nd (additional) - तीसरी, चौथी या पांचवीं (अतिरिक्त) 3rd, 4th or 5th (additional)	4
12. Any other permanent partial disablement (Percentage as assessed by the Doctor)	3
	2