

NOTICE INVITING TENDERS



“Group Personal Accident Insurance for Permanent Employees of National Institute of Technology – Andhra Pradesh”.

**Material Management & Disposal Section,
Sardar Vallabhbhai Patel Administrative Building
NATIONAL INSTITUTE OF TECHNOLOGY, ANDHRA PRADESH,
Near National Highway No. 216A, Kadakatla,
TADEPALLIGUDEM – 534101
West Godavari District, Andhra Pradesh.**

TABLE OF CONTENTS		
S. No.	SUBJECT	Pg No.
1.	KEY INFORMATION	3
2.	DISCLAIMER	4
3.	ABBREVIATIONS	5
4.	INTRODUCTION & INVITATION	6
5.	PURPOSE OF THE TENDER	6
6.	ELIGIBILITY CRITERIA	7
7.	INSTRUCTIONS TO BIDDERS	7
8.	TERMS AND CONDITIONS	10
9.	CHECK LIST	15
10.	COMPANY PROFILE FORMAT	Annexure -I
11.	ELIGIBILITY CRITERIA DECLARATION	Annexure -11
12.	UNDERTAKING BY THE BIDDER	Annexure -III
13.	PAST TRACK SERVICE RECORD	Annexure - IV
14.	ESCALATION MATRIX	Annexure - V
15.	SCOPE OF COVERAGE	Annexure - VI
16.	COMMERCIAL PRICE BID	Annexure - VII

1. KEY INFORMATION

S. no	Particulars	Details
1.	Tender Name	“Group Personal Accidental Insurance cover for Permanent Employees of National Institute of Technology – Andhra Pradesh”
2.	Tender Notification No	NITANP/SMMD/TENDER/2025-26/19 date:12.06.2025
3.	Tender Date	12th June, 2025
4.	Tender for	Group Personal Accident Insurance cover to permanent employees of National Institute of Technology - Andhra Pradesh, Tadepalligudem for policy period 20/08/2025 to 19/08/2030.
5.	Estimated Cost Value (ECV)	Rs. 1,00,000/-
6.	Bid Document Fee/ Tender Processing Fee (Non-refundable)	Rs.500/- by way of RTGS/NEFT from any Nationalized bank drawn in favor of the Director NIT Andhra Pradesh, Payable at Tadepalligudem. Account Name: Director NIT Andhra Pradesh A/C No: 35579546371 IFSC Code: SBIN0016305 Submit for evidence of payment Receipt.
7.	Pre-bid Meeting	19.06.2025 at 03.30 PM
8.	Last date and time of receipt of bid	02.07.2025 up to 03.00 PM
9.	Date and time of opening of Tender	02.07.2025 at 03.30 PM
10.	Address for Correspondence & Tender box location	C/o Tender Box Material Management & Disposal Section, Sardar Vallabhbhai Patel Administrative Building NATIONAL INSTITUTE OF TECHNOLOGY, ANDHRA PRADESH, Near Chennai – Kolkata National Highway No. 216A, Kadakatla, TADEPALLIGUDEM – 534101 West Godavari District, Andhra Pradesh.
11.	Quotation in a sealed envelope should super scribe	The envelope must be superscribed as “<u>QUOTATION</u>” at the center of the envelope along with the <u>Tender name, Tender Notification, Tender Date on the left hand top</u> of the envelope. Quotations without the above superscription <u>will not be accepted.</u>

		Tender Name, Tender Notification No., Tender Date <u>(Bidder has to seal Technical Bid & Commercial Bid in two separate envelopes before putting them in main tender envelope)</u>
12.	Contact Person	Registrar
13.	Email	registrar@nitandhra.ac.in
14.	Telephone	08818-235011
15.	Tender & Other Information available on	https://nitandhra.ac.in/main/tender.php and https://eprocure.gov.in/epublish/app
16.	Mode of receiving of the tender quotation by the Institute	The quotation has to be sent by Post (Ordinary / Register / Speed Post) or drop in Tender Box physically. (Any other mode will not be accepted)

Note: All the rights are reserved by the Institute for postponement or cancellation of entire tender process, rejection of bids/ individual bid etc., also to modify/add/remove any or all T&C without assigning any reason.

2. DISCLAIMER

This tender document has been prepared exclusively to invite the quotations for the purpose of personal accident insurance coverage for permanent employees of National Institute of Technology - Andhra Pradesh, Tadepalligudem (hereinafter referred as 'Institute'). This tender document is meant for specific use by the Insurance Companies, interested to participate in this tender process. The Institute expects the Bidders to strictly adhere the terms and conditions set out in this document and all other terms and conditions subject to which such information is provided and to maintain confidentiality of information.

The purpose of this tender document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This tender document does not claim to contain all the information that a Bidder may require or that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract with the Institute. This tender document may not be complete in all respects, and it is not possible for the Institute to consider needs of each Bidder, who reads or uses this tender document. The Institute and its Director/ officers/ employees make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the tender document. The Institute may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender document. The issue of this Tender does not imply that the Institute is bound to select bidder or to award the contract, as the case may be for the Group Personal Accident Insurance Cover for permanent employees.

The Bidders, by accepting this document, agree that any information contained herein may be superseded by any subsequent written information on the same subject made available to the recipient or any of their respective officers or published in the Institute's website. It is also understood and agreed by the Bidder(s) that decision of the Institute regarding selection of the Bidder will be final and binding on all concerned. It shall be the duty and responsibility of the Bidder(s) to ensure themselves about the legal, statutory and regulatory authority, eligibility and other competency,

capability, expertise of them to participate in this tender and to provide all the services under this tender to the Institute.

Subject to any law to the contrary, and to the maximum extent permitted by the law, National Institute of Technology - Andhra Pradesh and its Director, officers, employees, agents, representatives, contractors, or advisors disclaim all liability from any loss, claim, expense (including, without limitation, any legal fees, costs, charges, demands, actions, liabilities, disbursements incurred therein or incidental thereto) or damage (whether foreseeable or not), losses suffered or may be suffered by any person acting or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this tender document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, default, lack of care or misrepresentation on the part of National Institute of Technology - Andhra Pradesh or any of its directors, officers, permanent employees, agents, representatives, contractors, or advisors.

The bidders shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Institute or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the Insurer and the Institute shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the Insurer in preparation or submission of the proposal, regardless of the conduct or outcome of the selection process. No contractual obligation whatsoever shall arise from the Tender process unless and until a formal contract is signed and executed by the Institute with the selected Insurer

3. ABBREVIATIONS / DEFINITIONS

1. **RFP** means Request for proposal for "Group Personal Accident cover to permanent employees of National Institute of Technology – Andhra Pradesh.
2. **Insurer/Bidder** means Group Insurance service provider or Insurance Company submitting the proposal in response to the RFP.
3. **Policy** means providing Group personal Accident Insurance cover to permanent employees of National Institute of Technology – Andhra Pradesh.
4. **Contract** means the agreement signed by successful bidder and the Institute at the conclusion of bidding process, wherever required.
5. **Successful bidder / L1 bidder** means the bidder who is found to be the lowest bidder after conclusion of the bidding process, subject to compliance to all the Terms and Conditions and scope of coverage described in the RFP.
6. **Institute / NIT ANP** means National Institute of Technology – Andhra Pradesh.

4. INTRODUCTION AND INVITATION

NATIONAL INSTITUTE OF TECHNOLOGY - ANDHRA PRADESH, TADEPALLIGUDEM was established on 20th August, 2015 with its headquarters at NH 216A, Beside Chennai Kolkata Highway, Tadepalligudem, West Godavari District, Andhra Pradesh - 534101 (which expression unless repugnant to the context or meaning thereof shall mean and include its successors and assigns), herein after called the “**Institute**”.

NIT ANP intends to issue this bid document, hereinafter called “**Tender**”, to eligible Bidders to participate in the competitive bidding for “Group Personal Accident Insurance cover for permanent employees of National Institute of Technology – Andhra Pradesh”.

The qualified bidders desirous for participating are invited to submit their quotation as per annexures in response to this Tender. The criteria and actual process of the evaluation of the responses to this Tender and subsequent selection of the successful bidder will be entirely at the Institute’s discretion. Bidders have to adhere to the Institute’s requirements outlined in this Tender. The quotation provided by the bidders in response to this tender document will become the property of the Institute and will not be returned. Institute reserves the right to amend or reissue this tender and all amendments will be advised through the Institute’s website and such amendments will be binding on them. Each Bidder acknowledges and accepts that, the Institute may in its sole and absolute discretion, apply criteria like independent assessment of the market reputation and perception of ability to perform, but not limited to those selection criteria set out in this tender document.

- a) This TENDER will be open to the bidders who have the necessary eligibility, experience, capability and expertise.
- b) This TENDER is not an offer or recommendation by the National Institute of Technology – Andhra Pradesh, but an invitation to receive responses from the Bidders.

5. PURPOSE OF THE TENDER

The Institute intends to procure Group Personal Accident Insurance cover from the selected bidder for a period of **Five Years on annual premium payment basis initially for one year and subsequently for every year after reviewing of its performance** for its permanent employees. The Policy should cover permanent employees of the Institute at any given point of time, for the sum insured, in the event of any kind of accidental death, Permanent Total Disability (PTD), Permanent Partial Disability (PPD) and Temporary Total Disability (TTD). In this connection, Institute invites sealed offers for procurement of Group Personal Accident Insurance Policy for

permanent employees of the Institute as per the Terms & Conditions, Technical Specifications and Scope of coverage described elsewhere in this document. **The term of contract will be for a period of Five years i.e. 20/08/2025 to 19/08/2030.**

6. ELIGIBILITY CRITERIA

The following requirements are mandatory for the Insurance companies participating in the tender (proofs to be submitted).

- (1) IRDAI Approved General Insurance Company/Insurance agency/Insurance Broker Company having experience in General Insurance in India for a minimum period of 5 completed years as on 31st March,2025.
- (2) The Insurance Company must have underwritten minimum Rs. 500 Crore General Insurance premium during the past three completed financial years.
- (3) Must be serving at least one Central Govt organization/ Central Autonomous Bodies/ Public Sector Undertakings/Listed Corporates/State Government Organizations or Corporations or any Private companies with employee strength of 100 or above under group insurance - Reference letter (copy of contract/agreement/work order) must be attached as Annexure.
- (4) The Claim settlement ratio for the last three completed financial years: 90% or Above
- (5) Solvency Ratio of more than 1.5 for the past 3 years (This is not applicable for PSU Insurance company).

However, bidders are not restricted from producing any additional documents other than the ones asked for in this tender which may be relevant to this.

7. INSTRUCTION TO BIDDERS

- ▶ Interested Bidders, who can provide Group Personal Accident Insurance cover to permanent employees of the Institute and meet the eligibility criteria may respond.
- ▶ The Bidder shall adhere to the guidelines issued by RBI, IRDAI and other regulatory bodies.
- ▶ The bidder should also maintain confidentiality of information shared with them during the tenure of the project.
- ▶ The bidders are required to go through the complete RFP documents thoroughly.
- ▶ Bidder has to submit their offer in two bid system i.e. Technical Bid (annexure I, II, III, IV, V & VI) and Commercial Price Bid (annexure VII) in separate sealed covers. Envelopes should be super scribed as "Technical Bid" & "Commercial/Price Bid" respectively.
- ▶ The main envelope containing two bids (technical & commercial in separate sealed covers), should be super scribed "Quotation for Group Personal Accident Insurance for permanent

employees of National Institute of Technology – Andhra Pradesh, with tender Notification No. and date” to be dropped in the tender box kept at the said address (Key Information, S.no 7 at Page 3). It is the sole responsibility of the bidder to ensure submission of the tender within due date & time. Submission by any other mode is not allowed and will be considered invalid.

- ▶ Tender Due date: Last date for receipt of quotation (dropped in tender box) is **02nd July,2025 till 3:00 PM**. Quotations received beyond this time will not be Considered and Institute is not responsible for quotation submitted/sent to other than the specified place and no such claims will be considered
- ▶ **Pre-bid meeting:** Bidders can clarify their queries at pre-bid meeting (**19/06/2025**) at the mentioned address (Key Information, S.no 7 at Page 3). The clarification of the Institute in response to the queries raised by the bidders and any other clarifications/amendments/corrigendum furnished thereafter will become part of the RFP and it will be binding on the bidders. No individual consultation will be entertained. Queries, if any, can be made through e-mail only to registrar@nitandhra.ac.in and cc to purchase@nitandhra.ac.in on or before 19.06.2025. Queries received any via any mode other than e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letter head of the company.
- ▶ Technical Bid Opening date: Technical Bids will be opened at the mentioned address (Key Information, S.no 7 at Page 3) on **02/07/2025 at 03:30 PM**. Bidders may choose to be present at the time of opening of bids. Bidders who wish to be present for bid opening must possess a valid authorization letter and Identity proof. If bid opening date being declared as holiday, the bids shall be opened at on next working day.
- ▶ **Commercial Bid opening:** The date of opening of commercial bids will be informed to bidders through email after evaluating the documents submitted in technical bid.
- ▶ The dates mentioned above are subject to change and the Bidder acknowledges that, they cannot hold the Institute responsible for any revision in these dates.
- ▶ Bidder's quotation should be **as per annexures only** and all other required documents to be submitted along with the tender documents in a sealed envelope.
- ▶ Commercial bid shall be opened for the bidders, who are found technically qualified as per the tender terms & conditions and scope of coverage.

- ▶ Rate should be quoted in Indian Rupee only.
- ▶ Any over writing, corrections/alterations have to be properly authenticated by the authorized person in the same way as he has signed the bid documents failing which the quotation will be rejected.
- ▶ Institute will not consider partial or conditional tender.
- ▶ Board Resolution in favour of authorized person and Power of Attorney / Authorization letter in case the authorized person delegates authority to another person of the company to sign the Bid documents is to be submitted with bid documents.
- ▶ At any time prior to the last Date and Time for submission of bids, the Institute may, for any reason, modify the Tender through amendments at the sole discretion of the Institute.
- ▶ All amendments if any, shall be uploaded only on the Institute's website
<https://www.nitandhra.ac.in/main/tender.php> and <https://eprocure.gov.in/epublish/app> will be binding on all those who are interested in bidding and no separate communication will be issued in this regard.
- ▶ Any bid received by the Institute after the deadline for submission of bid will be rejected.
- ▶ In order to provide prospective Bidders a reasonable time to take the amendment if any, into account in preparing their bid, the Institute may, at its discretion, extend the deadline for submission of bids.
- ▶ Any effort by a bidder to influence the Institute in evaluation of their bid, bid comparison or contract award decision may result in the rejection of the Bidders' bid. Institute's decision will be final and without prejudice and will be binding on all parties.
- ▶ The bidding firms are not allowed to impose their own terms and conditions to the bid and if submitted will not be considered as forming part of their bids.
- ▶ The bidder must acquaint himself with the local conditions and factors, which may have any effect on the performance of the contract and / or the cost.
- ▶ **Each page of the tender document shall be signed by the bidder and submitted along with tender document. Unsigned bid will be summarily rejected.**
- ▶ To assist in the evaluation and comparison of bids the Institute may, at its discretion, ask the bidder for clarification and response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

8. TERMS & CONDITIONS GOVERNING THE TENDER

1) Evaluation of Bids: The Institute will evaluate the bid submitted by the bidders under this RFP.

i) The Technical Bid submitted by the bidders will be evaluated based on Technical Criteria and on the documents submitted. The proof of documents will be evaluated by the Institute and Institute will seek clarification by the bidder, if required.

ii) The Commercial bid shall be opened for the bidders, who are found technically qualified as per the tender terms & conditions and scope of coverage. The commercial bid submitted by the bidder will be evaluated based on commercial bid submitted by the bidder.

iii) The Broad Scope of coverage shall include but not be limited as mentioned in **Annexure-VI**. The bidders are required to go through the complete RFP document. The obligation / responsibilities mentioned elsewhere in the document, if any, shall be the integral part of the scope.

2) Selection process:

a. L1 price will be determined after giving effect to arithmetical correction, if any.

b. The L1 bidder will be determined on the basis of **the lowest total premium amount with GST as per Table B of the price quoted** in the commercial bid.

c. Institute may accept or reject any/all tenders including the lowest tender without assigning any reasons whatsoever. Institute also reserve the right to accept any tender in part or parts only with such conditions as it may prescribe. Institute is not bound to accept the lowest tender. Institute expects full compliance to tender floated and do not accept partial complied tenders.

d. The bidder who is L1 will be referred to as the selected bidder.

e. The Institute will have right to further negotiate with the selected bidder.

f. In case, more than one Insurance company becomes the L1 bidder then Institute will have the right to renegotiate with those insurance companies.

3) Payment Terms:

i) After the Group Personal Accident Insurance policy has been accepted by the Institute and the bidder will be announced as a successful bidder, the bidder may submit a proforma invoice for issuance of the payment.

ii) Premium will be paid by NIT ANP to insurance company on behalf of Insured members.

iii) The payment will be released after deducting the applicable TDS if any through RTGS/ NEFT. The selected bidder has to provide necessary Bank details like Account number, Bank name, branch name, IFS code etc.

4) Settlement of claim:

i) No claim can be rejected on account of delay in submission of claim documents.

- ii) Successful bidder has to settle the claim directly to the Institute instead of settling directly to the claimant account.
 - iii) The Institute may insist selected bidder to arrange for details on claims at any given point of the time.
 - iv) In case the claim documents are confidential in nature or volume involved, then the insurer may have to visit the office of the Institute to verify such original documents.
 - v) In case of any deficit/shortfall documents, the insurer should inform the Institute within 7 working days.
- 5) **Validity period:** The quotation should be valid for at least **90 days** from the date of opening of commercial bid, for the finalization of tender process at our end and the quoted rate will not be revised within validity period. The successful bidder should keep the Quoted rate valid for entire currency of policy period. No changes will be entertained after opening the bid.
- 6) **Authorized Signatory:** The selected bidders shall indicate the Authorized Signatories who can discuss and correspond with the Institute, with regard to requirements of the contract. A certified copy of the resolution of their Board, authenticated by the Company Secretary /Director, authorizing an official/ officials of the company or a power of attorney copy to discuss, sign agreements/contracts with the Institute, should be submitted by the bidder.
- 7) Bid or modification to bids received after closing date will not be considered, unless specifically requested by Institute. Such modified bid along with original bid will be summarily rejected. Unsolicited tender, post tender correspondence and Queries on status of offer against this tender will not be entertained and entail in rejection of quotation.
- 8) **Confidentiality:** The bidder shall not, without the Institutes prior written consent, make use of any document or information provided by the Institute or otherwise except for purposes of performing contract. The bidder shall not, without the written consent of the Institute, disclose the contract or any provision thereof, any specification, or information furnished by or on behalf of the Institute in connection therewith, to any person(s). The successful bidder will strictly maintain the secrecy of Institute's data. All obligations of confidentiality shall survive the contract/Bid.
- 9) Successful bidder shall be required to accept the order/contract within 15 working days from the date of order/contract. Failure of the successful bidder to accept the contract shall constitute sufficient grounds for the annulment of the award and call for new bids for the tender.

10) Canvassing in any form by the Insurer or by any other agency acting on behalf of the insurer after submission of the bid, may disqualify the said bidder. Institute's decision in this regard shall be final and binding in the bidders.

11) The Single point of contact should be provided by the insurer for all claims and grievances. Queries have to be answered the Insurer within 7 working days.

12) **DISPUTE RESOLUTION AND ARBITRATION:** Any and all disputes, controversies and conflicts ("**Disputes**") arising out of this Agreement or in connection with this Agreement or the performance or non-performance of the rights and obligations set forth herein, or the breach, termination, invalidity or interpretation thereof shall be referred for arbitration in terms of the Arbitration and Conciliation Act, 1996 (Arbitration Act) or any amendments thereof.

Prior to submitting the Disputes to arbitration, the Parties shall make all endeavors to settle the Dispute/s through mutual negotiation and discussions. In the event that the said Dispute/s are not settled within 30 (thirty) days of the arising thereof as evidenced through the first written communication from any party notifying the other regarding the disputes, the same shall finally be settled and determined by arbitration as above. The place of arbitration shall be High Court of Andhra Pradesh; Amaravathi and the language used in the arbitral proceedings shall be English and High Court of Andhra Pradesh shall have exclusive jurisdiction. Arbitration shall be conducted by a mutually appointed sole arbitrator.

If the Parties are unable to agree upon a sole Arbitrator, each Party shall appoint one arbitrator and the two arbitrators so appointed by the Parties shall appoint the third arbitrator, who shall be the Chairman of the Arbitral Tribunal. The arbitral award shall be in writing and subject to the provisions of the Arbitration and Conciliation Act, 1996 Act or its successive/amended law shall be enforceable in any court of competent jurisdiction. Pending the submission to arbitration and thereafter, till the Arbitrator or the Arbitral Tribunal renders the award or decision, the Parties shall, except in the event of termination of this Agreement or in the event of any interim order/award is granted under the afore stated Act, continue to perform their obligations under this Agreement.

13) If Insurer is not satisfactorily discharging their contractual obligations after placement of contract on them by Institute within the agreed time limit, or if there is any deficiency in the performing such obligations, Institute reserves the right to suspend such Insurer from their participation in future tenders for minimum period of two years. Even after revoking the suspension period the Insurer performance still continues without any improvement, Institute reserves right to BAR such Insurers permanently from participating in all tenders of the Institute.

- 14) The Institute reserves the right to accept or reject any bid and annul the bidding process or even reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or without any obligation to inform the affected bidder or bidders about the grounds for the Institute's action.
- 15) Institute reserves the right to summarily accept /reject any quotation without any notice & reasons therefore which may deem fit for acceptance /rejection.
- 16) The Institute reserves the right to re-tender without assigning any reasons whatsoever. The Institute shall not incur any liability to the affected bidder(s) on account of such rejection. Institute shall not be obliged to inform the affected bidder(s) of the grounds for the Institute's rejection.
- 17) The Institute reserves the right to modify any terms, conditions and specifications of the RFP and Institute reserves the right to obtain revised price bids from the bidders with regard to change in RFP clauses. The Institute reserves the right to accept any bid in whole or in part.
- 18) The bidder including those, whose tender is not accepted shall not be entitled to claim any costs, charges, damages and expenses incurred by him through or in connection with submission of tenders, even though the Institute may elect to modify/withdraw the tender.

19) TERMINATION:

- I) The Institute without prejudice to any other remedy for breach of contract by sending written notice of not less than 30 (thirty days) to the Insurance Service Provider, terminate the contract in whole or in part, subject to the remedies available to Insurer under this Contract,
 - a) If the Insurance Service Provider fails to deliver any or all the obligations within the time period specified in the contract, or any extension thereof granted by the Institute
 - b) If the Insurance Service Provider fails to perform any other obligation(s) under the contract.
- II) The Institute shall have a right to terminate the contract immediately by giving a notice in writing to contractor in the following eventualities:
 - a) If Insurance Service Provider applies to the Court or passes a resolution for voluntary winding up of Service Provider or any other creditor / person files a petition for winding up or dissolution of Insurance Service Provider. If any Receiver/Liquidator is appointed in connection with the business of the Service Provider or Service Provider transfers substantial assets in favour of its creditors or any orders / directions are issued by any Authority / Regulator which has the effect of suspension of the business of Service Provider.

b) If any acts of commission or omission on the part of Service Provider or its agents, employees, sub-contractors or representatives, in the reasonable opinion of the Institute tantamount to fraud or prejudicial to the interest of the Institute or its staff.

III) In the event of termination of the Agreement or on the expiry of the term/ renewed term of the contract, the Service Provider shall render all settlement arises till the new contractor engaged by the Institute for the smooth switch over and continuity of the Services or if so, required by the Institute take all necessary steps to bring the Services to a close in a prompt and orderly manner.

IV) In the event of the termination of the contract, Insurance Service Provider shall be liable and responsible till the period of new contract come into force.

DIRECTOR

8. CHECKLIST

Sl. No.	Documents	Attached in Bid (Yes/No)	Page No	
			From	To
1.	Compliance to Pre-Qualification criteria			
2.	Technical bid (In separate sealed cover)			
	a Company Profile As per Annexure -I			
	b Eligibility Criteria Declaration Annexure - II			
	c Undertaking Letter as per Annexure -III			
	d Past Track Service Record as per Annexure IV			
	e Escalation Matrix as per annexure - V			
	f Scope of coverage as per Annexure - VI			
	g Board resolution copy in favour of Authorized Person			
	h Power of Attorney / Authorization letter in case of Authorized person delegates authority to another person of the company to sign the bid documents.			
	i Tender Documents signed in all pages			
	j Other additional documents relevant to tender			
3.	Commercial Bid (In separate sealed cover)			
	a Price bid as per Annexure -VII			

Note:

- a) All pages of the bid documents must be signed by authorized person
- b) All pages of the bid documents should be numbered in serial order i.e. 1, 2, 3, and so on
- c) This check list to be enclosed along with tender documents.
- d) Please ensure to seal Technical Bid & Commercial bid in two separate envelopes before putting them in main tender envelope.

Signature of Authorized Signatory:

Name of the Signatory:

Designation:

Seal of the Company

Company Profile format:

(To be provided in Insurance Company's Letter Head)

Particulars	Details
Name of the Insurance Service Provider:	
Full Address of the Company:	
Authorized person/s details (Board resolution copy to be enclosed)	Name: Designation: Email: Mobile: Telephone:
Specimen signature of Authorized Signatory	Full signature: Initials:
Contact /key persons details:	Name: Designation Email: Mobile: Telephone:
IRDAI Registration no	
Permanent Account Number (PAN) (Copy to be enclosed)	
GST Registration Number (Copy to be enclosed)	
Total No of years' experience in the business	
No of years' experience in the Group Insurance business	
Solvency ratio of last 3 years (2021-22,2022-23,2023-24)	1. 2. 3.

Claim settlement ratio for past 3 years (2021-22,2022-23,2023-24)	1. 2. 3.
General Insurance premium underwritten during 2023-24.	
Time taken for similar Claim settlement	Fastest (in no of days): Slowest (in no of days):
Number of days required for claim settlement, after receipt of all required documents from Institute branch /office	Normal Time Period: Maximum Time Period:
Any other information considered relevant.	

If required, Separate sheets may be used to provide the details completely wherever necessary.

We confirm that, all the details mentioned above are true and correct and if the Institute observes any misrepresentation of facts on any matter at any stage of evaluation, the Institute has the right to reject the proposal and disqualify us from the process.

We hereby acknowledge and unconditionally accept that the Institute can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the TENDER document, in short listing of bidders.

We also acknowledge the information that this bid is valid for a period of at least 90 days, for the short-listing purpose, from the date of expiry of the last date for submission of bid and we have taken all the permission from internal and external authorities for offering the policy according to RFP

Date:

Signature of Authorized Signatory

Name of the Signatory:

Place:

Designation:

Seal of the Company:

Eligibility Criteria Declaration

(To be provided in Insurance Company's Letter Head)

To

The Director,

National Institute of Technology – Andhra Pradesh,

Sardar Vallabhai Patel Administrative Vista Near
Chennai – Kolkata NH 216A,

Tadepalligudem, West Godavari District,

Andhra Pradesh – 534101.

Sub: Quotation for "Group Personal Accident Insurance Cover for permanent employees of National Institute of Technology – Andhra Pradesh "

We have carefully gone through the content of the above referred RFP and furnish the following information relating to eligibility criteria.

s No.	Eligibility Criteria	Documents to be submitted	Bidder's response and document submitted
1	The bidder must be an IRDAI Approved General Insurance Company/Insurance agency/ Insurance Broker Company having experience in General Insurance in India for a minimum period of 5 completed years as on 31 st March,2025	A copy of IRDAI Certificate to be submitted.	
2	The bidder should have the solvency ratio more than 1.5% for last 3 years (This criterion is not applicable for PSU insurance companies)	Bidder must produce a certificate from the Company's Chartered Accountant/s to this effect.	

3	The bidder should have a minimum claim settlement ratio of above 90% for the last three financial year.	Bidder must produce a certificate from the Company's Chartered Accountant/s to this effect.	
4	The Insurance Company must have underwritten minimum Rs. 500 Crore General Insurance premium during the past three audit completed financial years	Bidder must produce a certificate from the Company's Chartered Accountant/ s to this effect.	
5	The bidder should have proven experience of managing Group Personal Accident Insurance Policy for at least one Central Govt organization/ Central Autonomous Bodies / Public Sector Undertakings/ Listed Corporates/ State Government Organizations or Corporations or any Private companies with employee strength of 100 or above under group insurance during the last three audit completed financial years - Reference letter must be attached as Annexure.	Copies of Work Orders/ offer copy/ Agreements with the Central Govt organization/ CABs / PSUs / Listed Corporates/ State Government Organizations or Corporations on the company's letterhead clearly stipulating the group size should be furnished.	

We confirm that the information furnished above is true and correct. We also note that, if there are any inconsistencies in the information furnished above, the bid is liable for rejection.

Note: The documents certified by Chartered Accountant/s should mandatorily contain Unique Document Identification Number

Date:

Signature of Authorized Signatory

Name of the Signatory:

Place:

Designation:

Seal of the Company:

UNDERTAKING FROM THE BIDDER

(To be provided in Insurance Company's Letter Head)

To

The Director,

National Institute of Technology – Andhra Pradesh,

Sardar Vallabhai Patel Administrative Vista,

Tadepalligudem, West Godavari District,

Andhra Pradesh – 534101.

Sir,

Sub: Quotation for "Group Personal Accident Insurance Cover for permanent employees of National Institute of Technology – Andhra Pradesh "

We submit our Bid Documents herewith. We understand that

- ▶ You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid.
- ▶ We accept all the instructions, technical Specifications, term and conditions and scope of coverage of the subjected RFP.
- ▶ If our Bid for the tender is accepted, we undertake to enter into and execute at our cost, when called upon by the Institute to do so, a contract in the prescribed form. Till such a formal contract is prepared and executed, this bid shall constitute a binding agreement between us and Institute.
- ▶ If our bid is accepted, we are responsible for the due performance of the contract.
- ▶ You may accept or entrust the entire work to one Bidder or divide the work to more than one bidder without assigning any reason or giving any explanation whatsoever.
- ▶ Bidder means the bidder who is decided and declared so after evaluation of price bids and other tender documents.
- ▶ We hereby undertake that we have not been blacklisted/ debarred by any commercial Institutes/Government entities as on date.

Date:

Place:

Yours faithfully,

Signature of the Authorized Signatory

Name of the Signatory:

Designation:

Seal of the Company:

Past Track Service Record

(To be provided in Insurance Company's Letter Head)

Sub: Quotation for "Group Personal Accident Insurance Cover for permanent employees of National Institute of Technology – Andhra Pradesh"

List of similar clients (past & present)

S No.	Name of Client	Contact Person's name	Telephone/ Mobile Number	Email ID

Note: Enclose the copy of contract/agreement/order

Date:

Place:

Yours faithfully,

Signature of the Authorized Signatory

Name of the Signatory:

Designation:

Seal of the Company:

Escalation Matrix

(To be provided in Insurance Company's Letter Head)

Level of Contact	First Level of Contact	Second Level of Contact (If response is not received in 2 days)	Regional / Zonal Head (If response is not received in 5 days)	Country Head (If response not received in 7 days)
Name				
Office Postal Address				
Phone No				
Mobile No				
Fax				
Email ID				

Any change in designation, substitution will be informed by us immediately.

Date:

Signature of Authorized Signatory

Name of the Signatory:

Place:

Designation:

Seal of the Company:

Scope of coverage

(To be provided in Insurance Company's Letter Head)

The details of capital sum insured of staff members are as under: -

Table 1			
Sl No	Category of Employees	Pay Level as per 7 th CPC	Insurance Coverage
1	Group A	Level 10 and above	20,00,000/-
2	Group B	Level 6 to 9	10,00,000/-
3	Group C	Level 5 and below	5,00,000/-

TABLE 2								
Coverage	Categories	18-25	26-35	36-45	46-55	56-60	60+ years	Total
20.00 Lakhs	Group A	-	12	46	03	-	-	61
10.00 Lakhs	Group B	-	19	04	01	-	-	24
05.00 Lakhs	Group C	02	28	07	01	-	-	38

SUB: RFP for Group Personal Accident Insurance cover for permanent employees of National Institute of Technology – Andhra Pradesh.

Benefits	Amount in Rs	Compliance (Yes/No)
Accidental death	100 % of Capital Sum Insured	
Permanent Total Disability (PTD)	100 % of Capital Sum Insured	
Accidental Dismemberment & Paralysis	100 % of Capital Sum Insured	
Permanent partial Disability (PTD)*	As per given list provided under the heading.	
Temporary Total Disability, Temporary partial disability	1% of sum insured per week up to 100 weeks however limited to capital sum insured	
Death due to animal bite/insect bite/snake bite to be covered	100 % of Capital Sum Insured	
Militant activities to be covered	100 % of Capital Sum Insured	

Transportation of Dead body	Minimum Rs.7500 /- per case however, insurance company may offer higher amount	
-----------------------------	--	--

***Permanent partial Disability:** If an employee meets with an accidental bodily injury during the policy period that causes permanent partial disability within 12 months, the insurer will pay the percentage of Capital Sum Insured to such insured employee in the manner indicated below:

Permanent Partial Disability	Amount Payable (Percentage of Capital Sum Insured)
Loss of toes – all	20
Great- both	05
phalanges Great –	02
one phalanx	01
Other than great, if more than one toe lost each	
Loss of hearing – both ears	75
Loss of hearing – one ear	30
Loss of four fingers and thumb of one hand	40
Loss of four finger	35
Loss of thumb – both phalanges	25
Loss of thumb – One phalanx	10
Loss of index finger- three phalanges or two phalanges or one phalanx	10
Loss of middle finger- three phalanges or two phalanges or one phalanx	06
Loss of ring finger- three phalanges or two phalanges or one phalanx	05
Loss of little finger – three phalanges or two phalanges or one phalanx	04
Loss of metacarpals – first or second, third, fourth or fifth(additional)	03
Any other permanent partial disablement	Percentage as assessed by the doctor

Other Terms and Conditions under Group Personal Accidental Policy for permanent employees

- ▶ Group Personal Accident Insurance Policy to be offered for a period of Five years
(Period from 20/08/2025 to 19/08/2030).
- ▶ The minimum and maximum age of the permanent employees will be 18 years and 65 years (up to the last day of month of superannuation) respectively.

- ▶ Policy should have facility for mid-term addition, deletion of the permanent employees.
- ▶ All claims where accident has occurred within the policy period and Accidental death/ PTO/ PPD has occurred within the policy period or after the expiry of the policy, but within twelve calendar months from the date of accident shall be entertained by the insurance company.
- ▶ All the documents being in order, the Insurance Company will settle the claim within 15 working days from the date of receipt of documents. In case of unexplained delay of beyond 30 working days, the Insurance Company shall pay interest @2% above the prevailing Bank Rate (Savings Bank Interest of State Bank of India as on claim submission date) from the date of claim, on the claim amount.
- ▶ The nominee(s) of Provident Fund or NPS as per the Institute record would be the nominee for the concerned employee under the scheme. If nominee is not available, then settlement shall be done to the nominee of gratuity as per Institute records. If there is no nomination as per Institute records (PF, NPS, Gratuity), the claim shall be settled to legal heirs.
- ▶ Dedicated Helpline Number/s or SPOC Support on call to be provided for any query from the employee.
- ▶ The Policy must have the provision for the enhancement of sum insured during the policy period.
- ▶ The policy should allow the insurer to report/intimate/submission of claim for 1 year period from the date of incident and no claim can be rejected on account of delay on intimation of claims or submission of claim documents.
- ▶ The Premium quotation should be submitted as per the following plan:

Coverage	Categories	18-25	26-35	36-45	46-55	56-60	60+ years	Total	Total Amount
20.00 Lakhs	Group A	-	12	46	03	-	-	61	1220.00 Lakhs
10.00 Lakhs	Group B	-	19	04	01	-	-	24	240.00 Lakhs
05.00 Lakhs	Group C	02	28	07	01	-	-	38	190.00 Lakhs
TOTAL		02	59	57	05	-	-	123	1650.00 Lakhs

Note: The above data is as on 31/05/2025 and it may vary at the time of risk cover. L1 bidder must consider the Institute's updated data at the time of inception of risk cover.

Date:

Signature of Authorized Signatory

Name of the Signatory:

Place:

Designation:

Seal of the Company:

Commercial/Financial Bid

(To be provided in Insurance Company's Letter Head)

Ref No: NITANP/SMMD/TENDER/2025-26/19

Date:12.06.2025

Price-bid of Group Personal Accident Insurance cover for permanent employees of
National Institute of Technology – Andhra Pradesh.

TABLE - A

S.N.	Insurance Policy	Premium Amount Per Member in Rs.		
		Group A	Group B	Group C
1	Group Personal Accidental Death & Permanent Total / Partial Disability Insurance cover for permanent employees of NIT ANP.			
2	Add Goods & Services Tax @ 18%			
3	Total Premium payable including GST			
4	Total Premium payable Per member in words			

Note: Kindly refer to Annexure VI for employee count for quoting the price.

TABLE - B

Sl No	Category	No of Employees	Sum Insured	Premium Amount without GST	GST	Premium Amount with GST
1	Group A	61	12,20,00,000/-			
2	Group B	24	2,40,00,000/-			
3	Group C	38	1,90,00,000/-			
TOTAL		123	16,50,00,000/-			

***Total Premium amount with GST (Rupees in words)**

- We confirm that we have gone through RFP clauses, subsequent amendments (if any) and abide by the same.
- We have not changed the structure of the format nor added any extra items. We note that any such alternation will lead to rejection of Bid.
- We agree that no counter condition/assumption in response to commercial bid will be accepted by the Institute. Institute has a right to reject such bid.
- We are agreeable to the payment schedule as per "Payment Terms" of the RFP.

We hereby agree that the premium quoted herein has been taken into consideration for all terms and conditions of the RFP and all necessary internal approvals and processes is being adhered. We confirm that the Institute shall not be put under any inconvenience in the event of any wrong calculations of premium on interpretation of terms and conditions on our part or any internal approval processes not being complied with. In such an instance the cost and consequences shall be the sole responsibility of ours.

Date:

Signature of Authorized Signatory

Name of the Signatory:

Place:

Designation:

Seal of the Company:

Note: The bidder has to submit the price bid strictly as per this format. Any other format would be summarily rejected at the time of opening the bid. Bidders are requested to **quote the premium rate inclusive of all** Charges, Taxes, Cess, Statuary levies, duty, surcharge etc., whatsoever applicable to cover the risk **except GST**. Applicable GST to be shown separately in the column provided.

