

Reference No. Tender/TBD/001-A/2018
(01.06.2018)

NOTICE INVITING TENDER

Sealed tenders/bids/quotes based on qualifying criteria specified herein is /are invited from all the resourceful and reputed General Insurance Companies registered with IRDAI for implementation of Chief Minister's Group Medclaim Insurance Policy in J&K State for three years on annual renewal basis on satisfactory performance of the selected Insurer through the State Government appointed broker namely M/s Trinity Reinsurance Brokers Ltd. The Scheme shall be applicable to more than 3.50 lacs Government Employees (Gazetted and Non- Gazetted) including employees of State PSUs, Autonomous Bodies, Local Bodies, Universities and their dependent family members not exceeding five on mandatory basis and shall also include pensioners and their dependent family members and other categories of employees as mentioned in the Part-II of the Tender document not exceeding five on optional basis.

Complete Sealed offers/bids shall be submitted in the office of Additional Secretary to Government, Finance Department, **Room No. 549, 5th Floor Civil Secretariat J&K, Srinagar, Telephone No. 0194 2506098** on or before **03.07.2018 at 5 PM** through speed post/ registered post/courier/ by hand only on any working day against the proper receipt The bids/offers received after the due date and time shall not be entertained under any circumstances. Those who send the tender documents by post must ensure that the documents are received in the aforementioned office in the Civil Secretariat before the prescribed time & date. The Government shall not be responsible under any circumstances for courier/postal delays. Incomplete and unsigned bids or the bids not in prescribed format shall be liable for outright rejection without assigning any reason thereof. Consortium bidding is not allowed under any circumstances.



Authorised Signatory

PART - I

REQUEST FOR QUOTES FOR
CHIEF MINISTER'S GROUP MEDICLAIM INSURANCE POLICY

FOR

All Government Employees including employees of State PSUs, Autonomous Bodies, Local Bodies, Universities, Pensioners and their dependent family members not exceeding five in the State of Jammu and Kashmir.

OK



Trinity Reinsurance Brokers Ltd.

Authorised Signatory

INDEX

S. No	Title.	Page No.
1.	Instruction to Bidders	4 & 5
2.	Format for Technical Bid.	6
3.	Format for Submitting Financial Bid	7 & 8
4.	Annexure-A, Eligibility Criteria	9
5.	Annexure-B, Authorization Letter issued by General Manager/HOD	10
6.	Annexure-C, Declaration by Authorized official of the Insurance Company.	11
7.	Format for Affidavit	12
8.	Policy product Part II	

S. No.	Items	Date & Time
1	Date for pre- Bid meeting	18.06.2018 at 3.00 P.M. Monday
2	Last date of receipt of bids	03.07.2018 by 5.00 P.M. Tuesday
3	Opening of technical bid	04.07.2018 at 3.00 P.M. Wednesday
4	Opening of Financial bid	06.07.2018 at 3.00 P.M. Friday

34


Trinity Reinsurance Brokers Ltd.
Authorised Signatory

Instructions to the bidder

1. All the resourceful and reputed General Insurance Companies registered with IRDAI and eligible for participating in tender process are advised to submit their offers/bids in two separate sealed envelopes, One of which should be super-scribed with the words- "**TECHNICAL BID**" and contain copies of all the documents listed in technical bid. The second sealed envelope should contain premium rates to be offered by the Company and super- scribed with words "**FINANCIAL BID**". The bidders must place both the envelopes in another sealed envelope addressed to the Additional Secretary to Government, Finance Department, **Room No. 549, 5th Floor Civil Secretariat J&K, Srinagar, Telephone No. 0194 2506098.**
2. The terms and conditions of the Policy are given in Part-II of the Tender Document.
3. Tenders shall be filled-in with ink only. Tender filled-in by pencil or otherwise shall not be considered. No additions and alterations or overwriting should be made in the tender. Corrections, if any, must be clearly written and shall be initialed by the Authorized Officer thereof.
4. Bidders shall sign each page of the tender and also stamp it at the end in token of the acceptance of all the terms and conditions of the tender and the agreement. The financial bid shall be signed by either General Manager/ Head of the Department of the respective insurance company or by an official authorized by the General Manager/ Head of the Department of insurance company and in the later case, authorization letter, as prescribed, in the tender template must be attached with the documents. It is also to be noted that submissions made in the financial bid should be strictly as per the format provided for the same and, no alteration/ cutting/ overwriting should be made in the financial bid format. No supporting document or printed literature shall be attached with the financial bid unless specifically asked for. Bidders shall necessarily provide a checklist of documents enclosed with the Technical bid and do proper page marking of all the documents submitted as a part of the tender/quote. Any unmarked page shall not be treated as a part of tender/quote.
5. Sometimes the bidders submit more than one quote/bid only one bid/quote which is received first within the prescribed time period shall be entertained. Other bid/quote submitted later by the same bidder shall not be entertained.
6. Direct or indirect canvassing by the bidders or their representatives with the state Govt. shall lead to the outright rejection of their tenders.
7. Jurisdiction of all legal proceedings as regards the policy shall be in J&K State only.
8. Bids received after the expiry of scheduled date and time shall not be entertained. Bids shall be opened as per Schedule stated in the Index of this template by the Tender Evaluation Committee setup for the purpose in presence of the bidders who want to be present on the occasion.
The committee constituted by the Govt. of J&K reserves the right to:-
 - a. Reject any or all offers without assigning any reason there of
 - b. Reject incomplete and conditional offers.
9. All quotes are to be made in English. Conditional quotes and quotes qualified by vague, indefinite expressions such as subject to immediate acceptance or subject to prior sale etc. shall not be considered.
10. Request from bidders regarding additions, corrections of either T&C or rates etc. shall not be entertained after opening of tenders.

27



4
Trinity Reinsurance Brokers Ltd.
Authorised Signatory

11. The Insurance policy will be placed through the Government appointed/mandated Insurance broker M/s Trinity Reinsurance Brokers limited.
12. Pre-Bid meeting shall be held on (18.06.2018) at Delhi (venue will be informed later). The officials of M/s Trinity Reinsurance Brokers Ltd shall also be present in the meeting.
13. The Tender Evaluation Committee consisting of officials of the Broker firm & officials of Finance Department of J&K Govt. shall open the technical bids in presence of bidders, who choose to be present on the occasion. The decision of the Evaluation Committee as to the evaluation of all bids shall be final and binding upon all the concerned. No correspondence shall be entertained outside the process of negotiation/discussion with the Committee. There shall be no discussion/ interaction with the bidder (s) whose bid (s) are rejected/ disqualified. The Bid Price would be quoted in Indian Rupees indicating premium per family and applicable taxes separately, as asked for in the financial bid format.
14. The bidders or their authorized representatives, who are present, shall sign a register evidencing their attendance. The bidder's name and any such other detail, as Evaluation Committee may consider appropriate, shall be announced at the time of opening of tender.
15. The Financial Bid shall be opened in the presence of Bidders or their authorized representatives who wish to attend the Bid opening on date and time to be communicated to all the technically qualified bidders. The financial Bids of only such bidders, who are successful in technical bids, shall be opened.
16. Reinsurance support for the Scheme, if required by the insurance company, may be arranged through M/S Trinity Reinsurance Brokers Ltd.
17. The prospective bidders shall finalize the % of the brokerage with the mandated Broker as per the IRDA regulations, prior to submission of their bid and submit an affidavit (as per format attached) to that effect along with the bid documents.

The Broker shall provide the demographic data of the targeted group to all the bidders enabling them to frame their bid proposal appropriately.
18. Insurance company shall pay TPA fee to the TPA as per industry practice/ IRDAI rules.
19. Insurer shall be required to perform multiple activities in performance of their obligations arising out of the contract with them. Any activity not performed by the insurer within the given time line shall hamper the implementation of the Policy from the planned date. Such activities will be required to be completed within the specified period from the date of award of the insurance contract to them failing which a suitable penalty will be imposed to the insurer for the period of delay.
20. The Policy shall be serviced by IRDAI registered TPAs only (no in-house TPA shall be allowed). Selected insurance company shall appoint Third Party Administrator (TPA) in consultation with the Government appointed Insurance Broker and consent for the same will be obtained from J&K Govt.
21. Any deviation from the terms & conditions specified in the tender shall lead to outright rejection of bid/offer/quote.
22. Govt. may decide about co-insurance under the policy at the time of placement of insurance policy.
23. The Bidder shall submit a list of network hospitals as mentioned in the policy document at Clause 17 Note-(i) of Part II along with the bid proposal.



5
Trinity Reinsurance Brokers Ltd.
Authorised Signatory

FORMAT FOR SUBMITTING TECHNICAL BID BY THE INSURANCE COMPANY

SL. No.	Particulars										
1	Name of the Insurance company										
2	Full particulars of the office/offices Address Telephone No. Fax No. E-Mail address										
3	Registration details										
	<p align="center">Enclose following documents in support of your technical bid and eligibility criterions</p> <p>I. Copy of Valid IRDAI License (self attested) Annexure I</p> <p>II. Information on experience handling health insurance policies covering 50,000 or more no. of lives. Annexure II (CA Certified)</p> <p>III. Information on Gross Direct Premium Income and Health Insurance Premium for 2016-17. Annexure III (CA Certified)</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Total Gross Direct Premium Income during financial year 2016-17 (In Cr.)</th> <th>Cumulative Total Health Premium for last 3 financial years. (FY 2016-17, 2015-16 and 2014-15)(In Cr.)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>IV. Last three years Audited balance Sheet/Annual Report. Annexure IV (CA Certified)</p> <p>V. Participating company must submit certificate in relation to its net worth as on March 31st 2017 duly certified by Chartered Accountant of company. Annexure V</p> <p>VI. Participating company should submit self attested copy of PAN Card, GST registration Certificate with its number. Annexure VI</p> <p>VII. Tender document duly signed on each page by authorized official and affixed with the seal of Insurance Company in token of acceptance of all terms and conditions of Tender document. Annexure VII (Self Certified)</p> <p>VIII. Certificate in relation to No. of offices in J&K State. Annexure VIII</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>No of offices in J&K State</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table> <p>IX. Information with regard to settlement of health insurance claims cumulatively for the last three financial years ending as on 31st March 2017. Annexure IX (CA Certified)</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>No of Total Health Claims Settled During 2014-2015, 2015-2016 and 2016-2017</th> <th>.....</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Total Gross Direct Premium Income during financial year 2016-17 (In Cr.)	Cumulative Total Health Premium for last 3 financial years. (FY 2016-17, 2015-16 and 2014-15)(In Cr.)			No of offices in J&K State		No of Total Health Claims Settled During 2014-2015, 2015-2016 and 2016-2017		
Total Gross Direct Premium Income during financial year 2016-17 (In Cr.)	Cumulative Total Health Premium for last 3 financial years. (FY 2016-17, 2015-16 and 2014-15)(In Cr.)										
No of offices in J&K State											
No of Total Health Claims Settled During 2014-2015, 2015-2016 and 2016-2017										
4	Any other information company may like to bring in to notice of J&K Govt. about the execution and implementation of subject policy.										

Place:.....Name
Date:

Signature of company's Authorized Official
Designation
Seal

9



FORMAT FOR SUBMITTING FINANCIAL BID BY THE INSURANCE COMPANY

Chief Minister's Group Medclaim Insurance Policy for All Govt. Employees/Pensioners in the State of Jammu and Kashmir:

Name of the Insurance Company	Yearly Sum Insured	Applicable Premium per family for one year	Premium quote (in Rupees)			
			Premium	GST (as applicable)	Grand TOTAL(in Figures)	Grand TOTAL(in Words)
	Rs. 600,000 (Rupees Six Lac only) per Family on floater basis.	Employee & His/ Her Dependents				
	Rs.600,000 (Rupees Six Lac only) per Family on floater basis.	Pensioner & His/ Her dependents				
<p>Note:-The above price should include corporate buffer separately INR 10 Cr. for Employees and INR 10 Cr. for Pensioners.</p>						

We agree with all the details of the Insurance Scheme and the Terms and Condition of Tender.

Date:

Signature of company's Authorized Official

Name
Contact No.
Place:
Company Seal

Designation



Trinity Reinsurance Brokers Ltd.

Authorised Signatory

FORMAT FOR SUBMITTING FINANCIAL BID BY THE INSURANCE COMPANY

Chief Minister's Group Mediclaim Insurance Policy for All Govt. Employees/Pensioners in the State of Jammu and Kashmir:

Name of the Insurance Company	Yearly Sum Insured	Applicable Premium per family for one year	Premium quote (in Rupees)			
			Premium	GST (as applicable)	Grand TOTAL(in Figures)	Grand TOTAL(in Words)
	Rs. 500,000 (Rupees Five Lac only) per Family on floater basis.	Employee & His/ Her Dependents				
	Rs.500,000 (Rupees Five Lac only) per Family on floater basis.	Pensioner & His/ Her dependents				
<p>Note:-The above price should include corporate buffer separately INR 15 Cr. for Employees and INR 15 Cr. for Pensioners.</p>						

We agree with all the details of the Insurance Scheme and the Terms and Condition of Tender.
 Date: _____ Signature of company's Authorized Official

By

Name
 Designation
 Contact No.

Place:

Company Seal



Trinity Reinsurance Brokers Ltd.

Authorised Signatory

Annexure-A

Eligibility Criteria

Criteria for eligibility of Insurance Company for participation in subject Tender related to Chief Minister's Group Health Insurance policy for J&K Govt. Employees and Pensioners.

1. Participating companies must have been registered at least 5 years as on 31st March 2017 with IRDAI and should possess valid license issued by IRDAI.
2. Participating companies must have premium turnover of minimum Rs. 3000 Cr. Gross Direct Premium Income during Financial year ending as on 31st March 2017.
3. Participating companies must have completed Rs. 1000 Cr. Premium Income under Health segment on cumulative basis for last three financial years ending as on 31st March 2017 (Financial year 2014-15, 2015-16 and 2016-17).
4. Participating Company should have settled at least 50000 claims cumulatively under health insurance segment during the last 3 financial years ending as on 31st march 2017 (Financial year 2014-15, 2015-16 and 2016-17).
5. Participating Company must have experience for handling policies covering 50,000 or more no. of lives of at least one Govt., PSU, Bank, Autonomous and/ or Private Corporate body in last 3 years.
6. Participating Company must have effective presence / representation through their offices in the state.

Note : Evaluation of the above parameters would be done by the Technical Evaluation Committee which shall be final and binding on all the participants

97



Trinity Reinsurance Brokers Ltd.
Authorised Signatory

Annexure-B

Authorization Letter issued by General Manager/ Head of the Department in favor of officer Signing the Tender documents Related to Chief Minister's Group Health Insurance policy for J&K Govt. Employees and Pensioners on company's letter head.

To,

The Additional Secretary to Govt.,
Finance Department
Room No. 549, 5th Floor Civil Secretariat
J&K Srinagar.

Dear Sir,

I hereby authorize Mr./Ms. having Designation of and posted at of our Company for signing all tender documents including financial bid related to Chief Minister's Group Health Insurance Scheme applicable to all State Govt. employees & pensioners and their family members not exceeding five.

Thanking You

Yours Sincerely

General Manager/ Head of the department

Name

Date:

Seal

By


Trinity Reinsurance Brokers Ltd.
Authorised Signatory

Annexure - C

Declaration by authorized official of the Insurance Company

To,

The Additional Secretary to Govt.
Finance Department
Room No. 549, 5th Floor Civil Secretariat
J&K, Srinagar

Dear Sir,

We have understood the instructions and the terms and conditions mentioned in the bidding documents furnished by you and have thoroughly examined other information provided and accordingly we provide our acceptance as below:

- We hereby confirm our unconditional and complete acceptance and compliance to the provisions contained in the bidding documents and tender notification. We declare that the Insurance Coverage and Services will be rendered strictly in accordance with the requirement.
- We declare that the quoted Premium Rates & Total Premium (GST as applicable extra) are firm and shall not be subject to any variation for the entire period of the Insurance Cover.
- We further declare and agree that the policy so issued by us for the said scheme will not be cancelled mid-term arbitrarily.
- Our Bid Proposal shall remain valid for acceptance for a period of 60 days from the date of opening of the Bid Proposal by the committee constituted by Govt. of J&K state comprising the officers of Finance Department and representatives of the M/S Trinity Reinsurance Brokers Ltd.

Signature.....

Place

Name

Date

Designation

Seal.....



Trinity Reinsurance Brokers Ltd.
Authorised Signatory

(Format for Affidavit)

AFFIDAVIT

We, the undersigned hereby confirm, with reference to Clause 17 of Part -I of the Tender document, that the Percentage of Brokerage has been finalized with M/s Trinity Reinsurance Brokers Ltd. in writing, and all issues pertaining to this shall be settled amicably by us. We also confirm that this Percentage of Brokerage is as per IRDA Guidelines.

9



Trinity Reinsurance Brokers Ltd.

Authorised Signatory