

BABA BANDA SINGH BAHADUR ENGG. COLLEGE

FATEHGARH SAHIB-140407



TENDER DOCUMENT

**FOR GROUP HEALTH INSURANCE**

BABA BANDA SINGH BAHADUR ENGG. COLLEGE

FATEHGARH SAHIB-140407

PUNJAB

## **NOTICE INVITING TENDER FOR GROUP HEALTH INSURANCE POLICY FOR BBSBEC EMPLOYEES AND THEIR FAMILY MEMBERS**

Baba Banda Singh Bahadur Engineering College (BBSBEC) , Fatehgarh Sahib, Punjab was established in the year 1993, under the patronage of Shiromani Gurudwara Parbhandak Committee (SGPC), Sri Amritsar, with the approval of the Govt. of Punjab.

The college is approved by the A.I.C.T.E, New Delhi, Ministry of H.R.D, and GOI and is affiliated to IKG PTU, Jalandhar. The college has earned third time accreditation from the NBA and International Accreditation Organization (IAO) for various programmes. BBSBEC has also been accredited by the Institution of Engineers (India).

The Institute invites sealed Expression of Interest from **IRDA accredited public sector undertaking/ Govt. Insurance companies** for Group Health Insurance policy for the employees and their family members. Interested companies may submit sealed Tender as per the attached format.

### **Important Dates & Time**

<b>S No</b>	<b>Particulars</b>	<b>Date</b>	<b>Time</b>
1	Last date & time for submission of tender	<b>20-01-2025</b>	<b>3.00 pm</b>
2	Date & time of opening of Technical Bids	Will be intimated bidders at a later date	
3	Date & time of opening of Financial Bids	Will be intimated to the technically qualified bidders at a later date	

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:-

### **Principal**

Baba Banda Singh Bahadur Engineering College,

Fatehgarh Sahib, Punjab, Pin - 140407

Phone: 01763 – 503056

Email: [principal@bbsbec.ac.in](mailto:principal@bbsbec.ac.in)

#### **A. Minimum Eligibility Criteria**

1. The bidder should be registered under Insurance Act, 1938/IRDA and should have a valid license to carry out life insurance business.
2. Tenderer must be a **IRDA accredited Public Sector Undertaking/Govt. Insurance company.**
3. The Bidder shall have valid PAN, Goods and Service Tax registration number.
4. The bidder should have adequate experience in providing Group Insurance.
5. The Bidder should not have a record of poor performance such as abandoning of any contract, inability to complete any contract, unreasonable delay in settlement of claims.
6. The Bidder should not have been black listed by any Government or its organizations in the past three years.

#### **B. Procedure for submission:**

Sealed envelopes, A & B (as stated below) to be placed in a single cover (sealed) and superscribed as “Tender for Group Health Insurance Policy for BBSBEC Employees and their Family Members”. The sealed envelope **should reach at the given address** before the prescribed time and date along with demand draft in the name of principal of Rs. 1000/ (Tender fee). 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-I* on official letter head.
- (b) Technical Bid as per *Annexure-I and Annexure-II 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- III*

#### **C. Terms and conditions:**

1. One authorized representative of the bidder can be present while opening the tender.

2. Financial bids of technically qualified parties shall be opened at a later date.
3. The Financial Bids of only those firms qualifying the technical evaluation will be considered.
4. The tenderer should sign on each page of the tender documents.
5. All the regular employees of the BBSBEC and their family members (upto total 5 members in family including dependent parents) irrespective of age group should be eligible to join the scheme. At present the retirement age for staff is 60.
6. Bids which are late/vague/conditional/incomplete/not confirming to the laid down procedure in any respect will be rejected.
7. Tenders sent by fax & e-mail will not be accepted.
8. In case of differences arising in the terms and conditions of the tender documents with the firm(s), the decision of BBSBEC shall prevail.
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. In case of any unsatisfactory service, suitable penalties as decided by the Competent Authority shall be levied after issuing written notice.
11. In case of failure in settlement of claims within the time frame, the penalty will be enforced as per Institute norms.
12. 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.

**D. Special Terms and Conditions:**

1. The employee and his/her dependent family members (upto total 5 members in a family including dependent parents) shall be covered for sum assured of Rs. 3 lakh.
2. All pre-existing diseases to be covered from day 1
3. New born baby to be covered from day 1
4. Maternity to be covered from day 1
5. The daily room rent/charges may be upto 2% of the sum assured and daily ICU room rent/charges may be upto 4% of the SA.

6. Cashless facility should be provided PAN INDIA & Specifically in major multi-specialty hospitals located in and around Chandigarh, Mohali, Patiala, Ludhiana and Fatehgarh Sahib, Punjab. Details of such Hospitals are to be provided. All transactions with these hospitals should be totally cashless.
7. The Policy should cover expenses of hospitalization (Room Charges, Doctors/surgeons fees, ICU/ICCU, Medicines, pathology reports, etc.) on a reimbursement/cashless basis, incurred as a result of illness and/or accidents as an inpatient in a recognized hospital.
8. Pre/Post Hospitalization to be covered for 30 & 60 days respectively.
9. The policy should cover standard day care Medical Treatment/Surgeries undertaken due to advancement of technology. The policy should also cover the treatment of eyes and dental.
10. 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.
11. 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.

**Annexure- I**

**(On office letter head)**

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

To

**Principal**

Baba Banda Singh Bahadur Engineering College,

Fatehgarh Sahib, Punjab, Pin - 140407

Phone: 01763 – 503056

Email: principal@bbsbec.ac.in

Dear Sir,

Sub: Tender for Group Health Insurance Policy for BBSBEC Employees and their Family

Members

Ref: Tender No..... dated: .....

With reference to the above, I am/ We are enclosing our Tender for Group Health insurance Policy for BBSBEC, Fatehgarh Sahib.

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.

Thanking you

Yours faithfully,

(Signature of the Authorized Person)

Name \_\_\_\_\_

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

**Eligibility Criteria**

<b>Technical Requirements</b>	<b>Complied Yes / No.</b>	<b>Supporting documents to be enclosed. Yes/No</b>
IRDA Accreditation Certificate		
Adequate experience in providing Group Insurance during past 10 years. 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.		
Tender documents duly signed on each page		
Cashless treatment facility. List of such hospitals to be provided.		
24 X 7 helpline of TPA along with contact details of TPA		
A dummy copy of Group Health Insurance policy with detailed terms and conditions		
Details of TPA		

(Signature of the Authorized Person)

Date:

Name \_\_\_\_\_

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

*Annexure-III*

**FINANCIAL BID FOR  
GROUP HEALTH INSURANCE POLICY FOR BBSBEC  
EMPLOYEES AND THEIR FAMILY MEMBERS**

<b>S .No.</b>	<b>No. of Employees/families</b>	<b>Sum Assured for Health Insurance</b>	<b>Total Sum Assured for Health Insurance</b>	<b>Sum Assured for personal Accident Insurance</b>	<b>Total Sum Assured for PA</b>
1	98	INR 3 LAKH		INR 6 LAKH	
	Total Sum Assured				
	Premium rate/lakh				
	Total premium (Incl. GST)				
	Grand Total				

Note:

- All terms & conditions as stated in the Tender Document.
- Conditional bids are not acceptable.
- Bids submitted in the above format is only acceptable

Name and Signature of Authorized Person Signature of Authorized Person