

1. Technical Qualification of the Bidder

- 1) The bidder should be registered under Insurance Act, 1938/IRDA and should have a valid license to carry out Medical/Health insurance business.
- 2) The Insurance company should be in existence for at least 10 years.
- 3) The Bidder should have a valid PAN, Goods and Service Tax registration number (GST).
- 4) The bidder should have at least one Group medical insurance policy of at least 1000 members during the period of the last three years. The bidder should submit a copy of policy document or self-declaration on their letterhead having issued policies for 1000 or more members in any one organization.
- 5) The bidder should have a claim settlement ratio of 95% & 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 have an average annual turnover of Rupees 65 crore for the last 03 financial years. The bidder will submit the audited balance sheets and profit & loss accounts or CA Certificate for the last 3 financial years i.e., FY2018-19, FY2019-20 & FY2020-21.
- 7) List of clients along with name & contact number of representatives and copy of certificate of appreciation if any (at least 10).
- 8) Either the Registered Office or one of the Branch Offices of the bidder should be located in district/municipal territory of Delhi, Gurgaon, Faridabad
- 9) The insurance agency should have a good network of hospitals on pan India basis indicating cashless facility, wherever available. (List to be attached).
- 10) Bidder should have special/specialty services hospital/Super-specialty services hospital of NCT of Delhi on their panel.
- 11) The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt and not blacklisted by central government/IRAD/state government ministry/department/office till the last date of submission. Bidder to upload undertaking to this effect with bid.
- 12) Bidder shall provide details about the Policy terms and Condition, Exclusion clauses and Settlement procedure in case of cashless and reimbursement.
- 13) EMD Declaration form
- 14) The Insurance Company should be having Medical Insurance participation in a minimum of three major companies/institutions/ organizations etc. (Documentary evidence to be furnished).

2. Duration of the Contract

A contract will be written for the initial term of two (02) years and may be extended up to 12 months beyond the initial contract duration (subject to satisfactory performance and mutual consent).

To

The Registrar,
Delhi Skill and Entrepreneurship University
DSEU Dwarka Campus, Sector – 9, Dwarka
Delhi-110077

Subject: Tender for Group Health Insurance Policies for Students of Delhi Skill and Entrepreneurship University (Tender Id _____).

Sir

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

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

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

With the offer, I/We undertake that

- 1) To settle all the claims of students of Delhi Skill and Entrepreneurship University 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.
- 2) We undertake that Insurance Policies shall cover all the members from Day 1 of commencement of policy. The scheme has to necessarily cover all pre-existing illnesses of the insured members if any. Coverage for pre-existing diseases/conditions will be without any waiting time or clause or conditions.
- 3) We undertake that compulsory cover all the medical facilities extended in our current policy without any terms and conditions or exceptions.
- 4) We undertake that we have received the IRDA approval for Group Medical/Health Insurance Policy (The photocopy of the same is attached herewith).
- 5) We undertake that there will be no subsequent increase in premium rates during the contract period.
- 6) We undertake that the secrecy of the University information/documents will be ensured at all times.
- 7) We undertake to comply all the terms and conditions of this Notice inviting Tender

Thanking you

Yours faithfully,

Signature
Name & seal of Bidder

The bidder should submit the Letter of Offer on their company letterhead.

Data Sheet for Technical Bid

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
3.	Telephone Number: Office /Residence: Mobile Number: Fax No. E-Mail address-	
4.	Details of Registration (number & date)/ Date of Validity	
5.	Month and Year in which the firm / company was formed/ incorporated.	
6.	Type of organisation (Sole Proprietor, Partnership, Pvt Ltd., Public Ltd., etc.)	
7.	Enclose copy of partnership deed, Articles of Association or Affidavit (in case of firm)	
8.	Average Annual Turnover of Last Three Financial Year (attached audited balance sheets and profit & loss statements)	FY 2019-20: FY 2020-21: FY 2021-22:
9.	Claim settlement ratio for 3 years (Attach certified copy of claim settlement ratio for Medical/Health insurance policy)	FY 2019-20: FY 2020-21: FY 2021-22:
10.	Inclusion of the policy if any (Enclose copy)	
11.	Exclusion of the policy if any (Enclose copy)	
12	Bank Account Details	A/C No. Bank Name: IFSC:
13	Bid Declaration Form	
14	List of Hospital of Delhi on the panel	
15	Undertaking as mentioned above for bankruptcy/debarred	

Signature with Stamp
Full Name of authorised person

**Bid Declaration format
(on firm/Company Letterhead)**

Date : _____

Tender : _____

To

The Registrar
Delhi Skill and Entrepreneurship University
DSEU Dwarka Campus
Sector-9 Delhi -110077

Subject: Bid Security Declaration

Sir,

I/We the undersigned declare that:

- 1) I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
- 2) I/We accept that I/We may be disqualified / debarred from bidding against Delhi Skill and Entrepreneurship University tenders for a period of one year from the date of notification if I/We are in a breach of any obligation under the bid conditions, because I/We
 - a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our bid during the period of bid validity specified in the form of Bid; or
 - b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security within the timeline, in accordance with the instructions to Bidders & as per tender terms & conditions.
- 3) I/We understand this Bid Securing Declaration shall cease to be valid on the Thirty First day from following,
 - a) if I am/we are not the successful Bidder, the receipt of your notification of the name of the successful Bidder; or
 - b) the expiration of the validity of my/our Bid or any extension thereof.

Date and Place

Signature and Name of Authorised Signatory
(Insert legal capacity of person signing the Bid Security Declaration)