



**Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY**

**G T Road By Pass, Jalandhar-144011, Punjab (India)**

EPABX-0181-2690301 & 453 website: [www.nitj.ac.in](http://www.nitj.ac.in) email: [registrar@nitj.ac.in](mailto:registrar@nitj.ac.in)

**Ref. e-Tender Notice No. NITJ/PUR/Mediclaim/12/2022**

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**Assistant Registrar**

**Dr. B. R Ambedkar NIT Jalandhar**

**Email: [arpurchase@nitj.ac.in](mailto:arpurchase@nitj.ac.in)**



**THIS DOCUMENT IS FOR REFERENCE ONLY. ONLY E-TENDERS WILL BE ACCEPTED**

**e-Tender Notice No. NITJ/PUR/Mediclaim/12/2022**

National Institute of Technology, Jalandhar invites e-tender for Providing of Cashless Mediclaim Insurance Policy for the Students of NITJ as per detail available at Annexure-I of the Institute as per details given below:

I.	Downloading & Submission of Online e-tender/bids	Start Date: 10.06.2022 at 03:00 PM
II.	Last date of submission of online bids	End Date: 04.07.2022 upto 03:00 PM
III.	Physical submission of Tender Fee	End Date: 05.07.2022 upto 03:00 PM
IV.	<b>Opening of Technical e-Bid (online)</b>	<b>05.07.2022 at 03:00 PM</b>

Detailed Terms and Conditions are available in e-tender document. The bid document can be downloaded from the [CPP Portal](#).

Complete tender document is available for reference purposes on Institute website [www.nitj.ac.in](http://www.nitj.ac.in) and [CPP Portal](#). Only e-tenders will be accepted.

**Registrar**



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## **INTRODUCTION**

National Institute of Technology Jalandhar is an establishment under Ministry of Human resources & Development, Govt. of India engaged in Teaching, Research & Development activities. There is intake of 1500 students approximately per year. At present institute has strength about 5457 students studying in the various streams. The institute desired to get medical insurance cover for one year which will be renewable on yearly basis depending upon the performance evaluation of the company.



**Annexure-I**

**Ref. No. e-Tender Notice No. NITJ/PUR/Mediclaim/12/2022**

**Detail of Policy, Tender Fee are as under:**

<b>Sr. No.</b>	<b>Name of the Services</b>	<b>Nos. of Student</b>	<b>Tender Fee</b>	<b>EMD</b>
1.	Providing of Cashless Mediclaim Insurance Policy for the Students of NITJ – Yearly Basis	5457 (approximately)	Rs.500/-	Not applicable

**Note: The number of required students may vary as per requirement.**

**\*Exemption of Tender fee will only be given to MSME/NSIC registered bidders.**



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### **Important Note**

1. All corrigenda, addenda, amendments and clarifications regarding this tender document will be uploaded on the website [www.nitj.ac.in](http://www.nitj.ac.in) and CPP Portal and not in the newspaper; Bidders shall keep themselves updated with all such developments.
  2. In case, the last date of receipt/opening of bids falls on holiday, the bids shall be receipt/opened on the next working day at same time.
  3. Tenderer who have downloaded the tender document form from the institute website, shall submit a declaration along with tender document that I/We have downloaded the Tender Form from the institute website [www.nitj.ac.in](http://www.nitj.ac.in) and I/we have not tempered /modified the tender form in any manner. In case, if the same is found to be tempered/modified in any manner, I/we understand that my/our tender will be summarily rejected and I/we are liable to be banned from doing business with institute.
  4. **Tender fee of Rs.500/- (Non- refundable) in the form of DD in favour of Director, D R B R Ambedkar NIT, Jalandhar.**
  5. **Tender fee are be submitted as per dates mentioned in schedule, failing which e-bids will not considered.**
- ❖ **All the bidders are required to submit the Tender Fee as per requirement of tender document failing which bids received straightway rejected and bid will be treated invalid.**
  - ❖ **Note: If the bidder inadvertently or otherwise upload the quoted rates in the technical bid, the bid will be straightway rejected and treated invalid.**
  - ❖ **If the bidder is exempted for payment of Tender Fee as NSIC/MSME registered bidders, then bidder is required to submit NSIC/MSME exemption certificate for same. The Certificate must be valid as on last date of submission of bid.**
  - ❖ **Tenderer must submit a scanned copy (duly signed and stamped) regarding terms & conditions as per our tender documents, specifications, bill of quantity as per required policy in the technical bid for examine the bid as per our institute tender documents. It is noted that no rate should be depicted in the letter head.**



**Instructions to Tenderers**

1. No tender will be accepted in physical form. The bidders shall have to submit their bids online in Electronic Format under Digital Signatures. For participation in the e-tendering process, the bidders need to register themselves on CPP Portal.
2. Bids are to be submitted online and opened online as per time given failing which no tender will be considered.
3. Bids will be opened online as per time given schedule.
4. **Before submission of online bids, bidders must ensure that scanned copies of all the necessary/relevant documents have been uploaded with the bid which should be duly signed and stamped. The duly signed and stamped copies of Terms & Conditions of the tender and other documents of the Tender & Annexures must be uploaded, failing which their bids may be rejected.**
5. NIT JALANDHAR, will not be responsible for any delay in online submission of bids due to any reason whatsoever.
6. **Bidders should also upload the scanned copies of Tender fees/Exemption Certificate as specified in the tender documents along with online technical documents. Tender Fee in the form of a Demand Draft in favour of the Director, Dr B R Ambedkar NIT, payable at Jalandhar (Non- refundable separate) should also be submitted in physical form to the following address as per scheduled time given for physical submission of Tender fee. The Envelope should be super- scribed as Tender Fee for Tender for Providing of Cashless Mediclaim Insurance Policy and sent to following address:-**  
**Kind Attention- Assistant Registrar (Purchase Section) Director,**  
**Dr B R Ambedkar National Institute of Technology,**  
**G T Road Amritsar By Pass, Jalandhar-144001, Punjab (India).**
7. The conditional bids shall not be considered and will be out rightly rejected.
8. The Financial Bid through e-tendering process shall be opened of only those bidders, who will qualify in the technical bid and approved by the Committee/Technical Experts. The date, time & place of opening of the financial bid(s) will be intimated in due course of time.
9. At any time prior to the deadline for submission of bid, the institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer(s), modify the tender document by issuance of an amendment.

**Read and Accepted.**

**(Signature & Stamp of Tenderer)**



10. The amendment will be uploaded on Institute website and CPP Portal only. In order to provide reasonable time to prospective tenderer(s), for preparing their bid as per amendment, the institute may, at its discretion extend the deadline for the submission of tender.
11. The Director may accept a tender in part or whole of the quantity offered, reject any tender without assigning any reasons and may not accept the lowest bidder. Further in case of any doubt/dispute, the decision of the Director of the Institute shall be final.
12. The offer shall be kept valid for minimum 90 days excluding date of opening.
13. The tenderer should not have been debarred and/ or blacklisted by any Central Government/ or any State Government Department(s). This must be supported by an affidavit as per format given in Annexure-“B”.
14. If any information furnished by the bidder is, at any stage found to be incorrect/false/fabricated, the Institute shall have the absolute right to cancellation of contract, and in accordance with law, such other actions may be taken like black-listing of the bidder etc.

**Read and Accepted.**

**(Signature & Stamp of Tenderer)**



## **TENDER EVALUATION**

Institute will evaluate all the proposals to determine whether these are complete in all respects as specified in the tender document. Evaluation of the proposals shall be done in two stages as:

### **(a) Part – I (Technical Evaluation):**

- (i) Institute shall evaluate the technical bid(s) to determine the following like the bid qualifies the essential eligibility criteria or not, the tenderer has submitted the Tender fee or not, any computational errors have been made or not, all the documents have been properly filled or otherwise, all the documents have been submitted/ uploaded with technical bid or not, the specifications are as per requirement tender specifications or not, Authorization of Dealer / Distributor/ Exclusive Agent certificate from manufacturer is in order or not, Sales & service policy of equipment / item during warranty period and after warranty period will also be seen, location of their authorized service center will also be seen for evaluation etc.

After evaluation of technical bid(s), a list of the qualifying tenderer (s)/ bidder (s) shall be made. Short-listed tenderer(s) will be informed of the date, time and place of opening of financial bid(s) and they may attend or depute their authorized representative/s to attend the schedule of opening of financial bid(s) on the scheduled date and time, if they wish to do so. The representative(s) should have a letter of authority to attend the price bid(s) opening event.

### **PART – II (e-FINANCIAL BID):**

- a) Bidders should offer the rates as per the format of BOQ as available on CPP Portal. **Detailed bill of material/quantity is also to be provided along with the price breakup of each item as per requirement of the tendered specification of the policy in the online price bid at [CPP Portal](#).**

❖ **Note: The quoted amount as filled in the Annexure(s) of online financial bid and detailed bill of material/quantity provided with price break up of each item in the online financial bid should be tallied and both must be same, otherwise bid will be treated invalid.**

Read and Accepted.

(Signature & Stamp of Tenderer)





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### **ARBITRATION:**

In case of any dispute or difference arising out in connection with the tender conditions/job order/Contract, the Institute and the Seller/Service Provider will address the dispute/difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute.

The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Jalandhar only. The decision of the Arbitrator shall be final and binding on both the parties.

### **JURISDICTION:**

The courts at Jalandhar alone will have the jurisdiction to trial any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Jalandhar Court shall have jurisdiction in the matter.

**Read and Accepted.**

**(Signature & Stamp of Tenderer)**



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**(TERMS AND CONDITIONS)**

1. Rate should be quoted F.O.R NIT Jalandhar and In INR only.
2. The institute being an Educational Institution, a special rebate/discount may be allowed.
3. GST or any other chargeable duty where applicable must be specifically mentioned, failing which no tax or duty will be allowed at subsequent stage.
4. Certificate to the effect is to be provided that the Prices quoted by you are lowest and is not more than the Price charged from other Educational Institutions/ R & D departments in India.
5. Rate shall be indicated both in words as well as in figures. If there is difference between amount quoted in words and figures, amount quoted in words shall prevail.
6. Every type of disease/ailment will be covered for assistance. The insurance company should cover all the day care treatments as notified by IRDA/MCI.
7. The policy will be applicable initially for one year which can be further extended upto two more years on yearly basis depending on satisfactory performance of the company.
8. The Insurance company has to provide cashless card to the insured students immediately after getting the contract.
9. Mediclaim cover should include pre-existing diseases, expenses/capping of room rent should be 2% per day of the total sum Insured in any of the network hospitals in India.
10. No waiting period and first year exclusion is to be waived off. Pre and post hospitalization medical expenses to be covered in the policy.
11. Soft copy of the health insurance cards must be provided to the institute by the company.
12. The aforesaid details of sum insured, scope of cover and details of benefit will have to be included the terms & conditions of the policy by the insurance company.
13. The award will be placed on the basis of above said risk coverage and lowest premium basis and terms and conditions as per **Annexure 'A'**.

**Read and Accepted.**

**(Signature & Stamp of Tenderer)**



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14. The above said sum insured is to be covered upto the age of 25 years for regular student of B. Tech and 32 years for Ph. D, M.Sc/M. Tech regular students. The Insurance Company has to provide Cashless Card to the insured students immediately after get medical insured. A TPA (Third party Administrator) is also required.
15. Payment of the policy shall be released as per standard insurance norms.
16. The Insurance Company will submit all details of claim settlement to the Institute and will also settle claims within 2 weeks failing which penalty @ 5% per week of the claim can be imposed by the Institute.
17. The medical treatment of the students must be done in the recognized hospital on cashless scheme and Insurance Company will settle the claim cases. A list of hospitals empanelled with Company on all India basis shall be provided. A TPA shall also be provided by Insurance Company.

**Read and Accepted.**

**(Signature & Stamp of Tenderer)**



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### **Acceptance**

We \_\_\_\_\_ read and accept the instructions to the tenderer, terms & conditions and all other documents as mentioned in the tender and shall comply with them strictly.

Name of Bidder \_\_\_\_\_

Signature

Address \_\_\_\_\_

Seal of firm:

\_\_\_\_\_

\_\_\_\_\_

Date:



**Annexure-A**

**Following Terms and Conditions may be Carefully Studied and Complied before Submitting Bids - For providing Medclaim Insurance Policy (Cashless/ Reimbursement basis)**

1. Name & complete address of the Insurance Company.

2. Person In-charge (Official):-

Name: \_\_\_\_\_

Official Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax No. \_\_\_\_\_

3. Local address of the Insurance Company:-

Name: \_\_\_\_\_

Official Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax No. \_\_\_\_\_

5. The policy will be purchased for one year for the regular students of NIT Jalandhar and it will be renewable on yearly basis depending upon the performance evaluation of the company.
6. No change in the terms & conditions of the insurance policy is acceptable once it is decided and are required to be accepted during the operation/tenure of the policy.
7. Scope of Coverage will be 24 Hrs, 365 days, all over India. List of the hospitals available on cashless be attached.
8. The detail of Cashless Medclaim Insurance Policy:-
  - Rs. 2 Lacs in the event of **accidental** death of the parents/guardian
  - Rs. 2 Lacs as the coverage for the student fees in the event of **accidental** death of earning parent/guardian.
  - Rs. 2 lacs for the family of the student in case of his/her **accidental** death or in incapacitation/permanent disability.
  - Rs. 1 Lac Medclaim insurance cover for students.

**Read and Accepted.**

**(Signature & Stamp of Tenderer)**



**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER**

**Self Attested**

I / We \_\_\_\_\_ (Tenderer) hereby declare that the firm / agency namely M/s. \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

Or

I / We \_\_\_\_\_ (Tenderer) hereby declare that the Firm / agency namely M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of

\_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by Director, NIT Jalandhar.

DEPONENT

**Attested:**

**(Stamp of Company with authorized sign)**

Name \_\_\_\_\_

Address \_\_\_\_\_