



PEC LIMITED

3rd Floor, F Block, Flattered Factory Complex, Jhandewalan, New Delhi, India-110055

Tender Enquiry

Tender No.: PEC/PERS/Medical/Tender/2021

Dated: 16th March, 2022

Sealed Tenders are invited from Medical Insurance Companies (Licensed and Registered with IRDA) dealing with Medical/Health Insurance for implementation of “PEC Group Health Insurance Scheme”.

The Technical Bid (along with Earnest Money Deposit: Exempted. Bid Security Declaration to be submitted as per Annexure-XX) and Financial Bid (containing the amount of the premium along with break up of taxes & any other charges) should be sealed by the bidder in separate envelopes duly super-scribed and both these sealed envelopes are to be put in a bigger envelop which should also be sealed and duly super-scribed with “Tender for PEC Group Health Insurance Scheme”. The Technical bids will be evaluated by the Technical Bid Evaluation Committee duly constituted by PEC. A Criteria for evaluation of the Technical bid is available at Annexure-I. Following schedule will be observed in this regards:

1. Last date and time for submission of bid documents : 3:00 p.m. 5th April,2022
2. Date and time of opening of Technical : 3:30 p.m. 5th April,2022
3. Date and time of opening Financial bids : To be informed to all successful bidders in advance

Complete bid document should be submitted to:

The Joint General Manager(HR),
PEC Limited,
3rd Floor, F Block,
Flattered Factory Complex,
Jhandewalan, New Delhi, India-110055

Bids received later than the prescribed date and time will not be considered for evaluation. In this regard no request, whatsoever, shall be entertained in any manner.

Annexure-I

(Please fill in all details. Profile will be used for technical evaluation and is part of the eligibility criteria)

Sr. No.	Required information	Details to be given by the agency / firm / company	
1	Name of the firm / company		
2	Address of the Head Office of firm / company (Submit proof).		
3	Address of the firm / company of Delhi office (Submit proof).		
4	Legal status - (limited company, corporation, LLP etc.-Submit proof)		
5	Name, designation, and telephone nos. of the contact person. Fax No. E-mail id		
6	Date of establishment of firm / company (Submit proof)		
7	Period from which accredited with Insurance Regulatory Development Authority of India (IRDAI)		
8	Annual Turnover for last 3 years	Financial Year	Annual Turnover
		2018-19	
		2019-20	
		2020-21	
9	Cancelled Cheque (to be enclosed)		
10	List of the Clients (with Contact persons, Mobile/Tel No, email) being served during the last three years		
11	Statutory details (Photocopies to be submitted):		
	a] IRDA Registration number of the firm.		
	b] Registration number issued by Registrar of Companies (if any) -		
	c] PAN		
	d] GST – Registration number.		

TECHNICAL BID QUALIFICATION CRITERIA

1. Qualifying Requirements for the Insurance Companies

The bidder should be a registered Indian Insurer in accordance with the Insurance Act, (registered and licensed by IRDA (Insurance Regulatory Development Authority) as Medical/Health Insurer and should have a valid license to carry out Medical Insurance business on a Pan India basis.

The Insurance Company shall be in the Medical Insurance business in India at least for Seven years as on the scheduled date of tender opening.

The Insurance Company should be having Medical Insurance participation in a minimum of three major Government companies/PSUs/institutions/organizations etc. (Documentary evidence to be furnished).

Tenderer has to submit declaration along with Technical Bid stating that they have not been Black-Listed/De-listed or are put to any holiday by any Indian Institutional Agency/ Government Department /Public Sector Undertaking in the last three years. In case of being blacklisted by any of the Institutions, details of the same be furnished. Moreover, certification that no restraint order has been passed by the competent court of law may also be furnished.

2. They should be able to cover medical insurance on PAN India basis.
3. Offers shall be submitted with proper documentary evidence to substantiate fulfillment of the qualifying requirements as specified above.
4. PEC shall have absolute right to consider or reject any of the offer / Insurance Company.
5. The Technical bids of all the prospective bidders should also contain the list of empanelled hospitals.
6. The application should be unconditional in all respects.
7. The participants to the tender should be registered under GST laws.
8. **Scope of Work:** For providing “**PEC Group Health Insurance Scheme**”. The details of beneficiaries, entitlement and policy as per Annexure .
The effective date of commencement of policy shall be the date on which a communication is made to the selected insurer.

9. Payment of Performance Guarantee: The Successful bidder shall furnish a bank Performance Bank Guarantee @ 103% of the premium payable for the Group Medclaim Policy which shall remain valid for a period of sixty days beyond the expiry of the overall contract from a nationalized bank to ensure the satisfactory performance for risk covered. The Performance Bank Guarantee is to be submitted at the time of award of contract. In case the performance of service is not found satisfactory, the amount of Performance Bank Guarantee will be forfeited.

SALIENT FEATURES OF THE MEDICAL INSURANCE POLICY

1. Coverage type: Family Floater plus OPD
2. Sum Insured:- As per medical policy of PEC. Details of beneficiaries as per Annexure -IV
3. Critical Care rider:- As per medical policy of PEC.
4. Room type:-As per medical policy of PEC.
5. Diseases excluded :-As per medical policy of PEC.
6. The Policy shall cover employees of PEC and their dependents as per Annexure -IV. The same shall be reviewed from time to time
7. For the prospective bidders of the companies, it is mandatory that they must submit the bifurcated quotation containing the amount of premium along with the taxes & any other charges separately against the Group Medclaim Insurance coverage as per the PEC medical policy.
8. One dedicated executive along with contact details to be earmarked for PEC to deal/ guide the members.
9. It is expected that Insurance Company will have arrangements with an extensive network of reputed Hospitals all across the country for treatment with cashless facility (List of empanelled hospitals should be enclosed).
10. It is clarified that depending on the satisfactory performance, the contract can be renewed at the discretion of PEC for a period of one year and subsequently followed for maximum of three years. Renewal will be decided by PEC on a year-to-year basis for a total of three years after initial one year.
11. New employees and or their dependents shall be included in policy from the date of joining and resigned/ terminated/ expired employees shall be deleted from the date of resignation/ termination/ death. Pro rata premium to be charged/ refunded in case of addition/ deletion.
12. In case, the insured obtains treatment from a non-network hospital during emergency, the claim shall be reimbursed under this policy scheme.
13. For all claims (other than cashless ones), the claim would be expected to be submitted to the Insurance Company directly by the beneficiaries within 45 days of discharge from the hospital. Such claim should be settled within 30 days of submission and payment will be made directly to the insured. An interest of 2% p.m. on the reimbursement amount has to be paid by Insurance Company to the beneficiaries for any delay beyond this on reimbursement.

14. The Insurance Company shall arrange to issue membership card to each beneficiaries directly at their cost.

15. Exclusions if any, should be clearly specified by the Insurance Company as part of the Technical Bid.

16. In continuation to S.No.13, please explain the "Claim settlement procedure" in detail including maximum period of time required for settlement in the Technical Bid.

Disputes

In respect of all tender conditions, and/or any matter connected there with the decision of PEC shall be final and binding. In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the New Delhi only.

In case of dispute of any claim, a committee consisting of the representative of the insurance company and PEC will be set-up to resolve the dispute. However, this arrangement does not preclude the members to approach the regulatory authorities.

Finally, all disputes or difference arising out of this tender, terms & conditions or any matter relation to this tender shall be resolved through arbitration. The Director of PEC or his nominee shall be sole arbitrator who will decide the dispute as per the provision of "The Arbitrator & Conciliation Act 1996".

“Exempted Bid Security Declaration Form”

Date: _____ Tender No. _____

To (insert complete name and address of the purchaser)

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 from bidding for any contract with you for a period of one year from the date of notification if I am /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 reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.
3. I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed:
(Signature of person whose name and capacity are shown)

Name:
(Complete name of person signing the Bid Security Declaration)

Duly authorized to sign the bid for and on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

Annexure III

Financial Bid

Name of work; tender of group medical insurance policy for pec regular and retired employees and their dependent family members

Name of agency:

Address:

S.No.	Particulars	Amount of Premium per family (Rs.)	Taxes (Applicable As per Govt. norms (Rs.))	Grand Total (Rs.)
1	"PEC retired employees"			
2	"PEC retired employees with 75% entitlement"			
3	PEC regular employees			
	Grand total			

Total amount of premium (in words):

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Place:-

Date:-

signature of authorized signatory with seal