

**BID DOCUMENT**  
**Open Competitive Bid (OCB)**  
**(E-Procurement)**

**Tender**

**For**

**Group Health Insurance to the Students**  
**Of RGUKT**

**(Located at Nuzvid in Krishna District, R K Valley in YSR Kadapa District, Srikakulam  
in Srikakulam District and Ongole in Prakasam District)**

**Proprietary & Confidential**

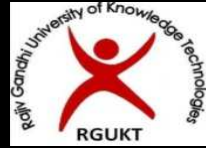


**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**  
**Camp Office: Registrar (i/c) RGUKT Nuzvid Campus, Nuzvid,**  
**Krishna District, Andhra Pradesh, Pin: 521202.**

**Proprietary & Confidential**

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**News paper advertisement  
E-Procurement Tender Notice**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**  
(Established through Act No.18 of 2008)  
ANDHRA PRADESH, INDIA

Ref. No.:RGUKT-AP/E-Proc/Students/Group Health Insurance/ET18/ 2022,dated.08.04.2022

**E-PROCUREMENT - TENDER NOTICE**

Online tenders are hereby invited from reputed health insurance agencies for providing GROUP HEALTH INSURANCE POLICY to the students of RGUKT for its four campuses located at Nuzvid, R K Valley, Srikakulam and Ongole.

Interested bidders can download and submit bids online from 08.04.2022, 11:00 AM to 30.04.2022 up to 05:00 PM through <https://tender.apecurement.gov.in> (AP Portal). For further details please visit the university website: [www.rgukt.in](http://www.rgukt.in).

**Sd/-  
Registrar (i/c)**

## TENDER NOTICE

### TENDER FOR GROUP HEALTH INSURANCE POLICY FOR STUDENTS

#### Time schedule of various tender related events

<b>Bid calling</b>	08.04.2022
<b>Bid Document Downloading begins</b>	08.04.2022 at 11:00 AM
<b>Pre Bid Meeting at RGUKT Camp Office, Nuzvid (Offline/Online)</b>	21.04.2022 at 11:00 AM
<b>Bid Document Downloading Ends</b>	30.04.2022 at 04:30 PM
<b>Last date for Bid uploading documents in Online</b>	30.04.2022 till 05:00 PM
<b>Last date for Submission of documents (hard copies)</b>	03.05.2022 till 05:00 PM
<b>Technical Bid opening (date/time)</b>	05.05.2022 at 11:00 AM
<b>Price Bid opening (date/time)</b>	06.05.2022 at 11:00 AM
<b>Contact person</b>	The Registrar (i/c), RGUKT, Andhra Pradesh.
<b>Reference No.</b>	Ref. No.: RGUKT-AP/E-Proc/ Students/ Group Health Insurance/ET18/ 2022, dated.08.04.2022

**Note:** The dates stipulated above are fixed and under no circumstances they will be changed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s. VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: [contact@vupadhi.com](mailto:contact@vupadhi.com), Phone: 08645-246370/71/72/73/74.

#### CLARIFICATIONS:

- i. Queries, if any can be made through e-mail only on [procurement@rgukt.in](mailto:procurement@rgukt.in) on or before 20.04.2022. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

- ii. The addendum/ corrigendum, if any shall be published on RGUKT website i.e [www.rgukt.in](http://www.rgukt.in) as well as on e-procurement platform <https://tender.apecurement.gov.in>
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments made by RGUKT.

**Amendment to Bidding Documents:**

At any time prior to the due date for submission of bids, the University may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders who have downloaded the Tender Document should surf University website from time to time to know about the changes / modifications in the Tender Document. The changes / modifications would also be hosted on the website of the University and all prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.

RGUKT reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason and not bound to accept the lowest tender keeping in view the Interest of the University. The decision of the Registrar, RGUKT in this regard shall be final and binding on all.

**REGISTRAR (I/c), RGUKT**

## SECTION-I

### INVITATION FOR BIDS

Ref. No.: RGUKT-AP/E-Proc/Students/Group Health Insurance/ET18/ 2022, dated.08.04.2022

Subject: Tender for providing Group Health Insurance to the students of RGUKT.

Sir/Madam,

- 1) Bids are invited on the e-procurement platform from reputed group insurance agencies having valid registration and accreditation with IRDA, to provide group health insurance to the students of RGUKT. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform and the bidders have to register on the e procurement market place of **Government of Andhra Pradesh i.e. <http://tender.apeprocurement.gov.in>**.
- 2) The participating bidders will have to pay non-refundable tender processing fee of Rs.30,000/- in the form of DD drawn from any nationalized/ scheduled bank in favor of The Registrar, RGUKT, payable at SBI, Nuzvid.
- 3) Further the bidder/s shall furnish the EMD amount of Rs.1,00,000/- in the form of DD in favor of The Registrar, RGUKT payable at SBI, Nuzvid or an unconditional and irrevocable Bank Guarantee issued by any nationalized/ scheduled bank in favor of The Registrar, RGUKT.
- 4) All the participating bidders who submit the bids have to pay an amount @ 0.03% of their final bid value online with a cap of Rs. 10,000/- for quoted value of purchase up to Rs.50 crores and Rs.25000/- if the purchase value is above Rs.50 crores & GST as applicable as transaction fee.
- 5) The RGUKT will not accept the tenders from blacklisted companies or undependable agencies whose past performance with RGUKT was found to be unsatisfactory.
- 6) The bidders need to scan and upload the required documents as per the Checklist given. Such uploaded documents pertaining to technical bid need to be attached to the tender while submitting the bids online. RGUKT will consider only the bids submitted through online. But it is compulsory to submit offline the Self attested copies of all these uploaded documents of technical bid, signed undertaking of tenderer to the Registrar, RGUKT -A.P, Nuzvid campus, Krishna District, Andhra Pradesh, Pin: 521202 so as to reach by 03.05.2022 on or before 05:00 PM. **Bid submission by both offline and online will only be considered.**

**NOTE:**

**After uploading the documents, the copies of the uploaded technical bid documents along with original Demand Drafts in respect of EMD and Tender processing fee (Non-refundable) have to be submitted. Physical submission of price bids will not be entertained.**

For any clarification and further details on the above tender processing please contact during office hours (10:00 AM to 5:00 PM) on working days: Telephone No: 08656-235855 or Email: [procurement@rgukt.in](mailto:procurement@rgukt.in).

Sd/-  
Registrar (i/c), RGUKT-AP

## SECTION-II

### STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

Item	Description
<b>Tender Processing fee</b>	Rs.30,000/- by way of Demand Draft from any nationalized/ scheduled Bank in favor of The Registrar, RGUKT along with bids.
<b>Earnest Money Deposit (EMD)</b>	Rs.1,00,000/- by way of Demand Draft from any nationalized/ scheduled Bank or by way of Irrevocable Bank Guarantee from any nationalized/scheduled Bank in favor of The Registrar, RGUKT along with bids.
<b>Bid Validity Period</b>	180 days from the date of opening of Financial bid
<b>EMD/ BANK GUARANTEE (BG) Validity Period</b>	DD- 90 days BG - 180 days
<b>Time allowed for furnishing Performance Security Deposit</b>	Within 10 days from the date of issue of Letter of Intent (LOI).
<b>Performance security value</b>	7.5% of contract value by way of Demand Draft/BG from any Nationalized/Scheduled Bank
<b>Performance Security Deposit validity period</b>	12 months or till the conclusion/termination of the contract, whichever is earlier.
<b>Period for signing the order of Acceptance</b>	Within 10 days from date of receipt of notification of award
<b>Payment terms:</b>	
<b>On delivery at user site</b>	Four campuses of RGUKT at Nuzvid, Idupulapaya, Srikakulam and Ongole
<b>Placing work order</b>	<ul style="list-style-type: none"> <li>➤ RGUKT will place order specifying campus wise requirement and the successful bidder has to serve each campus specified.</li> <li>➤ All the payments shall be made directly by individual four campuses of RGUKT, to the successful bidder as per the tender terms and conditions.</li> </ul>
<b>Bid submission</b>	<p><b>On Line:</b></p> <p>Bidders are requested to submit the bids after issue of minutes of the pre-bid meeting duly c o n s i d e r i n g t h e changes made if any, during the pre-bid meeting. Bidders are totally responsible for incorporating/ complying the changes/ amendments issued if any during pre-bid meeting in their bid.</p>

<p><b>Procedure for Bid Submission</b></p>	<p>Bids shall be submitted online on <a href="http://tender.apecurement.gov.in">http://tender.apecurement.gov.in</a> platform</p> <ol style="list-style-type: none"> <li>1. The participating bidders in the tender should register themselves free of cost on-procurement platform in the website <a href="http://tender.apecurement.gov.in">http://tender.apecurement.gov.in</a>.</li> <li>2. Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates.</li> <li>3. The bidders who are desirous of participating in e- procurement shall submit their technical bids, price bids as per the standard format available at the e-procurement platform.</li> <li>4. The bidders should scan and upload the respective documents, the Technical bid documentation including EMD and tender processing fee. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness /authenticity.</li> <li>5. The hard copies of all the uploaded Technical documents should be self-attested.</li> <li>6. The rates should be quoted online only.</li> <li>7. The financial bids of the bidders, who qualify in the technical bid, shall only be opened.</li> </ol>
<p><b>Other conditions</b></p>	<ol style="list-style-type: none"> <li>1. The Documents that are uploaded online on e- procurement platform will only be considered for Bid Evaluation.</li> <li>2. After uploading the documents, the copies of the uploaded technical bid documents along with original Demand Drafts in respect of EMD and tender processing fees have to be submitted by the bidder to the “The Registrar, RGUKT Nuzvid campus, Nuzvid, Krishna(Dist.), A.P – 521202”, by 05:00PM on 03-05-2022”.</li> <li>3. Failure to furnish any of the uploaded documents, certificates, will lead to rejection of the bid. The RGUKT shall not hold any responsibility on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false/fabricated/bogus, the bidder will be disqualified, blacklisted and action will be initiated as deemed fit. The EMD will be forfeited.</li> <li>4. RGUKT will not hold any responsibility for non-visibility of the scanned and uploaded documents.</li> <li>5. The Documents that are uploaded online on e-procurement platform will only be considered for Bid Evaluation. However RGUKT reserves the right to call for and collect additional documents to supplement the information already submitted online.</li> <li>6. The bidder has to upload the procedure to be followed by the students in the event of accident/illness/hospitalization and making claims.</li> </ol>
<p><b>Period of Contract</b></p>	<ul style="list-style-type: none"> <li>• The Contract shall be initially for a period of one year, subject to satisfactory performance of services and compliance of all terms and conditions of the tender / agreement. The contract is extendable beyond one year up to three years based on satisfactory performance and approval of the competent authority.</li> </ul>



**Termination of contract**

In the event of any breach and / or failure on the part of the Vendor/Successful bidder to comply with the said terms & conditions of the tender, the tender/contract will be terminated forthwith and EMD/performance security deposit will be forfeited.

RGUKT also reserves the right to cancel/suspend the contract for any reason whatsoever without assigning any reason and no liability shall be incurred by RGUKT in the event of the aforesaid cancellation/suspension. However, under the normal circumstances the RGUKT will give 30 days notice before the said cancellation/suspension.

### SECTION-III

#### Criteria for Evaluation of Technical Bid

1. The bidder should be registered and accredited with the Insurance Regulatory and Development (IRDA)
2. The bidder should be in the business of providing Health Insurance for a minimum period of three years.
3. The average annual turnover of the bidder should not be less than Rs.25 lakhs during the past three financial years. i.e 2018-19-2019-20 and 2020-21 as certified by a qualified chartered account.
4. The bidder should not have been black listed by any Government Department/ Agency/ Autonomous organization.
5. The tender document submitted by the bidder should not be deficient in terms of insufficient and incorrect information submitted through all annexures, formats and checklists.

#### PROFORMA FOR EVALUATION OF TECHNICAL CRITERIA

S.N.o	Item	Particulars
1	Name of the company	
2	Registration and Accreditation details with IRDA	
3	Address for correspondence	Name, designation of contact person .Land Line No Mobile No Email
4	Statutory details of agency / firm / company i. Date of Registration ii. In case of company, registration number issued by Registrar of Companies and date of issue. iii. Permanent Account Number (PAN). iv. GST – Registration number.	
5	Month and Year of commencement of Health insurance business.	
6	The company should have an Average annual turnover of at least Rs. 25 lakhs in the Health Insurance business alone for each of the last 3 financial years. Turnover Certificate specifically having mention of “Turnover from Health Insurance business alone” duly certified by the Chartered Accountant to be submitted.	Financial Year - 2018-19 :Rs._____ Financial Year - 2019-20 :Rs._____ Financial Year - 2020-

	Please do not submit copies of balance sheet / IT returns.	21	Rs._____
7	The company should have at least 3 years of experience in providing Student's Health Insurance services to State/ Central Government Organizations / State/Central Government funded Autonomous Bodies/ Central/State Government funded Academic Institutions / State/Central Government funded Research Laboratories / State/Central Government funded Research University		
8.	Submit details of present and past clients in the format provided. Please use separate sheet if required). Please attach <b>client certificates on their letter head</b> which should have details about the type of health insurance services, a period of the contract awarded. <b>Please do not submit Work Orders / Agreements.</b> <b>Client certificate as stated above only shall be considered.</b>		
9	Cashless Treatment to be provided at least in the Hospitals located in the university area as mentioned in scope of work:  Cashless treatment means. No deposit/ treatment charges to be levied on the students at the time admission. No amount to be retained by the hospital at the time of discharge. Students are to be provided with medical treatment on their arrival at the hospital.		
10	In case the tender is signed by the person other than the sole proprietor / owner, authorization given by the Executive Body authorizing the officer / partner for signing the tender documents for this tender to be submitted on letter head.		
11	Please submit Claim Settlement Policy		
12	Cashless facility		
13	TPA Services	Name contact details. List of Network of Authorized hospitals to be provided and updated monthly.	
14	Affidavit in the prescribed format on non-		

	judicial stamp paper of Rs. 100/- duly attested by a Magistrate/Notary Public	
15	Submit acceptance certificate (Annexure-2) on a letter head in the prescribed format.	
16	Signing of All pages of the tender and draft agreement	
17	Tender Fee (Non Refundable) to be submitted in the form of Demand Draft of Nationalized Bank / Scheduled Bank having minimum three months validity (To be submitted with Technical Bid) Refer terms and conditions of tender.	

Signature : \_\_\_\_\_

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

Date : \_\_\_\_\_

Seal of contracting agency/firm/company

## **GENERAL TERMS AND CONDITIONS**

1. At the first stage, the Technical Bids shall be opened on due date and technical evaluation shall be carried out based on the Technical Bid Proforma and documents submitted in support of the same tender qualification criteria terms, conditions, eligibility etc. Tenderer who submits Financial Bid with Technical Bid shall be disqualified.
2. Bidders who are technically disqualified will be intimated.
3. The Financial bids of only those tenderers will be opened who are declared qualified by the Technical Evaluation Committee. In case of multiple tenderer emerging as Lowest I (L-I), the contract shall be then awarded to the tenderer amongst L I with highest average annual turnover of last three years.
4. The tender is not transferable under any circumstances.
5. Telegraphic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
6. Tender in any form other than the prescribed form issued by RGUKT shall not be considered and will be summarily rejected.

## **SPECIFIC TERMS AND CONDITIONS**

1. The firm should be IRDAI accredited Insurance Agency.
2. The company should have at least 3 years of experience in providing Students Health Insurance services to Government Organizations / Government funded Autonomous Bodies/ Government funded Academic Institutions /Government funded Research Laboratories / Government funded Research University.
3. Agency must fulfill all the requirements given in the Technical Bid and other terms and conditions of the tender.
4. The decision of the RGUKT with regard to the determining of quality of work/services done by the contractor or his employees shall be final and acceptable to the contractor. The Registrar, RGUKT reserves the right to get the work/services so rejected done/replaced at his own level at the risk and cost of the contractor after giving him a notice in writing and the expenditure incurred on this count shall be recovered from the contractor from his outstanding dues.
5. JURISDICTION

The contract will be subject to Nuzvid Jurisdiction, in case of any dispute, only courts in Krishna District will have jurisdiction.

**REGISTRAR (i/c), RGUKT**

## **SCOPE OF WORK**

The total student strength for the academic year 2021-22 is 25,000 approx. It may increase depending on number of students admitted.

RGUKT, Andhra Pradesh would like to have Mediclaim policy for the students for one year period to provide Health and Personal accident cover to the students; as determined below:

**(A) Hospitalization expenses of the student, in case of illness and injury**

Rs 25,000 per year

**(B) Personal Accident death /permanent disability of the student**

Rs.1,00,000/-

**(C) The following covers are required**

- 1.1 All pre-existing disease are covered from day one of policy start without any waiting period.
- 1.2 No separate charges or extra capping on over all Doctor fees, medicine cost, surgeon fees. It is further clarified that no other charges associated to Room Rent should be capped.
- 1.3 Cashless Access Service: The policy should be serviced by the authorized TPA's for hospitalization and it should be Cashless facility 24 x 7 . The Company should nominate one person who can be contacted by RGUKT and its constituent campuses during any incident of hospitalization in approved Hospital/Nursing Home.
- 1.4 In RGUKT and its located campuses at least five major multi-specialty hospitals cashless facilities should be provided. All transactions with these hospitals should be totally cashless. No deposit/treatment charges to be levied on the students at the time admission and no amount to be retained by the hospital at the time of discharge. Students are to be provided with medical treatment on their arrival.

**Cashless Treatment to be provided at least in the five of the following Hospitals located in RGUKT and its located campuses.**

**Multispecialty Hospitals, Nuzvid**

1. Andhra Hospital, Vijayawada
2. Ramesh Hospital, Vijayawada
3. Sun Rise Hospital, Vijayawada
4. Rainbow Hospital, Vijayawada
5. LV Prasad Eye Hospital, Vijayawada
6. Manipal Hospital, Tadepalli
7. NRI Hospital, Mangalagiri
8. Ayush Hospital, Vijayawada
9. Times Hospitals, Vijayawada

**Multispecialty Hospitals, Srikakulam**

1. Narayana Multi Specialty Hospital
2. Suryamukhi Hospital
3. GEMS Hospital

4. **GMR Varalakshmi Care Hospital**
5. **SPV Multi Specialty Hospital**
6. **Dr.Golivi Hospitals Pvt Ltd**
7. **Medicover Hospitals**
8. **RSMS Hospital**

**Multispecialty Hospitals, Ongole**

1. **Prasad Multispecialty Hospital**
2. **Anjani Super Specialty Hospital**
3. **Mytri Multispecialty Hospital and Vaccination Center**

**Multispecialty Hospitals, Kadapa.**

1. **Sunrise Multispecialty Hospital**
2. **Ameen Multispecialty Hospital**
3. **Dr GRKR Multispecialty Hospital**

- 1.5 All Hospital Service Charges should be covered.
- 1.6 Dental treatment only in case of an Accident. It is further added that this is only indicative and any Hospitalization or no Hospitalization claim resulting out of dental diseases should be covered by the insurer company.
- 1.7 New students joining the University become automatically covered under the scheme from their date of joining the University and the premium amount will be paid by the University.
- 1.8 Any Service Charges on Medical Bills - Should not be deducted from the individual Claim.

**(D) PERIOD OF CONTRACT:-** The Contract shall be initially for a period of one year, subject to satisfactory performance of services and compliance of all terms and conditions of the tender / agreement. The contract is extendable beyond one year up to three years based on satisfactory performance and approval of the competent authority.

**(E) Insured Group Details:**

Student strength	25,000 approx.
Sum Insured	Rs.25,000/- for hospitalization and for coverage of Personal accident Death /permanent disability forRs 1,00,000/- per student for a period of one year.
<b>Coverage &amp; Benefits Details</b>	
Cashless facility	Applicable
Room Rent Limit per day	<b>No capping</b>
ICU Rent Limit per day	<b>No capping</b>
Other Conditions	New students joining the University become automatically covered under the scheme from their date of joining the University and the premium amount will be paid by the University. There is no internal ceiling of treatment.

TPA	TPA Services Involved (if any) and Name and contact details to be submitted. List of Network of Authorized hospitals to be provided and updated monthly.
Cashless facility	Cashless treatment at least five major Hospitals located in RGUKT area. No deposit/ treatment charges to be levied on the students at the time admission. No amount to be retained by the hospital at the time of discharge. Students are to be provided with medical treatment on their arrival at the hospital.
Any Service Charges on Medical Bills	Should not be deducted from the individual Claim.



**ANNEXURE-I  
(COVERING LETTER)**

**(To be submitted along with technical bid on letter head)**

**The Registrar**  
RGUKT

**Subject: Tender for Group Health Insurance Policy for Students of RGUKT**

Ref: Tender Notice published in Daily newspaper/University's website/AP e-Procurement Portal  
dated.08.04.2022.

Sir,  
With respect to the tender notice published in above mentioned Daily newspaper / University's  
website / AP e-Procurement Portal, I / We hereby submit my / our tender in the required format.

I / We will adhere to the requirements prescribed by RGUKT. I / We have carefully gone through the  
requirements, evaluation criteria, terms and conditions and prescribed formats carefully and I / We  
accept the same without any alterations/modifications.

Yours Sincerely,

Signature : \_\_\_\_\_

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

**Seal of contracting agency/firm/company**

**ANNEXURE -II**  
**Bidder Information**

1	Name of the firm/agency	
2	Year of establishment	
3	Address for Communication	
4	Name & Designation of Authorized person	
5	Phone Number	
6	Mobile Number	
7	Email	
8	Nature of the firm (Proprietary/partnership/etc...)	
9	IRDA Registration details	
10	<b>Bank Details of the Agency:</b>	
11	Bank Name	
12	Bank Address	
13	Bank Account Number	
	IFSC Code	
14	PAN Number	
15	GST Number	
16	Total No. of branch offices in Andhra Pradesh	
17	Tender Processing Fee (Nonrefundable)	Amount Rs. DD No. DD Date Issuing Bank &Branch:
18	EMD	Amount Rs.: DDNo./BG No.: DD/BG Date: Issuing Bank & Branch:
19	Details of certificates enclosed.	

**ANNEXURE - III**

(To be furnished on **non-judicial stamp paper of Rs. 100/-** duly attested by a Magistrate/Notary Public)  
(To be submitted along with technical bid)

**AFFIDAVIT**

I/We (Name)\_\_\_\_\_Company/Contractor/Partner/Sole Proprietor (strike out which is not applicable of (Firm)\_\_\_\_\_do hereby solemnly affirm and declare that the individual/firm/company is not blacklisted by any Government Department / Autonomous body / Private Organization.

**DATE, THE    day    of 2022**

**DEPONENT**

**ADDRESS \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_

**VERIFICATION**

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed there from.

**DATE, THE    day    of 2022**

**DEPONENT**

**ANNEXURE - IV**

**ACCEPTANCE CERTIFICATE**

**(To be submitted along with technical bid on letter head)**

I..... (Designation).....of

(Name of the Company) .....

Have read and understood and hereby accept the terms and conditions of the tender and agreement for the group health insurance policy for students.

Signature : \_\_\_\_\_

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

**seal of contracting agency/firm/company**

Date:

Place:

**ANNEXURE - V**

**DRAFT FORMAT OF CLIENT CERTIFICATE**

**[To be submitted on client's letterhead. Certificate may be in any format but should have following minimum details]**

Date :

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that (Name of Agency)\_\_\_\_\_ is / was engaged by us for group health insurance policy for students with effect from\_\_\_\_\_ to\_\_\_\_\_.

Details of the services provided by the Agency are as under:

S.No	Type of Services	Period (DD/MM/YY)		Number of students covered
		From	To	

During the period of contract, services provided by the Agency have been: Poor / Satisfactory / Good / Very Good / Outstanding (Strike out whichever is not applicable).

Signature of Authorized Signatory

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

Designation : \_\_\_\_\_

Company Seal / Stamp

**ANNEXURE-VI**

Ref. No.: RGUKT-AP/E-Proc/Students/Group Health Insurance/ET18/ 2022 dated.08.04.2022

**EMD form**

(To be issued by a Nationalized/Scheduled Bank in India)

Whereas.....(here in after called “ the Bidder”) has submitted its bid  
Dated.....(Date) for the execution of .....(here in after called “the Bid”)

KNOW ALL MEN By these present that WE.....of .....having our

Registered office at .....(hereinafter called the “Bank”) are bound unto the  
Rajiv Gandhi University of Knowledge Technologies, Andhra Pradesh,. (hereinafter called “RGUKT,  
Andhra Pradesh”) in the sum of .....for which payment will and truly to be made to the  
said RGUKT, Andhra Pradesh itself, its successors and assignees by these presents.

The conditions of these obligations are:

1. If the bidder withdraws its bid during the period of bid validity or
2. If the bidder, having been notified of the acceptance of its bid by the RGUKT during the period of bid validity
  - a. Fails or refuses to execute the contract form if required; or
  - b. Fails or refuses to furnish the performance security, in accordance with the bid requirement;

We undertake to pay the RGUKT, Andhra Pradesh University up to the above amount upon receipt of its first written demand, without the RGUKT, Andhra Pradesh having to substantiate its demand, provided that in its demand the RGUKT, Andhra Pradesh will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Place:

Signature of the Bank

Date:

and seal.

### **Financial Bid**

Only premium charges are to be quoted. TDS will be recovered as per the prevailing rate on gross billed amount.

<b>S/N</b>	<b>Particulars</b>	<b>Total Premium (in Rs.) per student</b>	<b>GST</b>	<b>Total Cost inclusive of GST</b>
01	Premium for coverage of Rs.25,000/- for hospitalization and for coverage of Personal accident Death / permanent disability for Rs 1,00,000/- per student for a period of one year for approx. 25000 students.			

Date:

Name \_\_\_\_\_

Designation.

For & on behalf of the Agency

Signature: \_\_\_\_\_

Seal: \_\_\_\_\_

## **Annexure-VII Check List**

**Important:**

The Bidder must ensure that the following details/documents as in the check list are furnished along with the bid document. The bidder must also carefully go through all the contents of the BID Document and any additional information/documents, required more than the items listed in the check list below and furnish accordingly. Non-furnishing of any required information/document as per the Tender Document will lead to rejection of the bid.

<b>S. No</b>	<b>Details</b>	<b>Serial No of Document (Page No.)</b>
1.	Tender Processing Fee (Rs.30,000/-)	
2.	EMD-DD/BG from any Nationalized/Scheduled Bank (Rs.1,00,000/-)	
3.	Name of the firm and Firm Registration certificate	
4.	Bidder Letter Form/Covering Letter	
5.	Bidder Information	
6.	GST Registration Certificate	
7.	Annual Turnover	
8.	IRDA Registration Certificate	
9.	Proof of experience as per Annexure-V	
10.	PAN card copy	
11.	Income Tax Return filed (FY18-19, 19-20 and 20-21)	
12.	Non-Black list certificate	
13.	Power of Attorney, wherever applicable	
14.	Bid document bearing signature and firm seal on all the pages	
15.	Any other documents relevant to this tender (if any)	

**NOTE: All pages of the bid documents must be serially numbered and signed.**