

## TENDER DOCUMENT TO SELECT INSURANCE COMPANY TO IMPLEMENT

The Group Personal Accident Insurance (named) Scheme for and on behalf of Ex-servicemen/dependants deployed to the projects and engaged on regular and temporary contract basis in Head Office & Branch Offices of TEXCO for performing contract duties throughout Tamil Nadu. Hence, tender is invited for the period from 01.06.2024 to 31.05.2025. This tender document is for selecting the insurance partner for implementing the scheme.

### **1. Definition:**

In this tender document unless the context otherwise provides

(a) "Scheme" means the Group Personal Accident Insurance Scheme for contract Personnel of Tamil Nadu Ex-servicemen's Corporation Limited (TEXCO).

(b) "Guidelines" means the Procedure as outlined in Annexure for the implementation of the above scheme.

(c) "Tender Accepting Authority" means, the **Managing Director**, TEXCO.

(d) "Tender Inviting Authority" means, the **General Manager**, TEXCO.

(e) Words and expressions used but not defined in this document, but defined in the Tamil Nadu Transparency in Tenders Act, 1998 & Rules, 2000 framed there under (Tamil Nadu Act Number 43 of 1998), the Scheme or the Guidelines and subsequent instruction thereon shall have the same meaning respectively assigned to them in that Act, the Scheme or the Guidelines, as the case may be.

### **2. SUBMISSION OF BIDS**

By virtue of the provisions contained in the Tamil Nadu Transparency in Tenders Act, 1998 (Tamil Nadu Act Number 43 of 1998) and the Rules, 2000, framed there under and subsequent instruction thereon the General Manager, TEXCO seeks detailed bids from Insurance Companies interested in offering and operating the Scheme. The proposed document should include the following:

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**SECTION A – TECHNICAL BID:**

**QUALIFYING CRITERIA:**

- (i) The bidder should be an Insurance Company authorized to conduct the business of Group Personal Accident Insurance by the Insurance Regulatory and Development Authority (IRDA). Copy of IRDA license to conduct Group Personal Accident insurance business, attested by a Notary Public or by a Group A Officer of the Central Government or State Government.
- (ii) The Bidder shall furnish an undertaking that the product which is quoted has the prior approval of IRDA.
- (iii) The Bidder shall also furnish an undertaking covering the following aspects :-
  - (a) That the Bidder has a license to do Group Personal Accident Insurance for at least one year as on the last date of submission of bid.
  - (b) That the Bidder has issued and covered at least 10000 lives under PAI in aggregate at any one point of time in the last three years.
  - (c) That the Bidder has not been banned or debarred by any State/Central Government or its Agencies or disqualified from participating in the Government Schemes, as per the IRDA guidelines for any issue.
- (iv) The Bidder who has been banned or debarred after submission of bids shall also not be considered. Further, if at any time before the acceptance of tender, the Tender Accepting Authority receives information that a tenderer who has submitted tender has been banned by any procuring entity, the Tender Accepting Authority shall not accept the tender if that tenderer even if it may be the lowest tender.
- (v) Forming consortium for bidding the scheme is not allowed.
- (vi) The technical bid may be rejected, if details called forth in 'contents of bid' are not furnished.

**SECTION B – FINANCIAL BID**

- i. The Scheme shall provide insurance coverage for approximately 8370 (8367 contract personnel + 3 regular employees) Ex-servicemen/dependants who are deployed on temporary contract under Group Personal Accident Insurance as follows:-

Particulars	
Name & address of the Insurance Company	
Competitive Rate <b>per person</b> for Benefits under table II of Personal Accident Insurance policy (24 X 7), World Wide Coverage.	Rs. and Rupees in words.

- ii. **The premium quoted should be exclusive of GST.**
- iii. GST at the applicable rate will be paid by TEXCO.
- iv. The details of the financial bid shall be furnished in the above mentioned format.

**3. CONTENT OF BID**

- i. Technical bid shall contain the following documents:
  - (a) Attested Copy of IRDA License
  - (b) Proof of covering a minimum 10000 **persons** under Personal Accident Insurance in aggregate at any **one** point of time in the last three years.
  - (c) Declaration from the insurer that the Insurance **company** has not been banned/debarred by any State Government/Central Government or its Agencies or disqualified in participating in the Government schemes as per IRDA guidelines.
  - (d) An undertaking that they have submitted their Bid as a single entity only and have not formed a Consortium for the scheme.
  - (e) Company shall submit the details of present office infrastructure in the state with organogram.
  - (f) The bid should be accompanied with solvency certificate as fixed **or recommended** by the IRDA for a minimum period of 1 year of the respective Insurance Company.
  - (g) That the Bidder has a license to do Group Personal Accident Insurance for at least one year as on the last date of submission of bid.

#### 4. Any other information :-

##### **4.1 MODE OF SUBMISSION**

It is proposed to invite the tender as Two-bid System (Part-A(i.e) Techno Commercial part and Part-B(i.e) Priced Part for subject work.

Documents for Part-A for Techno-Commercial portion and Part-B for price portion comprising of BILL OF QUANTITIES (BQQ) Shall be uploaded as per the excel format given in price bid of the tender document only in [www.tntenders.gov.in](http://www.tntenders.gov.in) web portal within the due date and time of submission. Any other means of bid submission is liable for rejection.

Tenders shall remain valid for 90 (ninety) days after the deadline for submission of tender. A tender valid for a shorter period will be rejected. In exceptional circumstances, prior to the expiry of the original time limit, the bidders consent may be solicited for an extension of the period of validity. The request and the responses thereto shall be made in writing.

The bid may be rejected, if the financial bid is not submitted in the prescribed format.

#### **5. SIGNATURE ON EACH PAGE OF DOCUMENT:**

The competent authority of the bidder must sign and put official stamp on each page of bid and submitted through webportal [www.tntenders.gov.in](http://www.tntenders.gov.in) If any page is unsigned it may lead to rejection of the bid.

#### **6. AMENDMENTS TO TENDER DOCUMENTS:**

(a) At any time after the issue of tender documents and before the opening of the tender, the Tender Inviting Authority may make any changes, modifications or amendments to the tender documents and shall send intimation of such changes to all those who have purchased the original tender documents and upload/advertise the corrigendum in the same manner as in the Notification Inviting Tender for the information of those who have downloaded the tender documents from the webportal [www.tntenders.gov.in](http://www.tntenders.gov.in)

(b) In case, any one Bidder ask for a clarification to the tender documents before 48 hours of the opening of the tender, the tender inviting authority shall ensure that a reply is sent and copies of the replies to the clarifications sought shall be communicated to all those who have purchased the tender documents without identifying the source of the query and upload/advertise the corrigendum as in the same manner in the Notification Inviting Tender for the information of those who have downloaded the tender documents from the website, without identifying the source of the query.

#### **7. DEADLINE FOR SUBMISSION OF BID:**

Completed Tender documents should submit only in webportal [www.tntenders.gov.in](http://www.tntenders.gov.in) not later than 11.00 A.M. on 27.05.2024. Tender documents submitted later than the prescribed date and time shall not be entertained.

#### **8. PROCEDURE FOR EVALUATION OF BIDS AND AWARD OF CONTRACT.**

- (i) The bids will be evaluated by Tender Scrutiny and Evaluation Committee with a panel of officials nominated by Tender Inviting Authority.
- (ii) The technical bids will be opened on 27.05.2024 at 3.00 P.M.
- (iii) Once the technical bids have been evaluated, only the qualified Bidders will be informed about the date of opening of financial bids and such financial bids will be opened in the presence of the authorized representatives of each qualified Insurance Company who choose to be present.
- (iv) The successful bidder will be eligible for the award of tender.
- (v) The actual license is to be verified by the evaluation committee. A pre-bid meeting will be conducted to clarify any doubts raised by the bidders in the scheme.

#### **9. RIGHT TO NEGOTIATE AT THE TIME OF AWARD:**

The Tender accepting authority reserves the right to negotiate with lowest evaluated bidder after opening the Financial Bid.

#### **10. RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS:**

The Tender accepting authority of TEXCO Ltd reserves the right to accept or reject any bid or cancel the tender process and reject all bids at any time without assigning any reason prior to the award of contract, without thereby incurring any liability to the bidders.

**11. NOTIFICATION OF AWARD AND SIGNING OF AGREEMENT:**

The letter of Award will be issued by the Tender Accepting Authority. The terms of agreement are non-negotiable and the successful bidder shall sign the agreement.

**12. CONFIDENTIALITY:**

Information relating to the examination, clarification, evaluation, and comparison of bids, and recommendations for the award of contract shall not be disclosed to bidders or to any other persons not officially concerned with such process until the letter of Award is issued.

**13. CANVASSING, FRAUDULENT AND CORRUPT PRACTICES:**

Bidders are hereby informed that canvassing in any form for influencing the process of letter of award would result in disqualification of the Bidder. Further, they shall observe the highest standard of ethics and will not indulge in any corrupt, fraudulent, coercive, undesirable or restrictive practices, as the case may be.

**14. PERIOD OF AGREEMENT:**

The agreement will be in force for a period of **one** year from the date of commencement of the Scheme. As on date, 8370 (8367 contract personal + 3 regular employees) are covered under this scheme. The addition and deletion of manpower is being furnished to the Insurance Company every month. The premium amount to the additional manpower is paid based on the premium amount calculated and demanded by the company (on or before 10<sup>th</sup> of subsequent month), for the balance period from the date of enrolment into service.

*[Handwritten Signature]*  
General Manager  
TEXCO

*[Handwritten Signature]*  
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**TAMIL NADU EX-SERVICEMEN CORPORATION LIMITED**

**NOTICE INVITING TENDER**

**SCHEDULES ATTACHED TO AND FORMING PART OF**  
**GROUP PERSONAL ACCIDENT (NAMED) INSURANCE POLICY**  
**FOR CONTRACT PERSONNEL OF TEXCO**

1. The Insured M/s. Tamil Nadu Ex-servicemen Corporation Limited, Chennai – 600 035.
2. Risks Covered : In Group Personal Accident Insurance world Wide coverage (24 X 7) in Table II as per the Guidelines of IRDA. The benefits required to be covered shall be as under :-

<u>Table</u>	<u>Benefits</u>	
<u>II</u>	1. Death only (100% of sum insured).	
	2. Loss of two limbs, loss of sight of two eyes (100% sum insured).	
	3. Loss of one limb or loss of sight of one eye (50% of sum insured).	
	4. Permanent Total Disablement from injuries other than named above (100% of Capital Sum Insured)	
	5. Permanent Partial Disablement % age of compensation as shown below	
	<b>Permanent Partial Disablement (Benefit No.5)</b>	<b>Compensation of percentage of capital sum insured.</b>
	Loss of toes all	20
	Great – Both Phalanges	05
	Great – One Phalanx	02
	Other than great, if more than one toe lost each	01
	Loss of hearing both ears	50
	Loss of hearing one ear	15
	Loss of four fingers & Thumb of one hand	40
	Loss of four fingers	35
	Loss of thumb – both phalanges	25
	One Phalanx	10

3. Persons Covered Named 8370 (8367 contract personnel + 3 regular employees) personnel deployed to the projects and Head Office & Branch Offices of TEXCO.
4. Period of Insurance Insurance cover shall be for a period of 12 months (i.e.01.06.2024 to 31.05.2025) taking into consideration the period between the date of joining/cessation of contract/removal of individual.
5. Sum Insured Rs.5,00,000/-(Rupees Five lakh per person)

6. Sharing Pattern                      100 % share shall be awarded by the L1 insurance company.
7. Publishing Date                      -            available from 13.05.2024 at 10.00A.M  
in webportal [www.tntenders.gov.in](http://www.tntenders.gov.in)
8. Document Download/Sale            -            13.05.2024 at 10.05 A.M.  
in webportal [www.tntenders.gov.in](http://www.tntenders.gov.in)
9. Seek clarification start date        -            13.05.2024at 12.00.P.M
10. Seek clarification end date        -            27.05.2024 at 11.00. A.M
11. Pre bid meeting                    -            23.05.2024 at 11.00. A.M
12. Bid submission starting date      -            13.05.2024 at 12.00.P.M
13. Bid submission closing date      -            27.05.2024 at 11.00.A.M
14. Bid Opening date                    -            27.05.2024 at 03.00. P.M

The schedule of tender form could also be down loaded, free of cost from the Government webportal [www.tntenders.gov.in](http://www.tntenders.gov.in) and TEXCO website [www.texco.tn.gov.in](http://www.texco.tn.gov.in)

*A. G. M. M. M.*  
**General Manager**  
**TEXCO**

*g.p.*  
*10/5*