

Central University of Punjab

(Established vide Act No. 25 (2009) of Parliament)

NAAC Accredited 'A' Grade University



EOI No. CUPB/CC/RO-159/EOI-I

Expression of Interest (EOI) for

INTRODUCTION AND IMPLEMENTATION OF GROUP INSURANCE SCHEME FOR REGULAR EMPLOYEES OF CUPB

Critical Date Sheet

A.	Date from which Eoi documents can be downloaded	10/06/2019
B.	Last date and time for submission of completed Eoi documents	01/07/2019 by 1700 hours
C.	Date and time for Opening of Eoi	08/07/2019 at 1500 hours
D.	Presentation	16/07/2019 at 1100 hours

City Campus, Mansa Road, Bathinda-151001
Email: registrar@cup.edu.in, Tel: 0164-2864122

I. NOTICE INVITING EXPRESSION OF INTEREST

Sealed Expressions of Interest (Eoi) in conformity with detailed Eoi call notice are invited from reputed Insurance Companies/Firms/Bidders having valid Registration Certificate, including registration with the Insurance Regulatory & Development Authority (IRDA) for **Introduction and Implementation of Group Insurance scheme for nearly 184 Regular employees of CUPB**. The Hard copy of the Annexure in the last part of this EOI notice may be downloaded, filled-up and invariably attached along with the Eoi document to be submitted by the bidder(s). Eois without these Annexures will be summarily rejected. The filled up Eois can be submitted starting from **10/06/2019**.

II. ABOUT THE UNIVERSITY

The Central University of Punjab (CUPB) is a statutory University established by an Act of Parliament (Act No. 25 of 2009, The Gazette of India, No. 27, published on 20th March, 2009 as a new Central University, and is fully funded by the Government of India. The Central University of Punjab, Bathinda – one of the fast-growing Central Government's Educational Institution, is committed to capacity building and offering outstanding academic, recreational, Sporting, Co-curricular and placement opportunities.

The University have following campuses:

- a. City campus is situated on Mansa Road (State Highways No 17), about 07 Kms distance from Bathinda bus stand and about 12 km from Bathinda railways station.
- b. Main Campus is new constructed campus of the Central University of Punjab and situated at Ghudda village. The distance between City Campus to this Campus is approximately 25 kms and 23 Kms form Camp Office.

III. NAME OF THE WORK/SERVICES:

1. For providing Group Insurance as per provisions of **Central Government Employees Groups Insurance Scheme 1980 (with latest amendments)** cover to 184 (approx.) members of staff of CUPB. The number of employees may be increased/decreased.. The Insurance cover should be in the combination of Life Insurance with the amount of appropriate Insurance cover to which the employee was entitled at the time of death and savings fund with interest payable on retirement.

2. AMOUNT OF COVERAGE:

In case of the non-availability of **Central Government Employees Group Insurance Scheme 1980** at agencies, the agency may submit proposal and quotes for term insurance having following categories of sum assured:

- (a).Rs. 60,00,000/-
- (b).Rs. 40,00,000/-
- (c).Rs.20,00,000/-
- (d).Premium per Lakh slab

IV. INSTRUCTIONS TO THE BIDDERS

1. The bidders may assess about the nature and quantum of the work & also study the entire Central Govt. Employees Group Insurance Scheme 1980 applicable to other Central Government Employees. Copy of which is available on University website.

TWO STAGE BIDDING PROCEDURE

Stage-1:

- a) Invitation for Expression of Interest (Eoi):

This document details terms and conditions for inviting EOI from eligible bidders. The interested bidders are requested to submit their Expression of Interest to the provided address.

- b) Basic Qualification Criteria:

The bidders has to submit their Expression of Interest alongwith qualification documents as per the basic qualification criteria defined in this document. Evaluation Committee of the University constituted for the purpose shall assess the ability of the bidders to render the requisite services based on the bidder's profile, ratings and on such other criteria as it may fix

- c) Technical Presentation:

The bidders, who are qualified in the basic qualification process, will be called for delivering a presentation about their experience & proposed solution towards the Eoi. During their presentation, bidder should provide enough evidences towards their claim and explain the proposed solution. The Concerned Authority will evaluate the bidders' experience, technical presentation of the bidder and qualify / disqualify bidders accordingly.

- d) Request for Proposal:

The Final RFP will be prepared based on the proposals received from the technically qualified bidders during the stage-1

Stage-2:

The technically qualified bidders based on stage-1 will be invited for submission of their techno commercial bids for the work according to the tender document in 2 bid method.

The current document is therefore to explore the response from the prospective bidders.

2. The Scheme to be provided by the bidder should be similar to that of the Central Government Employees Group Insurance Scheme.

3. Bidder shall make available all statistics as required by the University.
4. A number of reports including the claims of individuals and the details of the settlement are to be furnished to the University on monthly basis or as required by the University.
5. The timelines and the requirement mentioned in this document are subject to change and shall be firmed up while the Technical and Commercial bids are called for by the University at a later date.
6. Final scope of work and Terms and Conditions of the contract shall be made after going through the responses. However, it may please be noted that the decision of the Central University of Punjab shall be final while addressing the issues raised by respondents, in response to this document.
7. Invitation for bids shall be called for after the finalization of the scope of work by the University. The Central University of Punjab may change any or all of the scope of work and terms & conditions in the final tender document. The revised set of conditions and specifications shall then be a part of final invitation for bids document which will be published at the time of calling for bids.
8. The Central University of Punjab reserves the right to summarily reject any or all of the offers received in response to this Expression of Interest without assigning any reason thereof.

V. ELIGIBILITY CRITERIA

1. The Insurance Company Agency should have been registered with IRDA.
2. The Insurance Company shall have at least five years' experience in providing such Insurance Schemes.
3. The Insurance Company should have adequate experience for providing such Insurance services to Government/Semi-Government / Govt. of India Undertaking/Autonomous Body or Private Body during the preceding five years. A list of clients in proof of the above along with Certificates of satisfactory performance issued by the competent authority of such establishments and from such clients may be invariably furnished alongwith the Eol.
4. The Company should have the Registered/ Branch Office in Bathinda/Chandigarh/Punjab.
5. The Company/Agency should furnish attested copies of following documents:-
 - i. Copy of Registration issued by IRDA.
 - ii. Last three years turnover certified by a Chartered Accountant and supported by duly audited Income Tax Clearance Certificate / Income Tax Assessment Order.

- iii. Certificate containing date of inception on the letterhead of IRDA.
 - iv. List of Government/ Semi-Government / Govt. of India Undertaking/ Autonomous Body or Private Body for which such Insurance Scheme has been provided may be furnished in Annexure –II.
 - v. Details of the Clients who were provided with such Insurance Schemes during the last five years during the period as per the format in Annexure–III.
6. The bidder should have minimum five years' experience in doing similar nature of work after IRDA recognition.
7. BIDDER HAS TO SUBMIT A MINIMUM OF THREE SUCH GROUP INSURANCE SCHEME SERVICES PROVIDED WITH **SATISFACTORY PERFORMANCE CERTIFICATES**.

VI. EOI SUBMISSION:

1. The Eoi containing the proposal along with documents related with Basic Qualification criteria should be submitted in sealed cover duly superscribed with "**Expression of Interest (Eoi) for Introduction and Implementation of Group Insurance Scheme for Regular Employees of CUPB**" to the below mentioned address on or before **01/07/2019 by 1700 hours**. The Eoi can be submitted in person or through post/courier. The Central University of Punjab will not be responsible for transit delay for Eoi submitted by Post/Courier etc.

Registrar
Central University of Punjab, Bathinda,
City Campus, Mansa Road,
Bathinda, Punjab-151001.

2. Only those Companies/Firms having good track record, manpower capacity and relevant experience are eligible to apply. They should produce copies of the Work Orders issued to them from other institutions for providing such schemes during the last three years.
3. Bids received after the closing date, as indicated in this document are liable to be rejected.
4. The bid shall be submitted in English language only.
5. Bidder is required to sign each page of the EOI documents. Unsealed, unsigned, conditional and/or incomplete bids otherwise considered defective are liable to be rejected.
6. The Competent Authority reserves the right to reject any or all the Eois without assigning any reasons thereof.

RIGHTS TO ACCEPT OR REJECT Eois:

- A. The Eoi is liable to be rejected inter-alia:

- a) If it is not in conformity with the instructions mentioned in the Eol document.
- b) If it is not properly signed by the bidder.
- c) If it is received after the expiry of the due date and time.
- d) If it is not accompanied with proper documents.
- e) If a list of manpower engaged in this field is available with the firm with their qualifications is not been enclosed alongwith the Eol papers.
- f) If the notarized affidavit accepting the terms and condition of the Eol is not submitted along with the Eol.

B. This office reserves the right to:

- a) Accept / Reject any of the Eols in full or part thereof.
- b) Revise the requirement at any time or at the time of placing the order.
- c) Add, modify, relax or waive any or all of the conditions stipulated in the Eol specifications wherever deemed necessary.
- d) Reject any or all the Eols in part or full without assigning any reasons thereof.

VII. SPECIFIC TERMS AND CONDITIONS

1. The Group Insurance Scheme should be similar to Central Govt. Employees Group Insurance Scheme, 1980.
2. The Group Insurance Scheme cover should be available at a very low cost.
3. The scheme should provide attractive returns on savings to meet post retirement needs.
4. There should be provisions for periodical enhancement of Insurance cover keeping in view the inflation, mortality rates etc. and adequate savings quantum shall be provided.
5. All the regular employees of CUPB irrespective of age group should be eligible to join the scheme. At present the retirement age for Faculty and Medical Officer is 65 and for the rest of the Employees it is 60.
6. The Scheme should have provisions for new entrants in service to get coverage.
7. A suitable monthly premium shall be charged which shall cater to both Insurance component and for savings component.
8. There should be suitable interest provision on the savings portion / component of the scheme.
9. There should be provision for accidental benefit under the scheme.
10. The savings premium alongwith interest and the insurance cover should be payable on death while in service and savings premium alongwith interest in case of resignation or retirement and only the insurance cover if death takes place before becoming a member.

11. The date effect from which an employee becomes a member of the Scheme and raising the subscription on account of regular promotion to the next higher group will take place from 1st January if the entry or promotion is after 1st January as in CGEGIS, 1980.
12. There shall be appropriate Tax benefits under the Income Tax Act on the employee's contribution as well as on the claim amount payable on retirement or death.
13. The performance of the firm shall be reviewed after 5 years and thereafter the engagement of the firm may be extended/ curtailed as per the discretion of the Competent Authority based on various criteria and performance of the company.
14. The Successful Company / Firm shall at its own cost comply with the provision of orders and notifications issued by IRDA and government from time to time.
15. The successful Bidder/ Company should ensure that claims on account of death are disposed of, on **Top Priority** and latest within 1 week of receipt of information from CUPB Administration regarding any Employee(s) case(s).
16. All payments shall be done by ECS mode to the Employee or his nominated family member under intimation to Administration and Accounts Section.
17. In case of any unsatisfactory service, suitable penalties as decided by the Competent Authority shall be levied after issuing notice.
18. The company shall be deemed to have full knowledge of the requirements of the employees of CUPB. The agency shall be responsible for arranging and providing necessary Insurance Claims and refund of savings amount accumulated in the account of each employee.
19. Submission of this application implies that the company/firm has read this notice and all the documents and has made themselves aware of the scope and specifications of the work to be done, local conditions and other factors having a bearing on the execution of the work.
20. The requirement given in the scope of work is only indicative, CUPB reserves the right either to increase or decrease it as per requirement. The decision of CUPB in this regard shall be final and binding on the bidder. The payment to bidder will be based on the conditions specified for passing the bills above.

VIII. CIVIL SUIT JURISDICTION

All legal proceedings in connection with this Contract shall be subject to the territorial jurisdiction of the Civil Courts, at Bathinda only.

ANNEXURE-I

(on company's letter head)

BIDDERS PROFILE

S.N.	Particulars	To be filled in by the bidder
1.	Name of the Agency	
2.	Date of incorporation /establishment of the company/firm	
3.	Registered Office address of the Company/firm with Office Telephone Number, Email ID, Fax Number	
4.	Name of the Contact person with Telephone Number, Email ID, Fax Number	
5.	Address of the branch office in Bathinda/Chandigarh/Punjab	
6.	Details of Registration with IRDA	
7.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to be attached in this regard.)	
8.	Details of Work Orders received along with copies	
9.	Whether a copy of the terms and conditions duly signed, in token of acceptance of the same, is attached.	

Signature, date and stamp of the Bidder
or Authorized Representative

**LIST OF GOVERNMENT/SEMI-GOVERNMENT / GOVT. OF INDIA UNDERTAKING/
AUTONOMOUS BODY OR PRIVATE BODY FOR WHICH SUCH INSURANCE SCHEME
HAS BEEN PROVIDED DURING THE LAST FIVE YEARS**

S.No.	Name and Address of the Institution	Amount Insured / Details of Scheme provided	Remarks, if any

Note: Bidder are requested to provide documentary proof in respect of the information furnished above.

Signature, date and stamp of the Bidder
or Authorized Representative

ANNEXURE III

DETAILS OF THE CLIENTS FOR WHOM SUCH INSURANCE COVERS HAVE BEEN PROVIDED DURING THE LAST FIVE YEARS

S. No.	Name and address of the Client/Firm (also indicate whether Government/ Semi-Government / Govt. Undertaking/ Autonomous Body/ Private Body	Details of the Officers /authorities/executives under whose control the Insurance Scheme was provided			
		Name	Postal address	e-mail id	Contact number

Signature, date and stamp of the Bidder
or Authorized Representative

ANNEXURE-IV**ORGANISATIONAL INFORMATION****I.**

TYPE OF COMPANY	Documents to be attached
Govt. of India Undertaking	
State Govt. Undertaking	
Public Limited Company	Memorandum and Articles of Association
Private Limited Company	Memorandum and Articles of Association
Co-Operative Society	Society Rules and Byelaws
Partnership Firm	Partnership Deed
Proprietorship Firm	Professional Tax Registration
Any other, specify	Supporting Documents

II. Quality Systems

Details of Quality System	Certificate Number and valid upto	Document to be submitted
Accreditation to _____		Copy of Accreditation Certificate OR Copy of „Table of Contents“ of „Quality Manual“
Accreditation to _____		Copy of Accreditation Certificate OR Copy of „Table of Contents“ of „Quality Manual“
Accreditation to _____		Copy of Accreditation Certificate OR Copy of „Table of Contents“ of „Quality Manual“
Accreditation to _____		Copy of Accreditation Certificate OR Copy of „Table of Contents“ of „Quality Manual“

Signature, date and stamp of the Bidder
or Authorized Representative

ANNEXURE-V

FORM FOR FINANCIAL CAPACITY

(To be certified by Chartered Accountant of the Firm)

Description	Financial Years		
	2016-17	2017-18	2018-19

ANNEXURE-VI

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

S.No	Documents to be submitted	Submitted	Not submitted	Remarks
1.	Copy of Registration of the Firm with IRDA			
2.	List of clients indicating quantum of work orders			
3.	Copies of Work Orders			
4.	Last 3 years audited statement from Chartered Accountant			
5.	All the other Annexures I to V			

Signature, date and stamp of the Bidder
or Authorized Representative