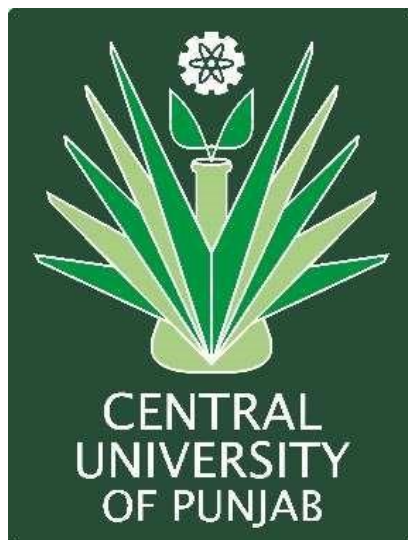


Central University of Punjab
(Established vide Act No. 25 (2009) of Parliament)

NAAC Accredited 'A' Grade University



EOI No. CUPB/Estt./EOI- 1096
Expression of Interest (EOI) for

INTRODUCTION AND IMPLEMENTATION OF GROUP INSURANCE SCHEME (TERM INSURANCE) FOR REGULAR EMPLOYEES OF CENTRAL UNIVERSITY OF PUNJAB

Critical Dates:

A.	Date of release of Eoi	17/11/2023
B.	Date and time of Presentation	30/11/2023 at 10:00AM onwards

VPO: Ghudda, Distt- Bathinda, Punjab (INDIA) PIN-151401
Email: < establishment@cup.edu.in >

I. ABOUT THE UNIVERSITY

The Central University of Punjab (hereinafter referred as University) 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 University is 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 is situated at Ghudda village (Bathinda). The distance between Bathinda City to University Campus is approximately 25 kms.

2. AMOUNT OF COVERAGE:

The insurance company may submit proposal for Group Insurance Scheme (Term Insurance) for regular employees of Central University of Punjab having following categories of sum assured on or before the date of presentation:

- (a) Rs. 1,00,00,000/- .
- (b) Rs. 75,00,000/-
- (c) Rs. 50,00,000/-
- (d) Rs. 25,00,000/-

3. ELIGIBILITY CRITERIA

1. The Insurance Company 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 should furnish attested copies of following documents: -
 - a. Copy of Registration issued by IRDA.

- b. List of Government/Semi-Government/Govt. of India Undertaking/Autonomous Body or Private Body for which such Insurance Scheme has been provided in last five years, may be furnished in Annexure – I.

4. 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 (Term Insurance) for Regular Employees of Central University of Punjab**" to the below mentioned address **on or before the presentation**. The Eoi can be submitted in person or through post/courier.

Assistant Registrar (Establishment)
Central University of Punjab,
VPO - Ghudda, District- Bathinda,
Punjab (INDIA), PIN-151401
Email: < establishment@cup.edu.in >

5. SPECIFIC TERMS AND CONDITIONS

1. The Group Insurance Scheme cover should be available at a least cost.
2. All the regular employees of the University irrespective of age group should be eligible to join the scheme. Presently, 150 employees against 352 sanctioned posts, have given their consent to the scheme. At present the retirement age for Faculty & Medical Officer is 65 years, for other Academic Staff i.e. Librarian Cadre etc. 62 years and for rest of the Employees it is 60 years.
3. The Scheme should have provisions for new entrants in service to get coverage.
4. The Successful Company / Firm shall at its own cost comply with the provisions of orders and notifications issued by IRDA and Government from time to time.
5. The successful Company should ensure that claims on account of death are disposed off, on **Top Priority** and latest within two weeks of receipt of information from the University Administration regarding any Employee(s) case(s).
6. All payments shall be done by ECS mode to the Employee or his nominated family member under intimation to Administration and Accounts Section.
7. In case of any unsatisfactory service, suitable penalties as per IRDA/Govt. of India norms shall be levied after issuing notice.

8. The company shall be deemed to have full knowledge of the requirements of the employees of the University. The company shall be responsible for arranging and providing necessary Insurance Claims of employees.
9. 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.
10. The requirement given in the scope of work is only indicative. The University reserves the right either to increase or decrease it as per requirement. The decision of the University in this regard shall be final and binding.

6. CIVIL SUIT JURISDICTION

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

COMPANY'S PROFILE
(on company's letter head)

S. No.	Particulars	To be filled in by the Company
1.	Name of the Company / Firm	
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 duly notarized is to be attached in this regard as per Annexure-II)	
8.	Details of Work Orders received along with copies (for last five years)	

Signature, date and stamp of the Company
or Authorized Representative

ANNEXURE-I

**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	Contact details	Performance Certificate (Yes/No)	Remarks, if any

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

Signature, date and stamp of the Company
or Authorized Representative

ANNEXURE-II

NON BLACKLISTING CERTIFICATE

[To be submitted duly notarized]

I/We hereby certify that the [Name of the company / firm _____] has not been ever blacklisted/debarred by any Central Government / State Government / PSUs / Institute on any account.

I/We hereby agree to abide by all the terms and conditions stipulated in Eoi.

I/We also certify that the information given in Eoi submitted by us is true and correct in all aspects and in case at a later stage, it is found that details provided are false and incorrect, participation or award of contract may be terminated at any stage and the firm will be debarred OR the University may take any other action as per rules.

Signature, date and stamp of the Company
or Authorized Representative

ANNEXURE-III

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			

Signature, date and stamp of the Company
or Authorized Representative