



Tender

Madhya Pradesh State Tourism Development Corporation
Corporate Identification Number (CIN) – U63040MP1978SGC001445
Registered Office: Paryatan Bhavan, Bhad Bhada Road, Bhopal 462003
Tel.: 0755-2774450, Fax: 0755-2775434/2774289

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NIT No.:1638/MPT 05, March 2018

**“TENDER FOR GROUP HEALTH INSURANCE POLICY FOR MPSTDC
EMPLOYEES AND THEIR FAMILY MEMBERS”**

MPSTDC invites offers from Agency for **Group Health Insurance Policy For MPSTDC Employees and Their Family Members**. The detailed terms & conditions can be downloaded from website www.mpstdc.com/www.mpeproc.gov.in. For any technical issues contact: Toll free number -18002588684. For further information contact at 09424796880 or email – sandesh@mpstdc.com . Last date and Time for on line submission is 20 March 2018 -**13:00hrs**.

Managing Director

**“TENDER FOR GROUP HEALTH INSURANCE POLICY FOR MPSTDC EMPLOYEES AND
THEIR FAMILY MEMBERS”**



Madhya Pradesh State Tourism Development

Corporation Bhopal, India

DISCLAIMER

The information contained in this TENDER document ("TENDER") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this TENDER and such other terms and conditions subject to which such information is provided.

This TENDER is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this TENDER is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this TENDER. This TENDER includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Agency. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This TENDER may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this TENDER. The assumptions, assessments, statements and information contained in this TENDER, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this TENDER and obtain independent advice from appropriate sources.

Information provided in this TENDER to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this TENDER or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the TENDER and any assessment, assumption, statement or information contained therein or deemed to form part of this TENDER or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this TENDER.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this TENDER.

The issue of this TENDER does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Agency and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever and cancel the entire bidding process.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection

with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

The word "Bid" and "Tender" is used interchangeably in the document.

The word "applicant " and "Bidder" is used interchangeably in the document.

DATA SHEET

1	Name of the Authority: Managing Director, MP State Tourism Development Corporation Limited, Bhopal
2.	A Pre-Bid Conference will be held: Yes Date: 07/03/ 2018 Time: 11:00 Hrs <i>Venue:</i> M.P.State Tourism Development Corporation Limited, Paryatan Bhawan, Bhadbhada Road, BHOPAL - 462003.
3.	Proposal should remain valid for 180 days from the proposal due date
4.	The Agency/Firm is required to include with its Proposal written confirmation of authorization to sign on behalf of the Firm: Yes
5.	The Agency/Firm must submit: i. Technical Proposal (To be submitted Online any) ii. Financial Proposal (To be submitted Online Only)
6.	The Agency/Firms are required to submit Technical Proposal Online . The Bidders shall have to submit their Bids online and upload the relevant documents from as per time schedule (key Dates). All documents / certificates required to be submitted online .
7.	Cost of RFP document Rs.2000.00 (Rs. Two Thousands only) + GST @ 18% = 2000+360= 2360/- to be paid Online Only through www.mpeproc.gov.in .

8.	The Amount for EMD : Rs. 1,00,000.00 only (Rupees One Lacs only)
9	An Earnest Money Deposit (EMD) must be submitted Online Only through www.mpeproc.gov.in
10.	EMD will be returned not later than 120 days from bid Due Date. The EMD shall be returned upon completion of the proposed assignment. Bids not accompanied by the EMD shall be rejected.
11.	All correspondence shall be addressed to : Managing Director, M.P.State Tourism Development Corporation Limited, Paryatan Bhawan, Bhadbhada Road, BHOPAL - 462003 Tele : 0755-2774450 Fax :0755-2775434/2774289 Website : www.mptourism.com E-mail : sandesh@mpstdc.com
12.	Date for opening of Technical Proposal on 20/03/2018 15:00 hours
13	Date of opening of financial Proposal: To be informed

1.0 INTRODUCTION & BACKGROUND

1.1 INTRODUCTION

Madhya Pradesh can easily be described as the best state of the nation, in terms of richness and diversity of tourism destinations. The state has three world heritage sites namely Sanchi, Bhimbetka and Khajuraho. Madhya Pradesh is not called the 'heart of India' only because of its location in the centre of country. It has been home to cultural heritage of Hinduism, Buddhism, Jainism and Islam. Innumerable monuments, exquisitely carved temples, stupas, forts and palaces are dotted all over the State. The natural beauty of Madhya Pradesh is equally varied. Consisting largely of a plateau, the State has everything. Spectacular mountain ranges, meandering rivers and miles of dense forests. But perhaps the best part about MP is its accessibility. It is equally close to major tourist destinations from the North, South, East and West.

In the last few years, the Government of Madhya Pradesh has initiated a number of measures to position the state as the leading tourism state globally. All the tourism related initiatives of the Government of Madhya Pradesh (GoMP) are executed through Madhya Pradesh State Tourism Development Corporation (MPSTDC), the nodal agency of GoMP.

1.2 OBJECTIVE

Madhya Pradesh State Tourism Development Corporation invites the tender for Group Health Insurance Policy from IRDA accredited Government Insurance Companies for MPSTDC employees and their family members for a period of one year.

1.3 Scope of work and terms & condition.

- 1.3.1 The scheme is titled as “Group Medi claim Insurance Policy (Family Floater) for the regular employees of MPSTDC” aimed at providing Medical facilities to regular employees and their family members of the Corporation for indoor treatment through Medi claim Insurance Policy.
- 1.3.2 This policy will cover all the regular employees’ and their family** i.e. his/her spouse, dependent parents and children. However, in case of any addition of any children, no extra premium will be payable upto 2 dependent children (without payment of any additional premium). Dependent minor brother/sister in case unemployed is not having own family and whose parents are not alive are also included.
- 1.3.3 This policy is mandatory for all employees and dependants declared by the MPSTDC as per given in Annexure – V.
- 1.3.4 All new joiners will be covered from the date of joining.
- 1.3.5 Medical facilities and benefits to all such employees who cease to be in employment of MPSTDC due to permanent disability arising out of employment

till he/she attains the age of superannuation along with his family members and dependants, as applicable to regular employees of MPSTDC.

1.3.6 "Family" means employee +Spouse + dependent children + any of the two dependent parents as given below:

a) Mother + Father

b) Mother in Law + Father in law

Son: Till he attains the age of 25 or starts earning, whichever is earlier.

Daughter: Till she starts earning or gets married, whichever is earlier.

Son/Daughter suffering from permanent disability of any kind (physical or mental): No age limit.

1.3.7 Indemnity: The Insurance Company hereby agrees to keep indemnified and shall keep indemnified and hold harmless, MPSTDC and its officers and employees from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this Contract or arising from any breach or non-compliance whatsoever by the Insurance Company or any of the persons deployed by it pursuant hereto of or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether within or without the premises.

1.3.8 All the regular employees of the MPSTDC and their family members irrespective of age group should be eligible to join the scheme. At present the retirement age for employees is 60 and 62 years for class IV employees.

1.3.9 The successful Company shall at its own cost comply with the provision of orders and notifications issued by IRDA and Government from time to time.

1.3.10 The period of contract will initially be for one year extendable on mutually agreed terms and conditions, which is liable to be terminated with one month's notice, if any lapse or unsatisfactory performance of the Company/firm is noticed.

1.3.11 Cashless facility should be provided in major multi-speciality hospitals located in Madhya Pradesh and all over India. Details of such Hospitals are to be provided by Insurance Company. All transactions with these hospitals should be totally cashless.

1.3.12 There should be a dedicated helpline (24 x 7) from the TPA of Insurance Company available and the contact details should be furnished in the tender. Contact details of the TPA should be provided by the Insurance Company including the name of the contact person, contact numbers and postal & email address.

- 1.3.13 Door-step reimbursement facility for cases of reimbursement to individual and reimbursement amount can be made directly to the members only preferably within 15 days from the date of submission of required documents. The response time by the TPA at the time of admission should be maximum of six hours.
- 1.3.14 Reports including the claims of individuals and the details of settlement are to be furnished to the MPSTDC on monthly basis or as and when required by the MPSTDC.
- 1.3.15 Admission and discharge to and from the hospital preferably on 24x7 basis.

FOLLOWING EXPENSES ARE REIMBURSABLE UNDER THE POLICY:

- 1.3.16 Room Rent/ boarding expenses upto 2% of the sum Insured per day subject to a Maximum of Rs 5,000 per day.
Note: If admitted in IC Unit- the Room Rent/ Boarding expenses shall be payable upto 4% of the Sum Insurer, per day subject to a maximum of Rs 10,000/- per day.
- 1.3.17 Surgeon/ Anesthetist/ Consultant Specialist's fees.
- 1.3.18 Expenses on Anesthesia, Blood, Oxygen, OT Charges, Surgical Appliances, Medicines and Drugs, Diagnostic Materials, X-Ray, Dialysis, Chemotherapy, Radiotherapy, Cost of Pacemaker, Artificial Limbs/ Organs implanted during the procedure, Cost of Organs, Incidental Laboratory/ Diagnostic Test and related expenses to the Treatment.
- 1.3.19 Organ Transplant Donor's Claim Including Cost Of Organ Removal Shall Be Payable Subject to the same sub limits as applicable to the insured person and subject to the admissibility of the Insured's/ Organ recipient claim under this Policy.
- 1.3.20 Pre-hospitalization medical Expenses up to 30 days.
- 1.3.21 Post hospitalization medical Expenses up to 60 days.
- 1.3.22 Expenses incurred for Ayurvedic/Homeopathic/Unani Treatment are admissible up to 25% of the Sum Insured provided the treatment for Illness or Injuries, is taken in a Government Hospital or in any institute recognized by Government and /or accredited by Quality Council Of India / National Accreditation Board on Health, excluding centres for spas, massage and health rejuvenation procedures.
- 1.3.23 Ambulance Charges/ Cost of Travel: 1.0% of the Sum Insured or at actual whichever is less. In the event of any Insured Person falling sick and requires hospitalization outside the city/ town/ village, where treatment of the insured person is not possible due to lack of proper facility at the hospital OR the Hospital/ Nursing Home where the Insured is being treated is of the opinion that the Insured be shifted to another center, the Insurer shall reimburse the cost of such travel/ shifting.

Note: The total charges payable under this Heading shall not exceed a maximum of Rs 5,000.

- 1.3.24 Nursing Expenses- Shall be reimbursable subject to specific recommendation of treating physician/ doctors that patient disease is such which requires utmost care by a Nurse.
- 1.3.25 Maternity Expenses: Maternity expense shall only include Expenses towards lawful medical termination of pregnancy during the Policy Period necessitated by Medical Complication. Treatment expenses of Child Birth are not payable. Note: Treatment of Expenses after the Birth of the baby and incurred on the Baby shall however be covered, under the name of the Infant as the Infant is included in 'Family' from the date of his/ her Birth. Any Congenital defects and complications arising thereof (of the Infant) are also covered.

1.3.26 EXCLUSIONS

Any medical expenses incurred for or arising out of:

1. War, Invasion, Act of foreign enemy, War like operations, Nuclear weapons, Ionizing Radiation, contamination by Radioactive material nuclear fuel or nuclear waste .
 2. Circumcision, cosmetic or aesthetic treatment, plastic surgery unless required to treat any injury or illness.
 3. All types of Dental treatments except arising out of an accident.
 4. Bodily injury or sickness due to wilful or deliberate exposure to danger (except in an attempt to save a human life), intentional self-inflicted injury, attempted suicide and arising out of non adherence to any medical advice.
 5. Diagnostic, X-Ray or Laboratory examination not consistent with or incidental to the diagnosis of positive existence and treatment of any ailment, sickness or injury, for which confinement is required at a Hospital/Nursing Home.
 6. Vitamins and tonics unless forming part of treatment for injury or disease as certified by the attending Medical Practitioner.
 7. Any Naturopathy Treatment.
 8. Experimental and Unproven treatment (not recognized by Indian Medical Council)
 9. Self Injury and ailments arising out of chronic use of alcohol/ narcotic drugs.
 10. All Psychiatric ailments except Paranoid Schizophrenia/ Maniac Depression.
- 1.3.27 Options-1 Sum Insured: The Scheme shall provide coverage for meeting all expenses relating to hospitalization of beneficiary members upto Rs.1,50,000/- per family per year. The benefit shall be available to each and every member of the family on floater basis i.e. the total reimbursement of Rs.1,50,000 (Rs. One lakh fifty thousand only) can be availed either by one individual or collectively by all members of the family.
- Option-2- premium for coverage of Rs.01.00 Lakh per family for a period of one year and additional coverage – super Top-Up of Rs. 01.00 lakh per family over and above the cover of Rs. .01.00Lakhs for a period of one year

1.3.28 Buffer/Corporate Sum Insured: An additional Sum Insured of Rs.30.00 lakhs(Rupees thirty lakhs only) shall be provided by the Insurer as Buffer/Corporate Floater. In case hospitalization expenses of a family(per illness or annual) exceed the original sum insured of Rs.1,50,000/-, insurer is required to inform the MPSTDC Authorities with the details on case to case basis and only MPSTDC Authorities will decide the distribution and disbursement of the buffer corporate sum insured.

1.3.29 Minimum cap on diseases subject to sum Insured should not be below as specified in the list below.

Sr.No	Diseases	Metro Locations	Non-Metro Locations
1	Appendix	50,000/-	35,000/-
2	Eye Related	60,000/-	50,000/-
3	Gall Bladder	60,000/-	50,000/-
4	Hernia	50,000/-	40,000/-
5	Hydrocele	25,000/-	20,000/-
6	Hysterectomy	50,000/-	40,000/-
7	Piles	45,000/-	35,000/-
8	Kidney Stone (including DJ stent removal for same stone)	70,000/-	60,000/-
9	Joint Replacement including Vertebral joints	2,00,000/-	1,60,000/-

1.3.30 There shall be No waiting Period/ Cooling period for any diseases.

1.3.31 There shall be No Exclusion of Any Pre Existing Diseases

1.3.32 Midterm alteration of a "Family" OR Employees:

i) New born from day one

ii) Newly married spouse from day one

- without payment of any additional premium.

iii) If any employee ceases to be on the rolls of MPSTDC due to superannuation/ resignation/VRS/death etc. or any member of his family ceases to be his dependent due to marriage/job etc. during the currency of the policy, the Insurance Company will refund the amount of premium on pro-rata basis provided no claim has been made by the said employee/dependent prior to that.

iv) Addition and Deletion of Employees & dependents shall on Pro rata Basis

1.3.33 All the employees of MPSTDC will continue to be entitled to avail medical facilities (IPD) in the hospitals empanelled with MPSTDC as per the authorization letter issued by MPSTDC. All the claims raised by hospitals and forwarded to

MPSTDC will be sent to the Insurance Company by MPSTDC for settlement. The Insurance Company will settle the claims within a month's time as per the terms of the Medi claim Insurance Policy and after retaining the original bills with them, will send a certified copy of the bill mentioning "Certified to be true" to MPSTDC to enable MPSTDC to make onward payment to hospitals.

- 1.3.34 Preference shall be given to Providing Cashless facility.
- 1.3.35 In case any employee opts for treatment in any hospitals/Nursing homes listed with the Insurance Company other than on the panel of MPSTDC, he/she will be required to make payment for the treatment on his own. He will then put up his claims to MPSTDC which will be forwarded to the Insurance Company for settlement /reimbursement. The same shall be settled by Insurance Company within a period of one month from the date of filing claim by MPSTDC with the Insurance.
- 1.3.36 In cases where reimbursement is sought, the Insurer shall allow a period of 60 Days for the submission of all the medical bills/ discharge summary etc. for processing if the claim is not submitted within the said period of 60 days, 7 days relaxation will be allowed by the Insurance Company. Waiver of period of intimation may be considered in extreme cases of hardships where it is proved to the satisfaction of the Insurer that under the circumstances in which the insured was placed it was not possible for him or any other person to give such notice or file claim within the prescribed time limit. This waiver cannot be claimed as a matter of right.
- 1.3.37 The Insurance company should have an in house claim processing centre to cater to the claims and they will submit proof thereof while submitting their tender. The Claims of MPSTDC shall be processed, evaluated and calculated by that in house claim processing center and the Claims of MPSTDC shall NOT be processed by a Third party Administrator.
- 1.3.38 The bills for pre & post treatment (30 / 60 days) will be put up separately to the Insurance Company by MPSTDC and the insurance company will settle all such claims within 30 days of receipt of the same from MPSTDC.
- 1.3.39 The Decision of the treating hospital in deciding whether the case warrants IPD treatment or OPD treatment should be treated as final. One admitted as IPD, the case shall be construed one which warrants treatment as IPD.
- 1.3.40 Payments To The Insurance Company: The Insurance agencies will be paid at the accepted rates at the time of award of work subject to the terms and conditions of the contract. The payment will be inclusive of all staff costs, printing, communications, travel, accommodation, taxes, fees, levies etc., and all other costs incurred by the Insurance Company or Agency in carrying out the Services unless provided for to the contrary in the contract. Any increase/ change in the statutory taxes, levies, fees etc. will also be borne by the Insurance Company or Agency and MPSTDC will not be responsible for the same.

1.3.41 Insurance premium will be paid by MPSTDC as per guidelines of IRDA. HOWEVER, MPSTDC WILL PAY THE PREMIUM IN FOUR EQUAL INSTALLMENTS PAYABLE AT INTERVAL OF THREE MONTHS.

1.4 BRIEF DESCRIPTION OF THE SELECTION PROCESS

The Authority has adopted **Online Tendering or E- Tendering** System with **Single-Stage, Two Envelop** bidding process (collectively referred to as the “**Bidding Process**”) for selection of the bidder for award of the Project assignment. The *first stage* of the evaluation (the “**Qualification-Technical Proposal Stage**”) of the process involves **Qualification** of interested parties (the “**Bidder**”), in accordance with the provisions of this RFP.

At the end of first stage, the Authority will announce a list of all pre- qualified Bidders who are qualified and eligible for evaluation in the *Second stage* (The **Financial Proposal Stage**) and whose financial bids can be opened and evaluated in accordance with the provisions of the RFP.

The Financial Bid is to be submitted Online only. The Financial Bids of all the short listed/qualified bidders will be opened on a concerned date and time.

The work will be awarded to the successful Bidder on the basis of the Lowest rate quoted by them .

1.6 Schedule of Bidding Process

MPSTDC shall endeavor to adhere to the following bidding schedule:

SI No	Event Description	Estimated Date/Time
1	Issue of Bid Documents	05/03/2018
2	Pre Bid meeting	09/03/2018 Time: 1500hrs
3	Online Tender Purchase Last Date	20/03/2018 Time: 1100hrs
4	Online Bid submission Last Date (EMD, Technical Bid, Financial Bid)	20/03/2018 Time: 1300hrs
5	Opening date of Proposals	20/03/2018 Time: 1500hrs
6	Opening of Financial Bids	Will be informed to successful bidders.

INSTRUCTIONS TO BIDDER

A. GENERAL

2.1 TENDER document

RFP Document can be obtained **through website www.mpeproc.gov.in** . **The Tender Fee is Rs. 2,000 (Rupees Two Thousand only) and last Date for purchase of Tender is 31/03/2018.**

2.2 Eligibility of Bidders

- 2.2.1 The Bidder should be a Government Insurance Companies duly authorised by the IDRA .
- 2.2.2 List of 10 Government/Semi-Government Undertaking/Autonomous bodies or private bodies for which such Insurance Scheme has been provided along with the proof.
- 2.2.3 List of Approved/Tied up /Healthcare centers/Hospitals in the State of Madhya Pradesh .
- 2.2.4 Details of Group Insurance Policies offered by the Insurance Company catering to 2000 or more Insured persons under the one Group Insurance Policy in the past 3 years . Attach Copy of Agreement / Policy issued, as proof.

Note :- the following documents must be submitted along with Annexure 1 to 6 and No more documents would be accepted .

- 1. Attach relevant document proof as per point no 2.2.1 to 2.2.4.**
- 2. Registration or incorporation certificate of bidder.**
- 3. Photocopy of PAN card.**
- 4. The EMD in the form online Receipt.**
- 5. The Tender Fee in the form online Receipt.**
- 6. GST registration certificate .**

Note: - Only those bidders who meet the pre-qualification criteria specified above will be eligible to respond to this TENDER. The bidder's pre-qualification proposal shall contain the relevant information & supporting documents to substantiate the eligibility of the bidder vis-à-vis the pre-qualification criteria.

2.3 General Terms of Bidding

- 2.3.1 All documents submitted by the Applicant(s) will be treated as confidential.
- 2.3.2 Authority reserves the right to accept or reject any or all applications, without thereby incurring any liability to the affected Applicant(s) or any obligation to inform the Applicant(s). Authority also reserves the right not to award or enter into any contract or agreement with any Applicant(s), and may terminate the procurement process at any time without thereby incurring any liability to any Applicant.

- 2.3.3 Failure by any Applicant(s) to provide all of the information required in the proposal or any additional information requested by Authority may lead to rejection of the Applicant's proposal in its entirety.
- 2.3.4 Applicants have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Applicant or termination of its Contract at any stage.
- 2.3.5 A recommendation for award of Contract will be rejected if it is determined that the recommended Firm has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases the Authority will declare the Firm and/or members of the consortium ineligible, either indefinitely or for a stated period of time and will be blacklisted.
- 2.3.6 Wherever required by applicable laws, Authority shall deduct taxes at source, from the amounts payable, and shall provide to the firm/Agency the appropriate tax deduction certificate evidencing payment of such taxes.
- 2.3.7 It may be noted that the Bidders cannot prescribe any time limit for the validity of all the rates quoted in the financial bid.

2.4 Cost of Bidding

- 2.4.1 The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

2.5 Right to accept and to reject any or all bids

Notwithstanding anything contained in TENDER, MPSTDC reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids, at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the MPSTDC's action.

B. DOCUMENTS

2.6 Contents of the TENDER

The proposal should be submitted as follows:-

- i) Technical Proposal: - The technical proposal shall contain all the documents as required and necessary for evaluation of eligibility criteria and also as described in the annexures of the tender document. (To be uploaded Online and to be submitted in Hardcopy)
- ii) Financial Proposal: - One original copy duly signed in the format as provided in annexure of this tender document. (To be submitted Online only)

2.7 Clarifications

2.7.1 Agency may request a clarification on any of the bid documents in Pre Bid Meeting on the indicated date. MPSTDC will respond to such requests and will post the response on E -tendering website: www.mpeproc.gov.in and will inform the Pre- Bid Attendees by Email.

At any time before the submission of Proposals, MPSTDC may, for any reason, whether at its own initiative or in response to a clarification request by an invited firm, modify the bid documents (RFP) by amendment. E -tendering website: www.mpeproc.gov.in and will inform the Pre- Bid Attendees by Email. MPSTDC may, at its discretion, extend the deadline for the submission of Proposals.

2.8 Amendments Modification of TENDER

2.8.1 At any time **at least 7 days** prior to the deadline for submission of RFP, Authority may, for any reason, whatsoever at its own initiative or in response to clarifications requested by Bidder, modify the RFP by the issuance of Addenda.

2.8.2 Any Addendum thus issued will be posted on E -tendering website: www.mpeproc.gov.in and will inform the Pre- Bid Attendees by Email.

2.8.3 All such amendments/addendum will become part of the bidding document.

2.8.4 In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, Authority may, at its own discretion, extend the Bid Submission Last Date.

C. Preparation & submission of Bids

2.9 Language

2.9.1 The Bid and all related correspondence and documents in relation to the Bidding Process shall be in English language. Supporting documents and printed literature furnished by the Bidder with the Bid may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the Bidder. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Bid, the English language translation shall prevail.

2.10 Format & signing of Bid

2.10.1 The Bidder shall prepare original copy of the documents comprising the Bid as described in the TENDER. The Bidder bidding for the project has to submit Technical Bid of the Project along with all relevant required documents and EMD.

2.10.2 The Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder.

2.10.3 The Bid shall contain no alterations, omissions or additions, except those to comply with instructions issued by the Authority, or as necessary to correct errors made by the Bidder, in which case all such corrections shall be initialed by the person or persons bidder to sign the Bid.

2.10.4 The Bid document shall be in systematically indexed serially numbered and spiral bounded.

2.11 Sealing & marking of Bid

2.10.1 The Bidder shall submit the Bid in two Parts as below:

I: Technical Bid (To be submitted Online)

II: Financial Bid (To be submitted Online only)

The Technical Bid shall be uploaded on the website www.mpeproc.gov.in .

II. Financial Bid:

The Bidder shall submit its Financial Bid Online only as per the prescribed format.

2.12 Bid Due Date

2.12.1 Bids should be submitted on the Bid Due Date at the address provided in the TENDER in the manner and form as detailed in this TENDER.

2.12.2 The Authority may, in its sole discretion, extend the Bid Due Date by issuing an Addendum in accordance with the TENDER uniformly for all Bidders.

2.13 Late Bids

2.13.1 Bids received by the Authority after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected.

2.14 Modifications/ Substitution/ Withdrawal of Bids

2.14.1 The Bidder may modify, substitute or withdraw its Bid after submission, provided that written notice of the modification, substitution or withdrawal is received by the Authority prior to the Bid Due Date. No Bid shall be modified, substituted or withdrawn by the Bidder on or after the Bid Due Date.

2.14.2 The modification, substitution or withdrawal notice shall be prepared, sealed, marked, and delivered with the envelopes being additionally marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL", as appropriate and be sent to the authority at the address as mentioned in the TENDER.

2.14.3 Any alteration/modification in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

2.15 Rejection of Bids

2.15.1 The Authority reserves the right to accept or reject all or any of the Bids without assigning any reason whatsoever. It is not obligatory for the Authority to accept any Bid or to give any reasons for their decision.

2.15.2 The Authority reserves the right not to proceed with the Bidding Process at any time, without notice or liability, and to reject any Bid without assigning any reasons.

2.16 Validity of Bids

2.16.1 The Bids shall be valid for a period of not less than 180 (one hundred and twenty) days from the Bid Due Date. The validity of Bids may be extended by mutual consent of the respective Bidders and the Authority.

2.17 Confidentiality

2.17.1 Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Authority in relation to, or matters arising out of, or concerning the Bidding Process. The Authority will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Authority.

2.18 Correspondence with the Bidder

2.18.1 The Authority shall not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

D. EARNEST MONEY DEPOSIT (EMD) and PERFORMANCE SECURITY DEPOSITE:

2.19 Earnest Money Deposit

2.19.1 The Bidder shall furnish, as part of its Bid, an Earnest Money Deposit (EMD) amount of Rs. 1,00,000/- (Rupees One Lakh only) is to be submitted Online Only. The EMD shall be refundable to unsuccessful bidder not later than 120 (one hundred and twenty) days from the Bid Due Date, except case of the 2 Lowest-ranked bidders. . The selected bidder's EMD shall be returned upon completion of the proposed assignment.

2.19.2 Any Bid not accompanied by the EMD shall be summarily rejected by the Authority as non- responsive.

2.19.3 The EMD of unsuccessful Bidders will be returned promptly without any interest.

2.19.4 The EMD shall be forfeited as Damages without prejudice to any other right or remedy that may be available to the Authority under the Bidding Documents and/ or under the Agreement, or otherwise, under the following conditions:

- a) If the Bidder withdraws its Bid during the Bid Validity Period as specified in this TENDER and as extended by mutual consent of the respective Bidder(s) and the Authority;
- b) If the Bidder submits a conditional Bid which would affect unfairly the competitive position of other Bidders who submitted substantially responsive Bids.
- c) If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;
- d) In the case of the Preferred Bidder, if the Bidder fails within the specified time limit to:
 - i) To sign and return the duplicate copy of LOI;
 - ii) To furnish the required Performance Security within the period prescribed there;
 - iii) Sign the Agreement.
- e) Any other conditions, with respect to the Preferred Bidder, for which forfeiture of Bid Security has been provided under this TENDER.

2.20 Security Deposit

10% of the total annual cost of the contract shall be paid by the the successful bidder by way of Bankers Cheque / Demand Draft drawn in favour of Madhya Pradesh State Tourism Development Corporation Ltd, Bhopal within 7 days from the acceptance of contract. The Earnest Money Deposit of the successful firm shall be refunded after receipt of Security Deposit.

The Performance Security should remain valid for a period of 60 days beyond the completion of the period of contract.

3. EVALUATION OF BIDS

3.1 Opening & Evaluation of Bids

3.1.1 The Authority will open the envelope of all the Bids received (except those received late) containing the Technical Bid and announce the names of (i) Bidders, who have given notice for withdrawal of their Bids in the presence of Bidders or their representatives who choose to attend on the date and time mentioned in the TENDER. In the event of specified date of Bid opening being declared as a holiday for the Authority, the Technical Bid will be opened at the appointed time and location on the next working day.

- 3.1.2 Bids for which acceptable notice of withdrawal has been submitted shall not be opened and shall be returned.
- 3.1.3 Technical Bid of other Bidders shall then be opened. Bidder's names, the presence/or absence of EMD, the amount and validity of EMD furnished with each Bid and such other details, as the Authority may consider appropriate will be announced by the Authority at the time of opening. Bidder/s will be termed non-responsive if Demand Draft as bid processing fee is not attached .
- 3.2 Examination of Technical Bid and Determination of Responsiveness of the same
- 3.2.1 Prior to evaluation of Technical Bids, the Authority will determine whether the Bid is accompanied by the required EMD.
- 3.2.2 If the EMD furnished does not conform to the amount and validity period as specified in this TENDER document and has not been furnished in the form specified in the TENDER, the Bid shall be rejected by the Authority as non - responsive.
- 3.2.3 Test of Responsiveness- Prior to evaluation of Bids, the Authority (MPSTDC) shall determine whether each bid is responsive to the requirements of the TENDER. A bid shall be considered responsive only if;
- a) it is received in as per the formats provided in the TENDER
 - b) it is received by the Bid due date including any extension there of
 - c) it is duly signed and marked as stipulated in the TENDER
 - d) it is accompanied by EMD as stipulated specified in this TENDER
 - e) it is accompanied by the Power of Attorney as specified in the TENDER
 - f) it contains all the information and documents (complete in all respect) as required in the TENDER and/or bidding document (in the same format as those specified)
 - g) it does not contain any conditions or qualifications, and
 - h) it is non-responsive thereof;
 - i) it contains certificates from its statutory auditors in the formats as specified
- 3.2.4 The Technical Bid will further be examined to determine whether the Bid has been properly signed, meets the eligibility and qualification criteria in terms hereof, has the required financial capabilities as set out in this TENDER, is accompanied by the requisite certificates, undertaking and other relevant information specified in this TENDER document and is substantially responsive to the requirement of the Bidding Documents and provides any clarification for ascertaining the correctness of the information/details that the Authority may require.

- 3.2.5 If the Technical Bid of any Bidder is not substantially responsive, the Bid of such Bidder will be rejected by the Authority and the Bidder will not subsequently be allowed to make its Bid responsive by correction or modification or withdrawal of the non-conforming deviation or reservation.
- 3.2.6 The Authority shall inform, the Bidders, whose Technical Bid is found to be responsive for and who are short listed based on qualification criteria as detailed out in the TENDER for opening of financial bid.

3.3 Opening of Financial Bids

- 3.3.1 The Authority will open the 'Financial Bid' in presence of the Bidders or their representatives who choose to attend on the date intimated to such Bidders.
- 3.3.2 The Bidders or their representatives who are present shall sign attendance sheet evidencing their attendance
- 3.3.3 The Financial Bid shall be opened at this stage Online Only.

3.4 Examination of Financial Bids and Determination of Responsiveness of Financial Bid

- 3.4.1 MPSTDC will determine responsiveness of each Financial Bid in accordance with the price quoted.
- 3.4.2 A substantially responsive Financial Bid is one which conforms to all the terms, conditions and specifications of the bidding documents.
- 3.4.3 If the Financial Bid of any Bidder is not substantially responsive in terms hereof, the Bid of such Bidder shall be rejected by MPSTDC and the Bidder shall not subsequently be allowed to make its Bid responsive by correction or withdrawal of the non-conforming deviation or reservation.

3.5 Correction of Errors

- 3.5.1 Financial Bids determined to be substantially responsive will be checked by MPSTDC for any arithmetic errors. Arithmetic errors will be rectified on the following basis:-
- i) Where there is a discrepancy between the amount quoted in the Financial Bid, in figures and in words, the amount in words will prevail over the amounts in figures, to the extent of such discrepancy
 - ii) The amount stated in the Financial Bid will be adjusted by MPSTDC in accordance with the above procedure for the correction of errors and shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount of Bid, his Bid will be rejected, and his EMD may be forfeited.

3.6 Evaluation and Comparison of Financial Bids

- 3.6.1 In preparing the Financial Proposal, Agencies are expected to take into account the requirements and conditions outlined in the TENDER document

3.6.2 This Fee will cover costs / expenses for undertaking work as detailed in the Scope of Work.

3.6.3 MPSTDC will evaluate and compare only those Financial Bids which are determined to be substantially responsive. For financial evaluation, total cost of financial proposal will be considered.

The Authority will determine whether the financial proposals are complete, correct and free from any computational errors and indicate correct prices in local currency (Indian Rupee).

3.6.4 In evaluating the Financial Bids, MPSTDC will determine for each Financial Bid the amount quoted by the Bidder. The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

3.6.5 To assist in the examination, evaluation and comparison of Bids, MPSTDC may, at its discretion, ask any Bidder for authentication the correctness of the information/details furnished by him in his Bid. Such request by MPSTDC and the response by Bidder shall be in writing or by cable/fax, but no change in the price or substance of the Bid shall be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered by MPSTDC in the evaluation of the Bids.

3.6.6 Subject to Sub Clause in the TENDER, no Bidders shall contact MPSTDC on any matter relating to his Bid from the time of Bid opening to the time contract is awarded. Any effort by the Bidder to influence MPSTDC in the MPSTDC's Bid evaluation, Bid comparison or contract award decisions may result in the rejection of his Bid.

3.6.7 The Bidder found eligible and quoting the lowest rate in its Proposal shall normally be declared as the Selected Bidder for the Project.

3.6.8 In the event of two or more Bidders quoting same amount in financial proposal for the Project, the authority may ask the tie Bidders to submit their revised Financial Proposals with the amounts quoted by them earlier as reserve price for such Financial Bid. In such case, the Bidder who amongst the tie Bidders, quotes the lower amount in the revised Financial Bid will normally be declared as the Selected Bidder for the Project.

3.6.9 However, the confirmation of the lowest Bid shall be at the sole discretion of the authority who does not bind itself to confirm to the lowest Bid and reserves the right to reject the Bid without assigning any reasons whatsoever.

3.6.10 Further, in the event of the lowest Bidder withdrawing its offer or not being selected for any reason in the first instance for the Project, (the "First Round of Bidding"), the authority without being under any obligations to do so, may, at its sole discretion, either invite the next lowest Bidder to revalidate and/ or extend its EMD, as necessary and also match the Bid of the aforesaid lowest Bidder for

the Project or annul the bidding process as deemed appropriate by the authority in its sole discretion,.

3.7 Process to be Confidential

3.7.1 Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Authority in relation to or matters arising out of, or concerning the Bidding Process. The Authority will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and /or the Authority or as may be required by law or in connection with any legal process.

3.8 LETTER OF INTENT AND EXECUTION OF AGREEMENT

3.8.1 After selection , a Letter of Intent (the "LOI") shall be issued, in duplicate, by the Authority to the successful bidder shall, within 7 (seven) days of the receipt of the LOI, sign and return the duplicate copy of the LOI in acknowledgement thereof along with the requisite amount of Security deposit/ performance security.

3.8.2 In the event the duplicate copy of the LOI duly signed by the successful bidder and security deposit/ performance security is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the EMD of such Bidder as loss and damage suffered by the Authority on account of failure of the successful bidder to acknowledge the LOI.

3.8.3 After acknowledgement of the LOI as aforesaid by the Agency, it shall cause the successful Bidder to execute the Agreement. The Agency shall not be entitled to seek any deviation, modification or amendment in the Agreement.

3.8.4 The formal Agreement shall be executed within a period of 30 days from the date of issue of LOI by the Selected Bidder.

3.8.5 Prior to signing of the formal Agreement, the Selected Bidder shall submit the certified true copies of all resolutions adopted by its/their Board of Directors authorizing it/them for the execution, delivery and performance of this Agreement to the MPSTDC.

3.8.6 The failure to meet the abovementioned conditions, shall be construed as a breach of the Selected Bidder and MPSTDC shall be entitled to cancel the LOA without being liable in any manner whatsoever to the Selected Bidder and appropriate the tender security and any other amount deposited

4. OTHER TERMS AND CONDITIONS

4.1 Claims and Disputes:

Any claims or disputes arising out of the contract should be promptly submitted in writing to MPSTDC within 7 days from the Date of cause of action, so that the point of issue could be immediately verified at site by the field officers, facts ascertained and a prompt decision given. Claims raised well beyond this time as to make it difficult to verify the facts are liable to be rejected. The tenderers shall carefully note this stipulation.

4.2. Legal:

Any legal dispute shall be subject to the Jurisdiction of Bhopal Courts only.

4.3 Arbitration Clause:

- a. Any dispute, which is not resolved amicably, as provided above, shall be finally decided by reference to arbitration by a Board of Arbitrators appointed as per the provisions of the Arbitration & Conciliation Act, 1996 and any subsequent amendment thereto. Such arbitration shall be held in accordance with the Rules of Arbitration of the Indian Council of Arbitration and shall be subject to the provisions of the Arbitration and Conciliation Act, 1996 and as amended from time to time thereafter.
- b. The sitting of all challenges arising out of the agreement or to its implementation shall be the district court of Bhopal and High Courts in the State of Madhya Pradesh.

4.4 Arbitration Awards to be binding

- a. The Operator and MPSTDC undertake to carry out any decision or award of the arbitrators (the "Award") without delay. Awards relating to any dispute shall be final and binding on the parties as from the date they are made.
- b. The Operator and MPSTDC agree that an Award may be enforced against the Operator and the MPSTDC, as the case may be, and their respective assets wherever situated.
- c. This agreement and rights and obligations of the parties shall remain in full force and effect pending the award in any arbitration proceeding hereunder.

4.5 Force Majeure Clause:

If at any time during the continuance of this order the performance in whole or in partly by either party or any obligation under this order is prevented or delayed by reasons of any war, hostility, acts of public enmity, civil commotion, sabotage, fires,

floods, explosions, epidemics, Quarantine restrictions or other acts of god, provided notice of the occurrence in any such event is given by either party to the other within 15 DAYS from the date of occurrence thereof, neither party shall have claim for damage against the performance and deliveries in such cases shall be resumed as soon as practicable after such an event has come to an end or has ceased to exist

4.7 Termination by Default: MPSTDC reserves the right to terminate the contract of any agency in case of change in the Government procedures or unsatisfactory services.

4.8 Risk – Purchase Clause: If the contractor, after submission of TENDER and the acceptance of the same, fails to abide by the Terms and Conditions of the TENDER document or fails to complete the work within the specified time or at any time repudiates the contract, the MPSTDC will have the right to:

- a) Forfeit the EMD.
- b) Invoke Security Deposit/Performance Bank Guarantee
- c) In case of completion through alternative sources and if price is higher, the contractor will pay the balance amount to MPSTDC.
- d) For all purposes, the work order accepted by the bidder and issued by MPSTDC will be considered as the formal contract

ANNEXURE - I

Letter Comprising the Bid

Ref.

Date:

To,

The Managing Director

Madhya Pradesh Tourism Development Corporation Limited,

Bhadbhada Road,

Bhopal – 462003

Madhya Pradesh, India

Sub: - "TENDER FOR GROUP HEALTH INSURANCE POLICY FOR MPSTDC EMPLOYEES AND THEIR FAMILY MEMBERS"

Dear Sir,

*Being duly bidder to represent and act on behalf of _____ (hereinafter referred as the "**Bidder**"), and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for qualification for undertaking the TENDER FOR GROUP HEALTH INSURANCE POLICY FOR MPSTDC EMPLOYEES AND THEIR FAMILY MEMBERS.*

We are enclosing our Bid, in conformity with the terms of the TENDER, and furnishing the details as per the requirements of the Bid Document, for your evaluation.

The undersigned hereby also declares that the statements made and the information provided in the Proposal is complete, true and correct in every detail.

We confirm that the application is valid for a period of 120 days from the due date of submission of application and is unconditional.

We hereby also confirm the following:

- 1.** The Proposal is being submitted by M/s _____ *...+ (*name of the Bidder*, in accordance with the conditions stipulated in the TENDER.
- 2.** We have examined in detail and have understood the terms and conditions stipulated in the TENDER Document issued by MPSTDC (hereinafter referred as the "**Authority**") and in any subsequent communication sent by Authority.
- 3.** We agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the TENDER or in any of the subsequent communications from Authority)
- 4.** The information submitted in our Proposal is complete, is strictly as per the requirements stipulated in the TENDER, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal.
- 5.** We confirm that we have studied the provisions of the relevant Indian laws and regulations required to enable us to prepare and submit this Proposal for undertaking the Project, in the event that we are selected as the Preferred Bidder.
- 6.** We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitration tribunal

or a judicial authority or judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

7. I/ We declare that:

a. I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and

b. I/ We do not have any conflict of interest in accordance with the TENDER document; and

c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the TENDER document, in respect of any TENDER or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and

8. I hereby certify that we have taken steps to ensure that in conformity with the provisions of the TENDER, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;

9. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders

10. I further certify that in regard to matters relating to security and integrity of the country, we, have not been convicted by any Court of Law or indicted or adverse orders passed by the regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of community.

11. I further certify that in regards to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by the Court of Law.

12. I further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.

13. I hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidders, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.

14. In the event of me being declared as the Preferred Bidder, I agree to enter into a Authorization Agreement in accordance with the draft that has been provided to me prior to the Bid Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.

15. I have studied all the Bidding Documents carefully and also surveyed the project details. We understand that except to the extent as expressly set forth in the License Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Authorization.

16. The amount has been quoted by me/ after taking into consideration all the terms and conditions stated in the TENDER, our own estimates of costs and

after a careful assessment of the identified locations of the proposed Centers and all the conditions that may affect the Bid.

17. I agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project / Authorization is not awarded to me or our Bid is not opened or rejected

18. I agree and undertake to abide by all the terms and conditions of the TENDER document which inter alia includes payment of Project Development Expenses and Project Development Fees (Success Fee) and furnishing of the Performance Security to the Authority in the manner provided in respect thereof in the TENDER.

19. We confirm that all the terms and conditions of the Proposal are firm and valid for acceptance for a period of 120 days from the Proposal Due Date.

20 I/we offer an Earnest Money Deposit (EMD) of **Rs. 1,00,000/- (One Lakh Rupees Only)**

21. I agree and undertake to abide by all the terms and conditions of the TENDER document. In witness thereof, I submit this Bid under and in accordance with the terms of the TENDER document.

Thanking You,

Yours Sincerely,

Date: _____

Place: _____

For and on behalf of: (name of the Bidder and the Company Seal)

Signature: (Bidder Representative & Signatory)

Name of the Person:

Designation

ANNEXURE - II
TENDER FOR GROUP HEALTH INSURANCE POLICY FOR MPSTDC EMPLOYEES AND
THEIR FAMILY MEMBERS

Details of Bidder

Sr. No.	Particulars	Remarks/Details (Page No.)
1.	Name of Agency/ Applicant	
2.	Details about office of agency :	
	Address :	
	Phone No :	
	Fax :	
	E-Mail ID :	
	Website :	
	Contact person:	
	Mobile No. and contact person:	
3.	Details of TPA (in case more than 1 attach separate sheet)	
4.	Status of Applicant [partnership firm/ Pvt. Ltd. Co. / Public Ltd Co.]	
5.	Total experience of applicant [No. of years]	
6.	P.A.N. No. (Copy to be attached)	
7.	Goods and Service Tax Registration No.(Copy of certificate to be attached)	
8.	Details of TENDER Fees attached	
9.	Details of EMD attached	
10.	Any other document as required under this Tender	

Signature & Seal of the Bidder

Date:

DECLARATION

1. I / We have read the instructions appended to the Pro forma and I/We understand that if any false information is detected at a later date, any contract made between ourselves and MPSTDC on the basis of the information given by me/us can be treated as invalid by the MPSTDC and I / We will be solely responsible for the consequences.
2. I/We agree that the decision of MPSTDC in selection of contractors will be final and binding to me/us.
3. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
4. I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and/or in the accompanying sheets.

Place.

Date.

SIGNATURE:

Name & Designation
& seal of the Company:

Annexure III

Statement of Legal Capacity

(To be forwarded on the letterhead of the Bidder)

Ref. Date:

To,
The Managing Director
Madhya Pradesh State Tourism Development Corporation Limited
Bhadbhada Road,
Bhopal – 462003
Madhya Pradesh, India

Sub: TENDER FOR GROUP HEALTH INSURANCE POLICY FOR MPSTDC EMPLOYEES AND THEIR FAMILY MEMBERS

Dear Sir,

We hereby confirm that we satisfy the terms and conditions laid out in the TENDER document.

We have agreed that _____ (insert individual's name) will act as our representative and has been duly bidder to submit the TENDER.

Further, the bidder signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you,

Yours faithfully,
For and on behalf of
Bidder signatory

Annexure IV
Power of Attorney for signing of Application

Know all men by these presents, We _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and bidder Mr./ Ms (name), _____ son/daughter/wife of _____ and presently residing at _____, who is [presently employed with us and holding the position of _____], as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for the ***** Project*st+ proposed or being developed by the ***** (the "Authority") including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to MPSTDC, representing us in all matters before MPSTDC, signing and execution of all contracts including the Authorization Agreement and undertakings consequent to acceptance of our bid, and generally dealing with MPSTDC in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the Authorization Agreement with MPSTDC.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ____ DAY OF _____, 20**

For -----

(Signature)

(Name, Title and Address)

Witnesses:

1 1. [Notarized]

2 Accepted

(Signature)

(Name, Title and Address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

Annexure V

TENDER FOR GROUP HEALTH INSURANCE POLICY FOR MPSTDC EMPLOYEES AND THEIR FAMILY MEMBERS

Employee strength as on 01-03-2018

No of Employees- 501

No of dependants-1560

Total No of Lives-2061

Employee Age band	No of employee
0-25	12
26-30	47
31-35	24
36-40	21
41-45	39
46-50	114
51-55	135
56-60	98
above	11
Total	501

Dependents Age band	No of Dependents
DOB not available	188
0-25	687
26-30	128
31-35	54
36-40	37
41-45	96
46-50	127
51-55	84
56-60	47
More than 60	111
Total	1560

Note- The aforesaid figures are tentative. Most appropriate figures shall be provided at the time of Pre Bid meeting. There may be a variation of 5 to 10 percent in the final figures.

Annexure VI

TENDER FOR GROUP HEALTH INSURANCE POLICY FOR MPSTDC EMPLOYEES AND THEIR FAMILY MEMBERS

FINANCIAL BID LETTER & FORMAT FOR FINANCIAL OFFER

To,
The Managing Director
Madhya Pradesh State Tourism Development Corporation Limited
Bhadbhada Road,
Bhopal – 462003
Madhya Pradesh, India

Sub: Financial Bid for TENDER FOR GROUP HEALTH INSURANCE POLICY FOR MPSTDC EMPLOYEES AND THEIR FAMILY MEMBERS

Dear Sir,

As a part of the Bid for Selection of “ **FOR GROUP HEALTH INSURANCE POLICY FOR MPSTDC EMPLOYEES AND THEIR FAMILY MEMBERS**” in Madhya Pradesh, we hereby make the following Financial Offer (Price Bid) to Madhya Pradesh State Tourism Development Corporation Limited for Authorization Period of One (1) years.

Option-1

S.NO	Particulars	Total Premium
1	Premium for coverage of Rs 1.5 Lakh per family for a period of one year	
	Taxes (if any)	
	Total in figures	
	Total in Words	

Option-2

S.NO	Particulars	Total Premium
1	Premium for coverage of Rs 1 Lakh per family for a period of one year	
2	Additional coverage Super top up of Rs 1 Lakh per family over and above the cover of Rs 1 lakhs for a period of one year	
	Taxes (if any)	
	Total in figures	
	Total in Words	

Note-

1. The offer will be valid for 60 days from the last date of submission of this bid.
2. We agree with all the details of the Insurance Scheme and the Terms & Conditions of the Tender. Signature with Office Seal & Date.
3. Breakup upto applicable taxes/cess/duties etc. may be given separately.
4. We agree to be bind by this offer if we are selected as the preferred bidder.

FOR AND ON BEHALF OF _____

SIGNATURE _____