

## NOTICE INVITING TENDER (NIT)

### NAME OF THE WORK :: INSURANCE OF GROUP MEDICLAIM POLICY

Sealed tenders are invited for the above mentioned work from IRDAI Licensed Insurance companies in two bid system.

1	<b>Name of the work</b>	Renewal of Group Mediclaim Insurance Policy of Banks Existing Staff and their Dependent Family Members (1+5)
2	<b>Tender Details:</b>	For details of RFQ, terms and conditions and other Information and queries pertaining to the policy, please collect the detailed Tender Documents from Mr. Ganta Srinivasa Rao – HOD HR / Mr. Tirumala Ranganatha as per contact Details Mentioned Below.
3	<b>Time and last date of Submission of Tender</b>	Up to 2.00 p.m. on 29.03.2023
4	<b>Place &amp; Address for submission of tender/ contact person/telephone no:</b>	<b>The General Manager</b> Chaitanya Godavari Grameena Bank, Head Office, 4th Floor Raghu Mansion, 4/1 Brodipet, Guntur – 522002 Andhra Pradesh
5	<b>Date, Time and Place of opening of tenders (Tech. Bid&amp; Price Bid)</b>	Technical Bid on 29.03.2023 @ 3.00pm. Opening Price Bid will be 29.03.2023 @ 3.30pm
6	<b>In case of any Query Contact Person Details:</b>	Mr Ganta Srinivasa Rao HOD HR Chaitanya Godavari Grameena Bank, Head Office, 4th Floor Raghu Mansion, 4/1 Brodipet, Guntur – 522002 Andhra Pradesh Email id: <a href="mailto:staff@cgggb.co.in">staff@cgggb.co.in</a>  Mr. Tirumala Ranganatha Deputy Manager (9133300057) Anand Rathi Insurance Brokers Ltd., 6-3-346/1, Sujatha Reddy Bldg., 3rd Floor, Road No:1, Banjara Hills , Hyderabad - 500 034. Tel No: +091 040 6684 0552 Email id: <a href="mailto:tirumalaranganatha@rathi.com">tirumalaranganatha@rathi.com</a>
7	<b>Validity period of the tender.</b>	10 Days.
8	<b>Mode of Payment</b>	Payment will be made through Electronic mode only.
9	<b>Insurance Broker</b>	M/s. Anand Rathi Insurance Brokers Ltd.



**Tender Procedure for Submission:**

Sealed Envelopes A&B (as stated below) to be placed in a single cover (sealed) and super scribed as "Tender for Group Medical Insurance Policy for CGGB Existing Staff and their Dependent Family Members". The sealed envelope should be dropped in the tender box placed in the office before the Tender due date and time. Those who send the tender documents by post, have to ensure that the documents reach the office on or before the prescribed time & date. The Bank will not take any responsibility under any circumstances for courier/ postal delays.

**ENVELOPE 'A':**

This envelope should contain Technical Bid

- Annexure I : Declaration of acceptance from the Bidder
- Annexure II (A & B): Request for Quotation
- Annexure III : Medical Scheme for the Officers/ Employees of CGGB
- Annexure IV : List of Diseases to be covered under Domiciliary Treatment
- Annexure V : List of Diseases to be covered under Day Care Procedures.

And super scribed as **"Tender for Group Medical Insurance Policy for CGGB Existing Staff and their Dependent Family Members"**.

**ENVELOPE 'B':**

This envelope should contain only the Financial Bid

- Annexure VI (A&B) : The Price Bid stating the Net Premium quoted

And super scribed as **"Tender for Group Medical Insurance Policy for CGGB Existing Staff and their Dependent Family Members"**.

**Qualification requirements:**

- Only IRDAI Licensed Insurance companies are Eligible to participate in the Tender.

**Terms and conditions:**

1. The Bidder has to submit the relevant & readable files completely duly signed including covering letter as indicated in the tender document (including issued corrigendum if any. In case of any irrelevant or non-readable files, the bid may be rejected.
2. Chaitanya Godavari Grameena Bank reserves the right to accept or reject any or all the tender in part or in full or may cancel the tender, without assigning any reason thereof.



3. Chaitanya Godavari Grameena Bank reserves the right to relax/ amend/ withdraw any of the terms and conditions contained in the tender document without assigning any reason thereof.
4. Chaitanya Godavari Grameena Bank reserves the right to modify/ change/ delete/ add any further terms and conditions prior to issue of purchase order.
5. The Technical bid will be opened first. The Price bids of the Companies, whose Technical bids are found in order and correct, will only be opened on designated day.
6. During the tender opening one authorized representative of the bidder must be present.
7. The rate/ commercial/ technical offer of the bidder should remain valid for 30 days and they should have obtained all necessary approvals from the competent regional/zonal or Head Office. If required, the bidder shall furnish the necessary approvals.
8. Bids which are late/ vague/ conditional/ incomplete/ not confirming to the laid down procedure in any respect may be rejected.
9. Bids which are late/ vague/ sent by fax/ sent by email/ incomplete/ not confirming to the laid down procedure in any respect will be rejected.
10. In case of differences arising in the terms and conditions of the tender documents with the term(s), the decision of the CGGB shall prevail.
11. Arbitration-All disputes and differences which may arise between the CGGB and the Insurance Company shall be referred to Chairman of CGGB whose decision shall be binding on all concerned.
12. Chaitanya Godavari Grameena Bank reserves the right to cancel or postpone the tenders at any stage without assigning any reason.
13. Chaitanya Godavari Grameena Bank may issue corrigendum to tender document before due date of submission of the bid. The bidder is required to read the tender document in conjunction with the corrigendum if any issued by Chaitanya Godavari Grameena Bank



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