



NOTICE INVITING TENDER (NIT)
NAME OF THE WORK: STAFF GROUP MEDICLAIM POLICY UNDER
MEDICAL INSURANCE SCHEME

Request for Proposals invited from IRDA licensed General Insurance Companies and Standalone Health Insurance companies for Tailor made Group 'MEDICLAIM' Insurance Policy for employees of Chaitanya Godavari Grameena Bank (CGGB).

The Bank has empaneled the following insurance broker:

i) M/s. Anand Rathi Insurance Brokers Limited

Brokers are authorized to solicit proposals through a two stage bidding process as detailed in this RFP.

1	Name of the work and category	Group 'MEDICLAIM' Insurance of Banks Existing Staff their Dependent Family
2	Cost of application/ tender Document.	Free of Cost.
3	Tender Details:	For details of RFQ, terms and conditions and other Information and queries pertaining to the policy, please contact our empaneled Brokers under intimation to us.
4	Tender Floated on	11-03-2024
5	Place & Address for submission of tender	The General Manager Chaitanya Godavari Grameena Bank, Head Office, 4th Floor Raghu Mansion 4/1 Brodipet, Guntur - 522002 Andhra Pradesh.



6	Contact person/telephone no: (In case of any Queries)	<p>Mr. Ganta Srinivasa Rao Chief Manager(Per & HRD), Human Resources Department Chaitanya Godavari Grameena Bank Head Office GUNTUR - 522 002 Andhra Pradesh email id: staff@cgggb.co.in Mobile No: 6303801826</p> <p>Mr. Tirumala Ranganatha Deputy Manager, Anand Rathi Insurance Brokers Ltd., Mobile No: 9133300057 email id: tirumalaranganatha@rathi.com</p> <p>Mr.K.Narender Manager, Anand Rathi Insurance Brokers Ltd., Mobile No: 9133300067 email id: komaragirinarender@rathi.com</p>
7	Date and Time for Submission of Tender	30-03-2024 at 12:00 PM
8	Date and Time of opening of Technical Bid	30-03-2024 at 3:00 PM
9	Date and Time of opening of Price Bid	30-03-2024 at 4:00 PM
10	Terms of payment of Bills, if any. Specify the minimum value of work for payment of running account bills.	One Single payment
11	Validity period of the tender.	30 Days.
12	Taxes	Premium Rates quoted should be Excluding GST and GST will be paid by the bank.
13	Mode of Payment	Payment will be made through Electronic mode only.
14	Insurance Broker	i) M/s. Anand Rathi Insurance Brokers Limited



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15	Third Party Administration	TPA charges shall be borne by the Insurance Company. However, if the insurance company has multiple TPAs, the choice of selection shall be given to the Bank. Decision will be taken after Insurance Company Finalization.
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The Bank has authorized insurance brokers for assisting the Bank in pre-placement, placement and post placement services of insurance policies and other related works. Bank is in process of selecting insurance company through a bidding process (comprising of Technical Bid and Financial Bid) from IRDA Licensed General Insurance companies and Standalone Health Insurance Companies operating in India for Group 'MEDICLAIM' Insurance Policy for its employees.

Tender Procedure for Submission of Bids:

ENVELOPE "A": This envelope to be placed with below mentioned Annexure's and super scribed as **"TECHNICAL BID for Tailor made GMC Insurance Policy for CGGB Employees and their Dependent Family Members"**.

- Annexure I : Declaration of acceptance from the Bidder
- Annexure II : Request for Quotation
- Annexure III : Medical Scheme for the 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.
- Annexure VI : Self-Declaration

ENVELOPE "B": This envelope should contain only the Price Bid and super scribed as **"PRICE BID for Tailor made GMC Insurance Policy for CGGB Employees and their Dependent Family Members"**.

- Annexure VII : The Price Bid stating the Net Premium quoted
- The Price Bid can be submitted by the participating companies through any one or all the empaneled brokers. i.e. the bidder can submit a maximum of three price bids, one each through a given broker.
- If the participating company is submitting more than one price bid, all such price bids shall be submitted separately and the envelopes shall be super scribed as **ENVELOPE "B-1", ENVELOPE "B-2" and ENVELOPE "B-3"**.



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Sealed Envelopes A & B (as stated above) to be placed in a single cover (sealed) and super scribed as **“Tender for Tailor made Group Mediclaim Insurance Policy for CGGB Employees and their Dependent Family Members”**. The sealed envelope should be dropped in the tender box placed in our Head 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.

Eligibility Criteria:

S No	Parameters	Documents required
1	IRDAI (Insurance Regulatory Development Authority of India) registered Insurance Companies are eligible to participate in the Bid.	Copies of valid license issued by IRDAI.
2	The Insurance Company should have been in the line of business for at least five years.	Self-Declaration of underwriting medical insurance policy in last five years. (Annexure VI – Self-Declaration)
3	The insurance company should not have been blacklisted / barred / disqualified by any regulator / statutory body in the past 3 years	Self-Declaration (in Annexure VI -Self Declaration)

Desirable Criteria:

S No	Parameters	Documents required
1	Preference will be given to the bidder having experience of managing Group Insurance Policies for Public Sector Banks / Public Sector Undertakings for a group size of at least 10000 lives per year covered during the last 3 financial years	Copies of relevant Work Orders clearly stipulating the group size

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. Bidders are invited to submit their proposal in accordance with the enclosed Request for Proposal (RFP) terms.
3. Bidder shall sign stamp and seal each and every page of the original bid documents including all annexures. The authorization to sign bid form shall be in any other form evidencing that the signatory has been duly authorized to sign.



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4. Bidders shall mention their valid email address and mobile numbers which shall be used for any communication.
5. The Bank reserves the right to reject any or all offers without assigning any reason.
6. The Bank reserves the right to change the schedule mentioned above or elsewhere mentioned in the document, which will be communicated by placing the same as corrigendum on CGG Bank Website (<https://cggb.in/>).The bidder is required to read the tender document in conjunction with the corrigendum if any issued by CGGB.
7. The copy of this document may be downloaded from the Bank website free of cost.
8. Complete confidentiality should be maintained. Information provided here should be used for its intended scope and purpose. Retention of this RFP signifies your agreement to treat the information as confidential.
9. All communication with regards to this request for proposal needs to be directed to CGGB directly while keeping any or all of the brokers in copy of all these communications at the email addresses mentioned above.
10. CGGB reserves the right to relax/amend/withdraw any of the terms and conditions contained in the tender document at any stage of the Tender process without assigning any reason thereof.
11. The bidders should agree to all the above-mentioned terms and conditions and they should submit a statement to that effect on the letterhead of the bidder along with the technical bid; otherwise the offer shall be rejected. The Technical bid will be opened first. The Price bids of the Companies, whose Technical bids are disqualified, will not be opened.
12. Bidder should submit quote **as per Annexure VII only.**
13. During the tender opening one authorized representative of the bidder must be present.
14. The offers containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled. No columns of the tender should be left blank. Offers with insufficient information and Offers which do not strictly comply with the stipulations given in this document, are liable for rejection. Correct technical information of the insurance product being offered must be filled in. Filling in of the information using terms such as "OK", "accepted", "noted" may not be acceptable. The bank may treat offers not adhering to these guidelines as unacceptable.



A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke.

15. Period of validity of Bids: The Rate / Commercial / Technical Offer of the bidder should remain valid for 30 days from the due date of submission of bids. The bidder should ensure that all necessary approvals from their Regional Offices/Head Offices/Competent Authority obtained before bidding. CGGB is well within their right to seek those approvals in case a bidder is selected as L1. In case the bidder is unable to provide the same, CGGB reserves the right to reject the L1 bidder.
16. Bids which are late/ vague/ conditional/ incomplete/ not confirming to the laid down procedure in any respect will be rejected.
17. In case of any inconsistency between the terms of this RFP and any of its appendices, annexures or attachments then, unless the contrary is explicitly stated in this RFP, the terms of the RFP will prevail to the extent of any inconsistency.
18. Governing Laws & Dispute Resolution - The RFP and selection process shall be governed by and construed in accordance with the laws of India. Any dispute arising out of the RFP process shall be referred to arbitration under the Arbitration & Conciliation Act, 1996. The arbitral tribunal shall consist of three arbitrators - one each to be appointed by CGGB and Bidder and the two appointed arbitrators shall select a third Arbitrator (Referee). The venue of arbitration shall be Hyderabad/Warangal.
19. CGGB reserves the right to cancel or postpone the tenders at any stage without assigning any reason.
20. CGGB reserves the right to negotiate with L1, L2 & L3 bidders in case the premiums are on the higher side and the bidder by bidding thus confirms to negotiate in such an eventuality.
21. Successful bidder confirms and shall ensure to cover the medical scheme for employees as provided in Annexures- III, IV & V in conjunction with the RFP in Annexure II.
22. Successful Bidders shall enter into agreement with the Bank which will be termed as Service Level Agreement and the terms and conditions of the RFQ shall be treated as part of SLA.

Sd/-

(General Manager)

Date:

