

**NOTICE INVITING TENDER**

**FOR**

**GROUP TERM INSURANCE SCHEME**



**Indian Institute of Technology Guwahati**

**Guwahati 781 039**

Indian Institute of Technology Guwahati (IIT Guwahati/ Institute) invites sealed Tender from the Life Insurance Companies registered with IRDA, having adequate financial resources and healthy track record in handling business of large magnitude in respect of group life insurance policies to offer a **Group Term Insurance Scheme** (GTIS) for the regular employees of the Institute with the following life coverage.

<b>Category as per coverage</b>	<b>Sum to be Assured (Rs. in Lakh)</b>
Category – A	75.00
Category – B	50.00
Category – C	25.00

### **1.0 Minimum Eligibility Criteria**

1. The bidder should be a registered under Insurance Act, 1938/IRDA and should have a valid license to carry out life insurance business.
2. The Bidder shall have valid PAN, Goods and Service Tax registration number.
3. The bidder should have at least one group insurance scheme of at least 500 members.
4. The Bidder should not have a record of poor performance such as abandoning of any contract, inability to complete any contract, unreasonable delay in settlement of claims.
5. The Bidder should not have been black listed by any Government or its organizations in the past three years.

Documents for Sl. No. 1,2, & 3 are to be attached along with the Appendix –I.

### **2.0 About IIT Guwahati**

Indian Institute of Technology Guwahati, the sixth member of the IIT fraternity, was established in 1994. The academic programme of IIT Guwahati commenced in 1995.

At present the Institute has eleven departments and nine inter-disciplinary academic centers and five Schools covering all the major engineering, science and humanities disciplines, offering BTech, BDes, MTech, MDes, MA, MSc and PhD programmes. Within a short period of time IIT Guwahati has been able to build up world class infrastructure for carrying out advanced research and has been equipped with state-of-the-art scientific and engineering instruments. The Institute is having strength of more than 900 regular employees as on date consisting of Faculty Members, Doctors, Officers and Non-teaching staff Members.

### 3.0 Employee Statistics

3.1 The employee breakup is detailed as follows:

Category as per Coverage	Employee type	No. of Employees	Sum to be Assured (in lakhs)
Category – A	Faculty	177	75.00
	Officers	38	
Category – B	Faculty	265	50.00
	Officers (Gr.A)	60	
	Non-Teaching Staff (Gr.B&C)	140	
Category – C	Non-Teaching Staff (Gr.B&C)	269	25.00
	<b>Total</b>	<b>954</b>	

**N.B – The above numbers may differ due to new joining or leaving/superannuation of employees subsequently.**

3.2 Age wise employee break up is summarized as follows:

Year of birth	Age range	No. of employee	Type of employment
1954-58	61-65	19	Regular
1959-63	56-60	72	Regular
1964-68	51-55	158	Regular
1969-73	46-50	157	Regular
1974-78	41-45	224	Regular
1979-83	36-40	162	Regular
1984-88	31-35	144	Regular
1989-93	26-30	18	Regular
<b>Total</b>		<b>954</b>	

Information regarding employees with category, date of Birth, date of joining, gross salary etc. may be seen at the following link:

[https://www.iitg.ac.in/iitg\\_tenders\\_all](https://www.iitg.ac.in/iitg_tenders_all)

3.3 Normal retirement age is 65 years for faculty members and doctors and 62 years for Registrar and Librarian, and 60 years for other Staff members. Superannuation age-wise data break up is detailed below:

Age of superannuation	No. of employees
65	447
62	01
60	506
<b>Total</b>	<b>954</b>

#### 4.0 Employee Deaths (last five years)

Year	Nos. of Death	Age at the time of death	Category	Remarks
2018	02	38 years 38 years	Faculty Staff	No Term insurance policy was in force, so no claim
2019	Nil	NA	-	
2020	1	40 years	Staff	
2021	Nil	NA	-	
2022	02	47 years 40 years	Faculty Staff	
2023 (Till September 26.09.2023)	01	61 years	Faculty	

#### 5.0 Employee Lifestyles

Indian Institute of Technology Guwahati's campus is on a sprawling 285 hectares plot of land on the north bank of the river Brahmaputra in Assam. With the majestic Brahmaputra on one side, and with hills, and vast open spaces on others, the campus provides and an ideal setting for learning and living.

Since the basic mandates of IIT Guwahati are to provide quality education in engineering and basic sciences at both the undergraduate and postgraduate level and carry out cutting-edge research in science and technology, the employees are working in a nonhazardous work environment and have almost zero life risk in their work place.

IIT Guwahati has state-of-the-art sport facilities in the campus for its students and employees which include two indoor stadiums, gym, swimming pool, hockey field, cricket field, football ground, basketball court, volleyball court etc.

#### 6.0 Medical Facilities

All the employees are covered with very good medical facilities for both indoor OPD and IPD. IIT Guwahati has its own hospital within its campus with qualified doctors on roll and also visiting consultant. IIT Guwahati conducts periodic health checkup camps.

**OPD:** Free in IIT Guwahati hospital along with Medicines

**IPD:** Covered through a Group Medical Insurance Scheme

#### 7.0 Period of Contract

The Insurance policy shall be One Year Policy commencing at **00:00:00 AM of 01.01.2024** till the **midnight of 31.12.2024**.

#### 8.0 Evaluation Methodology

The following methodology would be used for finalization of the L1 vendor:

- a) The bidders will have to fulfill the minimum eligibility criteria as given at point no. 1.0

- b) Lowest quote of total monthly premium (including taxes) per thousand on sum assured will be the criteria for finalization of vendor.

## 9.0 Terms and Conditions

1. The Policy shall cover all kinds of death cases including unnatural death from Day 1 of commencement of policy.
2. The GTIS is mandatory for all the employees. However, the employees have the following options in respect of sum assured.

For Group A & Faculty Members:	Rs.50 Lacs & Rs.75 Lacs
For Group B & C	: Rs.25 Lacs & Rs.50 Lacs

Accordingly, Options have been given by the employees. Employee-wise breakup is given at **Table 3.1**

3. There shall not be “**Active at Work**” clause in the policy as all of the employees are covered by existing Group Term Insurance Scheme.
4. There should not be any “**Negative list of countries**” in the policy.
5. The death Claims shall be settled within 30 days from the date of submission of all documents.
6. The Premium shall be paid on monthly basis within the 15<sup>th</sup> of the concerned month.
7. There shall be a grace period of 15 days from the due date of premium.
8. **The coverage of the mid-joiners shall be from Day 1 (Date of joining) irrespective of immediate payment of premium. The premium shall accordingly be calculated on pro-rata basis and will be deposited in the following month. All the employees who are on the payroll of IIT Guwahati shall be covered under the policy including persons on Lien/deputation.**
9. **The coverage for the mid-leavers shall be till the date of leaving the Institute. The premium shall accordingly be calculated on pro-rata basis.**
10. The excess premium paid by the Institute shall be refunded by the Insurance Company at the end of the contract period within three months.
11. The bid shall remain valid up to a period of three months from the date of opening of the bid.
12. The maximum entry age shall be 64 years.
13. **There shall not be any clause of “Medical Test” in the policy as all the employees are covered under existing Group Term Insurance Scheme.**
14. The policy must also cover the employees who are on lien or deputation, the premium will be paid by the Institute.
15. The rate of premium must be inclusive of all taxes, stamp duty etc. However, the Goods and Service Tax has to be separately quoted. No subsequent increase in premium rates (except Taxes) will be allowed under any circumstances during the period of the policy. Wherever applicable, rates are to be quoted up to three decimal points.

16. The bidders shall quote the rates both in English words as well as in Figures. In case of difference in rates between words and figures, the lesser of the two shall be treated as valid rate.
17. In case of calculation errors, the decision of the Institute will be final and binding on the bidders and may even lead to rejection of the tender.
18. Bidders are required to give written confirmation as mentioned above as per Appendix – II.
19. Bidders are required to quote their rates as per the Appendix – III (Financial Bid).
20. More than one bid from the same company shall disqualify the insurance provider.
21. IIT Guwahati reserves the right to accept / reject any quotation(s) either in full or in part without assigning any reasons thereto. In the event of any ambiguity in the policy proposal with regard to any aspect, the interpretation of IIT Guwahati shall be final and binding on the "Insurer". Acceptable bids will be evaluated on lowest quoted rate/premium on per lakh basis for each insurance company separately.
22. The decision of IIT Guwahati will be the final in all respect.
23. The offer shall be duly signed & stamped by the authorized signatory of the Insurance Company in a sealed envelope subscribing "Reference No. of N.I.T., Date & Time of Bid open and Schemes(s) of N.I.T". Your quotation along with other relevant information sought above be sealed and submitted in the drop box on or before **02.11.2023, 3.00 PM** at the following address:

**The Joint Registrar (Administration)  
IIT Guwahati  
Guwahati – 781039**

22. All the pages of the Tender document including the Annexure and copy of certificates **should be signed by the authorized person of the Insurance company**, along with the seal of the Insurance company.
24. The quotations shall be opened at **02.11.2023, 4.00 PM** The bidders may depute their authorized representative to remain present during the bid opening. Any quotation received after closing time **shall not** be considered.
25. There will be a **pre-bid** meeting between the Institute authorities and Insurance Company representatives on **18.10.2023** (tentatively) with an option to attend virtually, for attending please contact **gtis@iitg.ac.in**
26. Offers made by fax or e-mail **will not be accepted**, nor any subsequent changes in quotation will be entertained.
27. Any clarification/further information regarding this tender may be sought by sending an e-mail at the following email IDs

**gtis@iitg.ac.in**

**"Canvassing/ marketing/ offering promotional services etc. in any form will be disqualification for the bidder".**

**DOCUMENT CHECK LIST****Name of the Insurance Company:** \_\_\_\_\_

<b>Sl. No.</b>	<b>Name of the Document</b>	<b>Copy enclosed (write Yes or No)</b>
1	Copy of Firm's Registration under Insurance Act, 1938/IRDA	
2	Copy of license to carry out life insurance business.	
3	Copy of valid PAN.	
4	Copy of Goods and Service Tax Registration Certificate	
5	Proof of at least one group insurance scheme of at least 500 members.	

**(Signature & seal of Authorized signatory)**

**SPECIMEN OF DOCUMENTS TO BE SUBMITTED ALONG WITH TENDER  
IN INSURANCE COMPANY'S LETTER HEAD.**

**UNDERTAKING**

1. We solemnly affirm that (Name of Insurance Company)\_\_\_\_\_ Insurance Company Limited has not been debarred from any other Govt. Companies & PSU for participating in any of their Tenders.
2. We undertake if we are awarded the contract as mentioned in the NIT Ref. No. [AD/477/GTIS/Vol.III/1638](#), we undertake to settle all the claims of IIT Guwahati within 30 days and non-settlement would attract an interest at State Bank of India lending rate for cash credits. We understand that failure to do so might affect our business prospects with IIT Guwahati adversely.
3. We undertake that Insurance Policies shall cover all kinds of death cases and “Actively in work clause” will not be applicable for IIT Guwahati.
4. We undertake that we have received the IRDA approval for Group Insurance Policy (The photocopy of the same is attached herewith).
5. We undertake that the bank account details are attached herewith.
6. We undertake that there will be no subsequent increase in premium rates during the contract period.
7. We undertake that the secrecy of IIT Guwahati information/documents will be ensured at all times.
8. We undertake to comply all the terms and conditions of this Notice inviting Tender.
9. We undertake that we do not have any record of poor performance such as abandoning of any contract, inability to complete any contract, unreasonable delay in settlement of claims.
10. We undertake that we have not been black listed by any Government or its organizations in the past three years.

(Signature & seal of Authorized signatory)



**FINANCIAL BID**

**I. For coverage of Sum Assured of Rs.75 lakhs/Rs.50 lakhs/Rs.25 lakhs for employees of IIT Guwahati under Group Term Insurance Scheme.**

Sl. No	Monthly Premium per employee <u>per thousand</u> (in Rs.)												Total Monthly Premium per employee <u>per thousand (Rs.)</u> <b>(in words)</b>
	Basic				GST				Total				
1.	.				.				.				

\* Wherever applicable, rates are to be quoted up to three decimal points.

**(Signature & seal of Authorized signatory)**