NOTICE INVITING TENDER

DLI/CON/GI/481              Date: 07.10.2015

Notice Inviting Tender for Group Term Life Insurance Policy (GI) for the Policy period 2015-16:

Engineering Projects (India) Limited (EPI), a Government of India Enterprise under the aegis of Ministry of Heavy industries & Public Enterprises is one of the premium Engineering service organization in the country engaged in execution of multidisciplinary projects on turnkey basis in India and aboard EPI intends to take the following Group Life Insurance Policy (GI) for its employees for the policy period 2015-16.

1. Group Term Insurance Cover (GI) with death benefits for employees of EPI as per the slab mentioned below.

<table>
<thead>
<tr>
<th>Level of Employees</th>
<th>Insurance cover per employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-0 and Below</td>
<td>Rs. 10 Lakhs</td>
</tr>
<tr>
<td>E-1 to E-4</td>
<td>Rs. 15 Lakhs</td>
</tr>
<tr>
<td>E-5 to E-8 &amp; Board-level Executives</td>
<td>Rs. 25 Lakhs</td>
</tr>
</tbody>
</table>

This policy is being taken for all the employees of the Company as per clause no. 2 of Section-B.

EPI invites tender along with the relevant information/documents as detailed in the proposal document from the interested Insurance Companies duly licensed and registered with IRDA. Offer from Agents/Brokers on behalf of Insurance companies shall be rejected.

The life insurance companies having IRDA approved Group Term Life Products launched in the Indian market for at least Ten years as on 31st March 2015 would only be considered. Further, such IRDA registered/licensed life insurance companies should not have been barred from dealing or selling Group Term products in the market by IRDA.

We are pleased to invite your offer in two parts in a sealed cover superscribed as:

**Envelope 1**: “Techno-commercial bid for Group Insurance (GI) Policy”

**Envelope 2**: “Price bid for Group Insurance (GI) Policy”

These envelops will be put in a large envelope superscribing on this envelope “Techno-commercial and Price Bids for Group Insurance (GI) Policy for EPI Employees for 2015-16”.
The following documents for Group Life Insurance Policy (GI) can be downloaded from EPI website www.epi.gov.in & CPP Portal: www.eprocure.gov.in

1. NIT.
3. Section B - Special Conditions of Contract (GI Policy).
4. Annexure (A-E)
5. Price Bid format.

Complete offer in all respects should reach to the following address Latest by 21.10.2015 at 03.30 PM

GGM(Contracts)
Engineering Projects (I) Ltd.
Core -3, SCOPE Complex
7, Lodhi Road
New Delhi-110 003.

Opening of Bid shall be on 21.10.2015 at 04.00PM

The delayed application shall not be considered.

GGM(Contracts)
07.10.15
Section-A

Issues relating to tendering Process:

1. The policy to be taken is on one year renewable basis. EPI reserve the right to renew or discontinue at its own discretion after the expiry.

2. The bid shall remain valid for 60 days from the date of opening of Techno-Commercial bid.

3. Canvassing in any form in connection with the tender is strictly prohibited and the tender submitted by the Insurer/Insurance Company who resorts to canvassing is liable to be rejected.

4. EPI reserves the right to accept/reject/cancel/postpone/partly or in full, any tender and bids without assigning any reason & notice there for.

5. The premium rates are to be quoted inclusive of all taxes. Only single rate will be quoted.

6. It will be for Insurer/Insurance company to comply with all the Indian rules and regulations pertaining to insurance. Insurer will alone be responsible for any breach thereof and for all its implications including financial ones.

7. The bidders shall quote the rates both in English words as well as in Figures.

8. Submission of bids on the above lines and if the bidder does not agree to the decision of EPI, the bid is liable to be rejected.

9. EPI reserves the right to get the policy (ies) serviced by different offices of the Insurer depending upon the convenience of our units/offices.

10. Canvassing in any form in connection with the NIT is strictly prohibited and the tender submitted by the Insurer who resorts to canvassing are liable to be rejected.

11. Secrecy of EPI information/documents has to be ensured at all times.

12. Guidelines issued by IRDA/TAC from time to time with regard to Insurer’s responsibility & liability towards insured shall be automatically applicable to this Insurance contract to the extent they improve upon the stipulation of this tender from EPI’s point of view.

13. In case two provisions to the tender are considered to be contradictory, the same shall be pointed out as a part of Techno-Commercial bid. EPI’s decision in this respect will be final.
14. Performance of all the Insurer with reference to the claim settlement will be reviewed periodically which may have bearing on business relations with EPI.

15. All corrections and insertions shall be duly counter-signed by the authorized signatory of the Insurer.

16. The Insurer shall closely peruse all the clauses and specifications indicated in the Tender Documents before quoting. Only such clarifications that are issued after discussions on technical deviations and which affect the tender stipulations in a substantial manner will be made known to rest of the bidders before opening the bid. Bidders may contact us before scheduled opening of the Price Bid to find out whether any clarifications have been issued or not, so as to eliminate chances of the same having not reached the right person/ office despite their dispatch by us.

17. It may be noted that the offers with deviations shall be rejected.

18. The life insurance companies having IRDA approved Group Term Life Products in the Indian market for at least Ten years as on 31st March 2015 would only be considered. Further such IRDA registered/ licensed life insurance companies should not have been barred from dealing or selling Group Term products in the market by IRDA.

19. STEPS IN THE PROCESS OF THE TENDER BY EPI

19.1) Technical Qualification : As a first step of evaluation process, Techno-commercial Bid of all the bidders shall be opened & scrutinized with a view to determine technical acceptability of the offers and to check submission of the required documents.

19.2) Opening of price bids of only technically qualified Insurer/Insurance Company.

20. Bidders shall annexed the following Annexure along with Tender:

   • Certificate of Declaration for confirmation of IRDA/ TAC guidelines
     - Annexure “A”

   • Checklist- Annexure-“B”

   • Schedule of General Particulars- Annexure “C”

   • Details of Group Term Plan being sold by bidders-Annexure “D”

   • Unpriced Price Schedule (Group Insurance Policy-G1)- Annexure “E”

   • Price Bid.
21. Annexure-A to Annexure-E are forming part of Techno-Commercial Bid. The following documents are also to be attached as a part of Techno-Commercial Bid:

a) Valid Power of Attorney in favour of official signing the Tender document/Certificate from CEO/CFO authorized the signatory to submit proposal/documents in formation in respect of RFP.

b) Duly signed Tender document pages as a token of acceptance of all terms and conditions of the tender.

22. Special Conditions of contract (GI Policy) is enclosed in Section B.

**Price Bid shall be submitted in separate sealed envelope superscribed as “Price bid for Group Insurance (GI) Policy”**

The Techno-Commercial Bids will be opened on the scheduled day and time. You may also be present for Bid opening. Bids received after the due date and time shall be rejected.
Section B
Special Conditions of Contract (GI Policy)

1. Insurance Company will issue a Master Policy for Group Insurance in the name of EPI, New Delhi.

2. The Scheme is applicable to all the employees on regular role of the company including Board level Executives, Management Trainee appointed under MT scheme of company, contractual employees in the regular scale or on consolidated remuneration appointed by EPI and Deputationists including employees engaged for domestic and foreign projects. Employees engaged through any agencies, trainees/apprentices covered under Apprentice Act 1961 and Consultants/Advisors are not covered under the proposed scheme. The scheme shall not be applicable to employees for whom Project Specific Insurance Policy is in operation.

3. Employees will be considered to remain covered till the date of cessation of their service on account of retirement/resignation/repatriation/termination etc.

4. The Policy for GROUP TERM INSURANCE shall cover “Death” under all circumstances including suicide and without any moratorium period.

5. The premium for GROUP TERM INSURANCE will be paid in actual. The Annual Premium shall be paid annually.

6. After award of the Policy, no complaints/request will be entertained as to difficulty in administration/Servicing of Policy due to various locations of EPI in India and aboard.

7. The Premium rate shall remain unchanged during the Policy period.

8. There are approximately 506 employees on the role of the company as on date to be covered. List of employees as on 07.10.2015 is enclosed.

9. The claim for GI will be lodged by EPI/Corporate office/HR Deptt. directly through mail/letter to Insurer/Insurance Company with the following documents:
   • Death Certificate (duly attested Photocopy)
   • Claim Form
   • Advance Discharge Receipt.
   • Cancelled cheque of nominee.

10. Policy can be terminated by EPI by giving 3 months notice under the following circumstances:
    • If the Insurer/Insurance Company gives wrong information in the Tender.
• In the event of claims not getting settled in time/ service not being rendered To EPI’s satisfaction
• Poor servicing of the Policy.

11. All the employees eligible as per EPI’s Rules will be held covered throughout the Policy period.

12. Under Group Term Insurance cover, all employees/deputationists will be considered to have been insured automatically on joining.

13. The settlement of claim, if any, shall be made with in a period of 30 days for the date of 1st intimation to the Insurance company with complete documentation.

14. CD Balance clearance: For any reduction in the number of employees for which premium has been paid, the credit for such excess premium shall be credited to EPI on expiry of the policy and refund shall be paid to EPI.

15. If EPI and Insurer fail to agree on all disputes such as tenability and quantum, the matter will be referred to Arbitrator under arbitration and Conciliation Act, 1996.

16. Jurisdiction : All Disputes arising out of this contract is subject to the jurisdiction of courts at Delhi.

17. The offers are to be submitted as per Terms & Conditions as contained here in. No other conditions shall be entertained while evaluation of the offers and offers in such case shall be liable for rejection.