



Annexure - I

Section - A

List of Documents for Technical Bid

Sl. No.	Particulars	List of Documents to be furnished as 'marked'	Checklist of the documents submitted (Yes / No)
01	Name of Insurance Company :		
02	Detailed office Address of the company with office telephone number, fax number, email address and mobile number of the contact person	(Annexure - A)	
03	Brief profile of the Insurance company : a) Names of cities where the co. has operations. b) Details of any tie-up. c) State-wise list of network hospitals with cashless facility. d) Name(s) and Phone/Cell Nos. of the contact person(s) of all the branches.	(Annexure - B)	
04	Date of Establishment of the company. (Proof to be enclosed)	(Annexure - C)	
05	Details of enclosed Demand Draft as cost towards tender documents.	(Annexure - D)	
06	Certificate of registration with IRDA or by a Central legislation as a proof of its registration to undertake insurance related activities.	(Annexure - E)	
07	PAN Number (attach documentary evidence)	(Annexure - F)	
08	Goods and Service Tax Registration Number (attach documentary evidence)	(Annexure - G)	
09	<u>Annual Turnover of the company for last three years :</u>	(Annexure - H)	
		Financial Year	Turnover (Rupees in lakhs)



	Copy of the Income Tax Return and Certified copy of audited balance sheet from Chartered Accountant of last three financial years to be enclosed.	2018-2019 2019-2020 2020-2021		
10	Details of the organizations where the Insurance Company has been providing services for the last three years giving details of organization name, telephone and fax number with contract validity, type of families insured and total number of families insured by them may be provided. Relevant supporting documents in regard to the same should be submitted along with the tender documents.	(Annexure - I)		
11	Declaration to the effect in form of affidavit that the tenderer has not been blacklisted or barred by any government organization including PSUs or is not under investigation by any law enforcement agency (to be enclosed).	(Annexure - J)		

I / We hereby declare that the information submitted hereby is correct to the best of my / our knowledge and belief. My / Our Insurance Company has not been debarred by any Govt. department / PSUs for providing Medclaim Insurance coverage in the last 3 years. In case of any information / documents found to be false, fake or incorrect, IIM Calcutta is free to take action against my / our Insurance company as deemed fit by them. I / we, _____ do also hereby declare that I / we are not engaged in any activity, which conflicts directly or indirectly with the proposed assignment. I / we further declare that during the currency of the contract, I / we will not engage in any such conflicting activity.

(Signature of Authorized person with seal)

Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed along with technical proposal.