



INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

**Diamond Harbour Road, Joka,
Kolkata - 700104**

NOTICE INVITING TENDER

NIT NO: NIT/IIMC/PUR/EMP-INS/I/2023-24

NIT DATE: 08 AUGUST 2023

FOR

GROUP MEDICLAIM AND PERSONAL ACCIDENT INSURANCE POLICY IN THE EXISTING REGULAR AND CONTRACTUAL EMPLOYEES ALONG WITH THEIR RESPECTIVE DEPENDENT FAMILY MEMBERS; EMPLOYEES WHO HAD RETIRED POST 31 MARCH 2007 ALONG WITH THEIR RESPECTIVE SPOUSES; AND SPOUSES OF DECEASED EMPLOYEES WHO HAD EITHER RETIRED OR DIED IN HARNESS POST 31ST MARCH 2007.

NOTICE INVITING TENDER

GROUP MEDICLAIM AND PERSONAL ACCIDENT INSURANCE POLICY IN THE EXISTING REGULAR AND CONTRACTUAL EMPLOYEES ALONG WITH THEIR RESPECTIVE DEPENDENT FAMILY MEMBERS; EMPLOYEES WHO HAD RETIRED POST 31 MARCH 2007 ALONG WITH THEIR RESPECTIVE SPOUSES; AND SPOUSES OF DECEASED EMPLOYEES WHO HAD EITHER RETIRED OR DIED IN HARNESS POST 31ST MARCH 2007 FOR A PERIOD OF ONE YEAR FROM 10TH SEPTEMBER 2023 TO 9TH SEPTEMBER 2024.

Tender Information Summary (TIS)			
1.0 Basic Tender Details			
Tender Title	GROUP MEDICLAIM AND PERSONAL ACCIDENT INSURANCE POLICY IN THE EXISTING REGULAR AND CONTRACTUAL EMPLOYEES ALONG WITH THEIR RESPECTIVE DEPENDENT FAMILY MEMBERS; EMPLOYEES WHO HAD RETIRED POST 31 MARCH 2007 ALONG WITH THEIR RESPECTIVE SPOUSES; AND SPOUSES OF DECEASED EMPLOYEES WHO HAD EITHER RETIRED OR DIED IN HARNESS POST 31 ST MARCH 2007 FOR A PERIOD OF ONE YEAR FROM 10 TH SEPTEMBER 2023 TO 9 TH SEPTEMBER 2024.		
Tender Ref.	IIMC/PUR/ EMP-INS/I/2023-24 Dated 08 August 2023		
Tender Type	Ote	Form of Contract	Item Rate
Tender Category	Services	No. of Covers	Two
Bidding System	Single Stage Double Envelope System	e-Reverse Auction to be held after Financial bid opening	No
Procuring Organisation	Indian Institute of Management Calcutta	Procuring Entity	The Director, IIMC
Tender Inviting Authority (TIA)	Senior Administrative Officer (Purchase)	Address	Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104
Appointing Authority for Arbitration	Head of the Procuring Organisation		
2.0 Requirement Details			
Evaluation Basis	L-1 Bidder will be selected	Part quotation allowed or not	Not Allowed
Inspection Type	N.A.	Inspection Agency	By Procuring Entity
Inspection Schedule	After completion of work and before making payment		
Item Details	As per Schedule of Requirement	Quantity and Units	As per Schedule of Requirement
Indicative HSN Code	Item wise	Consignee/ State	IIMC, Kolkata/ West Bengal
Terms of Delivery	As per Tender Document	Completion date of Delivery	As per Tender Document
3.0 Critical Dates			
Published Date	08 August 2023 at 1800 hrs.	Bid Validity	90 days from the date of opening of Bid
Document Download Start Date & Time	08 August 2023 at 1800 hrs.	Document Download End Date & Time	28 August 2023 at 1100 hrs.
Clarification Start Date & Time	08 August 2023 at 1800 hrs.	Clarification End Date & Time	28 August 2023 at 1100 hrs.
Bid Submission Start Date & Time	08 August 2023 at 1800 hrs.	Bid Submission Closing Date & Time	28 August 2023 at 1100 hrs.
Tender opening (Technical bid) Date & Time	29 August 2023 at 1100 hrs.	Tender Opening (Financial bid) Date & Time	NA

NOTICE INVITING TENDER

GROUP MEDICLAIM AND PERSONAL ACCIDENT INSURANCE POLICY IN THE EXISTING REGULAR AND CONTRACTUAL EMPLOYEES ALONG WITH THEIR RESPECTIVE DEPENDENT FAMILY MEMBERS; EMPLOYEES WHO HAD RETIRED POST 31 MARCH 2007 ALONG WITH THEIR RESPECTIVE SPOUSES; AND SPOUSES OF DECEASED EMPLOYEES WHO HAD EITHER RETIRED OR DIED IN HARNESS POST 31ST MARCH 2007 FOR A PERIOD OF ONE YEAR FROM 10TH SEPTEMBER 2023 TO 9TH SEPTEMBER 2024.

4.0 Eligibility to Participate		
Is this item reserved for exclusive Procurement from MSEs	No	
Nature of Bidders eligible – OEMs/ Dealers authorised by OEMs	No Restriction	
Entities from countries not eligible to participate on reciprocal basis	Only IRDAI registered Insurance Companies are eligible.	
Minimum local content for eligibility to participate	NA	
Classes of Local Suppliers eligible to participate	NA	
Mandatory Joint venture with Indian Company	Yes	
5.0 Obtaining the Tender Document and clarifications		
eProcurement Portal and helpdesk for Document availability and submission	https://eprocure.gov.in/eprocure/app	[0120-4001 002; 0120-4001 005; 0120-6277 787 or support-eproc@nic.in]
	www.iimcal.ac.in under Information/ Tender Tab	
Cost of Tender Document (INR)	Not applicable	
Office/ Contact Person/ email for clarifications	Purchase Section	
6.0 Pre-bid Conference		
Pre-bid Conference applicable or not	YES	
Place, time, and date of the Pre-bid Conference	Date and Time: 17 Aug 2023 at 1500 hrs. Indian Institute of Management Calcutta	
Place, time, and date before which Written queries for the Pre-bid conference must be received	Date and Time: 17 Aug 2023 by 1100 hrs. Indian Institute of Management Calcutta	
Place, time, and date before which registration of participants for the Pre-bid conference must be received	Date and Time: 17 Aug 2023 by 1100 hrs. Indian Institute of Management Calcutta	
7.0 Preparation and Submission and Opening of Bids		
Bids to be Addressed to	Senior Administrative Officer (Purchase) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104	
Instructions for Online bid Submission	[https://etenders.gov.in/eprocure/app?page=HelpForContractors&service=page]	
Tender Opening Place	On e-procurement portal(s) mentioned above	
Alternate Bids allowed or not	No	
9.0 Physical submission of Originals/ Self-attested copies of Originals of Scanned Documents uploaded		
Physical documents required/ permitted to be submitted	Not required / As per discretion of Bidder	
If Yes, List of Documents to be submitted physically		
Deadline for physical submission of originals/ self-attested copies of Originals of uploaded scanned documents	As per Tender Document	
Address of Physical	Senior Administrative Officer (Purchase)	

NOTICE INVITING TENDER

GROUP MEDICLAIM AND PERSONAL ACCIDENT INSURANCE POLICY IN THE EXISTING REGULAR AND CONTRACTUAL EMPLOYEES ALONG WITH THEIR RESPECTIVE DEPENDENT FAMILY MEMBERS; EMPLOYEES WHO HAD RETIRED POST 31 MARCH 2007 ALONG WITH THEIR RESPECTIVE SPOUSES; AND SPOUSES OF DECEASED EMPLOYEES WHO HAD EITHER RETIRED OR DIED IN HARNESS POST 31ST MARCH 2007 FOR A PERIOD OF ONE YEAR FROM 10TH SEPTEMBER 2023 TO 9TH SEPTEMBER 2024.

Submission of Originals	Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104		
10.0 Documents relating to Bid Security and Performance Security			
Bid Security and Validity	<i>Bid Declaration Certificate need be submitted</i>	Form of Security and To whom to be addressed	Acct Payee DD/ FDR from a Commercial bank/ Bank Guarantee /e-Bank
Performance Security and Validity	3% of Contract Value 60 days beyond the date of completion of all contractual obligations including Warranty obligations (if any)	Form of Security and To whom to be addressed	Guarantee from any Indian Commercial Banks in favour of Indian Institute of Management Calcutta, Payable at Kolkata
11.0 Additional Clauses			
Integrity Pact to be Signed and Submitted along with bid	Not Applicable	Independent External Monitor, Name and Contact Details	No
Price Variation Clause	No		
Quantity Splitting/ Parallel Orders	No	If Yes, Ratio of Distribution among L-1 and others	NA