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|  | INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036 Telephone: [044] 2257 9763 E-mail: tender@imail.iitm.ac.in |  |
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The Senior Manager (Project Purchase)

Date: 31.01.2024

Open Tender Reference No: **ICSR/DEAN/065/2024/INSURANCE**

GEM ID: GEM/GARPTS/30012024/M1FSUBEU073I

Due Date/Time: 20.02.2024@ 3:00 PM

Dear Sir/Madam,

On behalf of the Office of Industrial Consultancy and Sponsored Research, Indian Institute of Technology Madras, Bids are invited in two bid system from Class-I local suppliers and Class II local suppliers, for the service of: **“Group Medical Insurance Coverage and Group Personal Accident Coverage for the Project Staff for self alone working under various Projects at IC&SR, IIT Madras, Chennai-36”** Conforming to the specifications given in **Annexure -A**.

Tender Documents may be downloaded from Central Public Procurement Portal <https://etenders.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <https://etenders.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at **“Help for contractors”**. [Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal”]

Bidders can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type ‘IIT’. Thereafter, click on “GO” button to view all IIT Madras tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <https://etenders.gov.in/eprocure/app> as per the schedule attached.

No manual bids will be accepted. All tender documents including Technical and Financial bids should be submitted in the E-procurement portal.

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| 1) | Pre-bid Meeting Details | : <u>7th Feb 2024, between 3.00 pm to 4.30 pm at Ground floor, Hall 1, ICSR Building, IIT Madras.</u> |
| 2) | ICSR Vendor Registration | : <u>Vendor registration Id:</u> Vendor registration with IC&SR (IITM) is mandatory for bidders to participate in tenders. ** <u>For Vendor Registration & Guidelines, Please follow the website:</u> https://icandsr.iitm.ac.in/vendorportal ; Helpdesk: vendorhelpdesk@icsrpiis.iitm.ac.in |

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| Last date for receipt of tender | : | 20.02.2024 @ 3:00 PM |
| Date & time of opening of Technical Bid | : | 21.02.2024 @ 3:00 PM |

3. Instructions to the Bidder:

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| A) | Searching for tender documents | : | <ul style="list-style-type: none"> • There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal. • Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tender” folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document. • The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk. |
| B) | Assistance to bidders | : | <ul style="list-style-type: none"> • Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. • Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120-4001002, 0120-4001005] |
| C) | Enrolment Process to Bidders | : | <p><u>REGISTRATION</u></p> <ul style="list-style-type: none"> • Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal URL:https://etenders.gov.in/eprocure/app by clicking on “Online Bidder Enrolment”. Enrolment on the CPP Portal is free of charge. • As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts. • Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal. • Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.) • Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. |

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| | | | <ul style="list-style-type: none"> • Bidder then may log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken. • Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://etenders.gov.in/eprocure/app • Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site https://etenders.gov.in/eprocure/app under the “Information about DSC”. |
| D) | Preparation of bids | : | <ul style="list-style-type: none"> • Bidder should take into account any corrigendum published on the tender document before submitting their bids. • Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid. • Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option. • To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. |
| E) | Submission of bids | : | <ul style="list-style-type: none"> • Bidder should log into the site well in advance for bid submission so that he/she can upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. • The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. • Bidder has to select the bid security declaration. Otherwise, the tender will be summarily rejected. • A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective |

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| | | <p>financial quotes and other details (such as name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected.</p> <ul style="list-style-type: none"> • The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission. • The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues. • The uploaded tender documents become readable only after the tender opening by the authorized bid openers. • Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details. • Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet. • More information useful for submitting online bids on the CPP Portal may be obtained at: https://etenders.gov.in/eprocure/app. • All tender documents including pre-qualification bid, Technical Bid & Financial Bid should be submitted separately in online CPP portal as per the specified format only. Right is reserved to ignore any tender which fails to comply with the above instructions. No manual bid submission will be entertained. |
| F) | Marking on Technical Bid | <ul style="list-style-type: none"> • The bidder eligibility criteria, technical specification and supply of item for this tender is given in Annexure A. • The Bidders shall go through the specification and submit the technical bid. • The Technical bid should be submitted in the proforma as per Annexure-B in pdf format only through online (e-tender). No manual submission of bid will be entertained. • The technical bid should have a page-wise heading as "Technical Bid" and page no. in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents. • The technical bid should consist of bidder eligibility criteria, EMD payment proof details and all technical details along with catalogue/ pamphlet which will give a detailed description of product with technical data sheet so that technical compliance can be verified. |
| G) | Marking on Price Bid | <ul style="list-style-type: none"> • Financial bid (BoQ) should be submitted in the prescribed proforma format as per Annexure-C in xls format through e-tender only. No manual or other form of submission of Financial Bid will be entertained. |

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| 4) | <p>Preparation of Tender: The bidders should submit the bids in two bid system as detailed below.</p> <p>Bid I _Technical Bid</p> <p>Technical Bid and Annexures dully filled in, signed, and stamped on each page by the tenderer/ authorized representative of the tenderer.</p> <p>The technical bid should consist of bidder eligibility criteria and technical specification compliance sheet as per the Technical Bid Proforma (Annexure-B).</p> <p>Bid II _Price Bid</p> <p>The price bid should be submitted in excel format (BoQ) as per the Financial Bid Proforma (Annexure -C) uploaded in the e-Tender web site. The Quoted price should be inclusive of all cost and statutory levies at IIT Madras.</p> |
| 5) | <p>Price:</p> <p>a) The rate quoted shall be in INR inclusive of all taxes and no extra payment will be made other than statutory revisions as per the terms and conditions stipulated in this contract document.</p> <p>b) The offer/bids should be submitted through online only in two bid system i.e., Technical Bid and Financial Bid separately.</p> |
| 6) | <p>Tenderer shall submit along with this tender:</p> <p>(i) Name and full address of the Banker and their swift code and PAN No. and GSTIN number.</p> <p>(ii) GST registration proof showing registration number, area of registration etc.</p> <p>(iii) All of your future correspondences including Invoices should bear the GST No. and Area Code.</p> |
| 7) | <p>Period for which the offer will remain open:</p> <p>The offer shall remain Valid for 120 days from the date of opening of the tender. However, the day up to which the offer is to remain valid being declared closed holiday for the Indian Institute of Technology Madras, then the offer shall remain valid till the next working day.</p> |
| 8) | <p>EMD:</p> <p>The EMD of Rs.60,000 to be transferred to the account details mentioned in Annexure H and proof should be enclosed in the Technical Bid. Any offer not accompanied with the EMD shall be rejected summarily as non-responsive.</p> <p>The EMD of the unsuccessful bidders shall be returned within 30 days of the end of the bid validity period. The same shall be forfeited, if the tenderers withdraw their offer after the opening during the bid validity period. The Institute shall not be liable for payment of any interest on EMD.</p> <p>EMD is exempted for Micro and Small Enterprises (MSE) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) and Startups as recognized by Department of Industrial Policy & Promotion (DIPP). (MSE/MSME/DIPP PROOF should be enclosed in the cover containing technical bid)</p> |
| 9) | <p>Performance Security: -</p> <p>The successful bidder should submit Performance Security for an amount of 3% of the basic invoice value of the contract/supply. The Performance Security may be furnished in the form of an Insurance Surety Bond, Account Payee DD, FD Receipt in the name of “The Registrar, IIT Madras” from any scheduled commercial bank or Bank Guarantee from any scheduled commercial bank in India or online payment in an acceptable form. The performance security should be furnished within 14 days from the date of the purchase order.</p> <p>Performance Security in the form of Bank Guarantee: - In case the successful bidder wishes to submit Performance Security in the form of Bank Guarantee, the Bank Guarantee should be routed directly to IIT Madras from the Bank.</p> |

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| | The Performance Security Deposit should remain valid for a period of sixty days beyond the date of completion of all contractual obligations. |
| 10) | Risk Purchase Clause: In the event of failure of contractual obligation during the schedule, the Office of Industrial Consultancy and Sponsored Research, Indian Institute of Technology Madras has all the right to engage other sources on the total risk of the sanctioned vendor under risk purchase clause. |
| 11) | Payment: (i) The payment shall be made on monthly basis of the order value on submission of duly signed invoice copy (ii) Advance Payment: No advance payment is generally admissible. In case a specific percentage of advance payment is required, the Vendor has to submit a Bank Guarantee from a scheduled commercial bank in India equivalent to the amount of advance payment. |
| 12) | Acceptance and Rejection: Failure to comply with any of the instructions stated in this document or offering unsatisfactory explanations for non-compliance will likely to lead to rejection of offers. I.I.T. Madras has the right to accept the whole or any part of the Tender or portion of the quantity offered or rejects it in full without assigning any reason. |
| 13) | Debarment from Bidding: In case of breach of Terms & Conditions, Bidder may be suspended from being eligible for bidding in any contract with the IIT Madras up to 2 Years [as per Rule 151(iii) of GFR] from the date of Tender. |
| 14) | Disputes and Jurisdiction: Settlement of Disputes: Any dispute, controversy or claim arising out of or in connection with this PO including any question regarding its existence, validity, breach or termination, shall in the first instance be attempted to be resolved amicably by both the Parties. If attempts for such amicable resolution fails or no decision is reached within 30 days whichever is earlier, then such disputes shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996. Unless the Parties agree on a sole arbitrator, within 30 days from the receipt of a written request by one Party from the other Party to so agree, the arbitral panel shall comprise of three arbitrators. In that event, the supplier will nominate one arbitrator and the Project Coordinator of IITM shall nominate on arbitrator. The Dean IC&SR will nominate the Presiding Arbitrator of the arbitral tribunal. The arbitration proceeding shall be carried out in English language. The cost of arbitration and fees of the arbitrator(s) shall be shared equally by the Parties. The seat of arbitration shall be at IC&SR IIT Madras, Chennai. a. The Applicable Law: The Purchase Order shall be construed, interpreted and governed by the Laws of India. Court at Chennai shall have exclusive jurisdiction subject to the arbitration clause. b. Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu. |
| 15) | Force Majeure: The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. |

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| 16) | <p>Eligibility Criteria:</p> <ul style="list-style-type: none"> ➤ As per the Government of India Order, only “Class - I Local Suppliers” and “Class - II Local Suppliers” can participate in this tender. ➤ <u>Bidder should confirm their acceptance that they comply with the provisions with report to “Guidelines for eligibility of a bidder from a country which shares a land border with India as detailed at Annexure-E. The bidder should submit Certificate for “Bidder from/ Not from Country sharing Land border with India & Registration of Bidder with Competent Authority” as per Order of DoE F.No.6/18/2019-PPD dated 23.07.2020 as mentioned.</u> |
| 17) | <p>Preference to “class I Local Suppliers”: preference will be given to “class 1 local suppliers” (subject to class - I local supplier’s quoted price falling within the margin of purchase preference) as per public procurement (preference to make in India) order 2017 .O.M No P- 45021/2/2017 – pp(BE - 11) dt 04/06/2020 subject to the conditions that the “class 1 Local Supplier” should agree to supply goods / provide service at L1 rate and furnish a certificate with the technical bid document that the goods/service provided by them consists local content equal to or more than 50%.(certificate from Chartered Accountant in case value of contract exceeds Rs 10 crore).</p> <ul style="list-style-type: none"> ➤ ‘Class - I local supplier’ means a supplier or service provider whose goods, services or works offered for procurement consists of local content equal to or more than 50% as defined under the above said order. Declaration to be provided as per Annexure-D per item/service/work. ➤ ‘Class - II local supplier’ means a supplier or service provider whose goods, services or works offered for procurement consists of local content equal to 20% but less than 50% as defined under the above said order. Declaration to be provided as per Annexure-D per item/service/work. ➤ ‘Margin of purchase preference’: - The margin of purchase preference shall be 20%. The Definition of the margin of purchase preference is defined in the Govt. of India Order No: P-45021/12/2017-PP (BE-II) Dt.4th June, 2020) Order 2017. As per the Government of India Order – “Margin of Purchase Preference” means the maximum extent to which the price quoted by a “Class-I local supplier” may be above the L1 for the purpose of purchase preference. <p>**Note: Local content percentage to be calculated in accordance with the definition provided at clause 2 of revised public procurement preference to Make in India Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P- 45021/102/2019-BE-II-Part(1) (E-50310) Dt.4th March 2021</p> |
| 18) | <p>Evaluation of Bids</p> <p>Bid evaluation will take place in two stages.</p> <p>Stage I Technical Bid evaluation</p> <p>All bids received within due date and time will be opened for technical evaluation as per scheduled time. All bidders who have fully complied with bidder eligibility criteria I, II and technical Specification (Annexure B) will only be considered for opening of Financial bid.</p> <p>Stage II: Financial Bid Evaluation</p> <p>The Financial bid evaluation will be based on price quoted by the bidder. The rate quoted for Group Medical Insurance coverage & Group Personal Accident coverage for the Project Staff for self alone will alone be taken up for arrival of Lowest Bid (L1) value.</p> |
| 19) | <p>In accordance with the Rule 173 of GFR,2017 and relevant provisions thereof in Procurement Manuals, 2022, IC&SR, IITM reserves the right to carry out the negotiation process through its purchase/technical committee with L1/H1 (as applicable) vendor to ensure price reasonability before final recommendation to the Competent Authority. The negotiation details, if any, on case-to-case basis shall be recorded in minutes of meetings suitably for records.</p> |
| 20) | <p>Selection of successful bidder and Award of Order</p> <p>The order will be directly awarded to the technically qualified bidder as per the condition in para 3A of DIPP, MoCI Order No. 45021/2/2017-PP (BE II) dated 16th September 2020.</p> |

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| 21) | Period of Service: Group Medical Insurance coverage & Group Personal Accident coverage for the Project Staff for self alone, working under various projects at the Office of ICSR, IITM Chennai for the period from 01/04/2024 to 31/03/2025 (which may be extended for further one plus one year subject to vendor's performance and approval of the competent authority of Indian Institute of Technology Madras) at same price. |
| 22) | All information including selection and rejection of technical or financial bids of the prospective bidders will be communicated through e-Tender portal. In terms of Rule 173(iv) of General Financial Rule 2017, the bidder shall be at liberty to question the bidding conditions, bidding process and/or rejection of bids. |
| 23) | The tenderer shall certify that the tender document submitted by him / her are of the same replica of the tender document as published by IIT Madras and no corrections, additions and alterations made to the same. If any deviation found in the same at any stage and date, the bid / contract will be rejected / terminated, and actions will be initiated as per the terms and conditions of the contract. |
| 24) | The bidders will not be entertained to participate in opening of Bids. Since the tender is e-tender, the opening of the bids may be checked using the respective logins of the bidders. |
| 25) | Clarification to the queries and doubts raised by the bidders will be issued as a corrigendum/addendum in the e-tenders portal. |
| 26) | In the e-tender process, participation of bidders after the due date is not possible. The eligible bidders can login to the e-Procurement portal to ascertain the tender status. |

ACKNOWLEDGEMENT

It is hereby acknowledged that I/We have gone through all the points listed under “Specification, Guidelines, Terms and Conditions” of tender document. I/We totally understand the terms and conditions and agree to abide by the same.

**SIGNATURE OF TENDERER ALONG WITH SEAL OF
THE COMPANY WITH DATE**

Bidder Eligibility Criteria and Technical Specification for Group Medical Insurance coverage & Group Personal Accident coverage for the Project Staff for self alone

Tender No. ICSR/DEAN/065/2024/INSURANCE

Bidder Eligibility Criteria – I (Public Procurement – Preference to Make in India)

Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE-II) dated 16th September 2020 and other subsequent orders issued therein (ANNEXURE – D).

Bidder Eligibility Criteria – II

1. Vendor Registration ID/Proof.
2. Land Border Certificate (ANNEXURE – E).
3. IRDA Registration certificate (copy of the same to be attached).
4. Non- Debarment Declaration (ANNEXURE – G).
5. EMD as per Tender, to be remitted in the account number as given in the (Annexure – H) or EMD is exempted for Micro and Small Enterprises (MSE) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) and Startups as recognized by Department of Industrial Policy & Promotion (DIPP). (MSE/MSME/DIPP PROOF should be enclosed in the cover containing technical bid).

III. Technical Specification for Group Medical Insurance Coverage and Group Personal Accident Coverage for the Project Staff for self alone working under various Projects at IC&SR, IIT Madras, Chennai-36

SCOPE OF THE TENDER

The details regarding number of persons to be covered and the amount of coverage are given below:

| SL. NO. | CATEGORY | NO. OF PERSONS TO BE COVERED (APPROX.) | GROUP MEDICAL INSURANCE SUM INSURED FOR SELF (BASIC COVERAGE) (RS) | GROUP PERSONAL ACCIDENT SUM INSURED FOR SELF (BASIC COVERAGE) (RS) |
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| 1. | Project Staff | 1750 | Rs.1,00,000/- per annum | Rs. 5,00,000/- per annum |

The premium will be on actual strength of the Project Staff. For addition / deletion during the insurance period, additional premium amount will be given / withdrawn on pro-rata basis.

Conditions for Group Medical Insurance Scheme & Group Personal Accident Scheme

1) GROUP MEDICLAIM INSURANCE SCHEME

Sublimit:-

Maternity coverage:

- I. **Normal Delivery claims:** For Normal Coverage – Rs. 30,000/-
- II. **Caesarean Delivery claims:** For Normal Coverage – Rs. 50,000/-

Cataract claims: For Normal Coverage – Rs. 35, 000/- (For basic coverage-SI)

Room Rent: Room, Boarding and Nursing expenses as provided by the Hospital/Nursing Home not exceeding 3% of overall sum insured per day or the actual expenses whichever is less.

ICU/IMCU: Intensive Care unit expenses not exceeding 4% of overall charges per day or the actual expenses whichever is less.

Note: RMO/DMO service charges are covered additional to the room rent / ICU charges but not exceeding the limit of Rs.500 per day irrespective of sum insured.

Ambulance charges covered up to Rs.3000/- per claim.

The policy should cover the below conditions too:

- Type of Cover – Self Floater Policy.
- Pre-existing disease covered.
- No upper age limit for claim.
- Waiting period for the first 30 days waived off.
- 9 months capping for extending maternity benefits should not apply.
- Pre-post-natal coverage within the maternity limit.
- Day care treatment shall be covered.
- Pre / Post hospitalization coverage of 30/60 days respectively.
- Entitled room category clause waived off/ No proportionate clause applicable.
- All other conditions and terms shall be as per Standard Group Mediclaim policy.
- Domiciliary Hospitalization is not covered.

Hospitalization Period:

Expenses on hospitalization are admissible only if hospitalization is for a minimum period of 24 hrs. However, this time limit of 24 hours will be applicable to the specific treatments (Need to be mentioned by the Insurance Vendor) taken in the Network Hospital/Nursing Home/Specialty Centers irrespective of the bed strength where the insured is discharged on the same day. Such treatment will be considered to have been taken under Hospitalization Benefit.

Time limit for preferring claim:

Whenever treatment is taken for the Project Staff covered under the scheme in any of the non-network hospital of the TPA, and the employee pays the hospital bills, the Insurance claim should be sent in the prescribed claim form along with all supporting documents, such as Discharge Summary, prescription and Pharmacy bills, Lab /

investigation reports in original, ECS form & cancelled cheque (or) First page of Bank Passbook copy within 30 days direct to the TPA.

2) GROUP PERSONAL ACCIDENT:

This Policy shall offer benefits like Accidental Death Cover, Accidental Permanent Total Disability Cover, Accidental Permanent Partial Disability Cover, Accidental Temporary Total Disability Cover and few optional benefits for self. In addition to payment of compensation in case of death due to accidents, the policy also covers disablement both permanent and temporary. The brief particulars of the covers and the procedure to be followed in this regard are furnished hereunder.

Brief particulars of the covers:

The Policy provides for payment of a certain amount, depending upon the Capital Sum Insured for death or disablement of the insured person due to accident.

Benefits:

| S.No | Case | Compensation |
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| a) | Death only | Capital Sum Insured (CSI) |
| b) | Loss of two limbs, two eyes or one limb and one eye | CSI |
| c) | Loss of one limb or one eye | ≥50% of CSI |
| | Permanent Total disablement from other than those | CSI |
| d) | named above (PTD) | |
| e) | Permanent Partial Disablement (PPD) | % of CSI as mentioned below |
| f) | Temporary Total Disablement (TTD) | at 1% of CSI up to 100 Weeks (maximum weekly benefits not exceeding Rs.3000/-) However limited to Capital Sum Insured. |
| S.No | Parts Lost | % of Capital Sum insured (≥ : <i>greater than or equal to</i>) |
| i | Loss of toes-all | 20 |
| ii | Great-both phalanges | 05 |
| iii | Great-one phalanx | 02 |
| iv | Other than great, if more than one toe lost each | 01 |
| v | Loss of hearing-both ears | 75 |
| vi | Loss of hearing-one ear | 30 |
| vii | Loss of four fingers and thumb of one hand | 40 |
| viii | Loss of four fingers | 35 |
| ix | Loss of thumb-both phalanges | 25 |
| x | -One phalanx | 10 |
| xi | Loss of Index finger three phalanges or two phalanges or one phalanx | 10 |

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| xii | Loss of middle finger three phalanges or two fingers or one phalanx | 06 |
| xiii | Loss of ring finger three phalanges or two phalanges or one phalanx | 05 |
| xiv | Loss of little finger three phalanges or two phalanges or one phalanx | 04 |
| xv | Loss of metacarpals – first or second third, fourth or fifth (additional) | 03 |
| xvi | Any other Permanent Partial Disablement | % age as assessed by the panel doctor of the Co. |

Additional benefit Amount Benefit

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| Expenses for carriage of dead body of the insured person (death due to accident only) to the place of residence. | Maximum of 2% of CSI or Rs.2500/- whichever is lower |
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OTHER SPECIAL TERMS & CONDITIONS:

1. In no event cashless treatment in listed hospitals can be withdrawn unilaterally /stopped / delayed / terminated by the Third-Party Administrator or hospitals involved. A penalty clause will be included in the agreement in this regard.
2. During the policy period there will be no revision in the premium amount.
3. The selected company should furnish monthly statement of claims to the Project Recruitment Section (icsrrecruitment@iitm.ac.in) on or before 10th of the following month.
4. Coverage should be provided to the newly appointed Project Staff also from the date of their joining the ICSR. The Institute will pay the necessary pro-rata premium to your company, on demand.
5. Identity Cards are to be issued to all the persons covered under the policy as early as possible as but not later than 30 days from the date of payment of premium.
6. In case the Institute decides to extend the period of coverage for subsequent years under the same terms and conditions, with provision to modify any of them depending on the development in healthcare, please indicate the discounts that may be offered on the premium for such periods (2 to 3 years) that may be decided prior to finalizing the contract. The Institute reserves its right to consider your offer either in part or full, or reject the offer without assigning any reasons, whatsoever.

The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document for providing Group Medical Insurance coverage & Group Personal Accident coverage for the Project Staff for self alone, working under various projects at the Centre of ICSR, IITM Chennai for the period from **01/04/2024 to 31/03/2025 (which might have extended for further one plus one year subjected to vendor's performance, at same price)**

It is mandatory that the medical insurance service provider should participate through open tender published through E-Procurement. Also, it is strictly only one bid per organization.

The selection of the insurance company for administering the Scheme will be at the sole discretion of ICSR, IIT Madras, based on the quote, features of the Scheme and other terms and conditions offered by the insurance company.

FORMAT FOR THE TECHNICAL BID

(To be submitted on letter head of Insurance Company or Agency under signatures of the authorized signatory)

| S.No | Particulars | Details |
|------|--|---------|
| 1 | Name of the Insurance Company | |
| 2 | Full Particulars of Head Office | |
| | (i) Address | |
| | (ii) Telephone Number | |
| | (iii) Fax No. | |
| | (iv) Email address | |
| 3 | Registration Details (Self-attested copies of all Certificates / Licenses / Permits / Registrations, etc., should be enclosed failing which the application is liable to be rejected outright) | |
| | (i) PAN No (copy to be enclosed) | |
| | (ii) GST No (copy to be enclosed) | |
| | (iii) Company CIN no (copy to be enclosed) | |
| | (iv) IRDA Registration No (copy to be enclosed) | |
| 4 | Tender documents duly signed on each page | |
| 5 | Full Particulars of the Third-Party Administrator (TPAs) / Claim Settling Agency (should have Branch in Chennai) | |
| 6 | List of network - Approved/ Tie up/ Hospitals in Chennai (attach separate list if necessary) with cashless facility | |
| 7 | Enclose the List of services which requires less than 24 hours covered under the policy | |
| 8 | List of Branch Offices of the Company (attach separate list if necessary) | |
| 9 | Additional inclusion for Group Medical Health Insurance (attach separate list if necessary) | |
| 10 | Additional inclusion for Group Accident Insurance (attach separate list if necessary) | |
| 11 | List of diseases with capping value – if any | |
| 12 | List of the waivers (Group Medial Health Insurance & Group Personal Accident Insurance) | |

| | | |
|----|--|--|
| 13 | Consolidated Claim Analysis Report (submitted, settled, rejected) for the last two financial Years for both Group Medical Health Insurance & Group Personal Accident | |
| 14 | A model copy of Group Health Insurance policy & Group Personal Accident Insurance with detailed terms and conditions of the policy coverage | |
| 15 | Model of Handbook for the employee if any | |
| 16 | FAQs list for the employer & employee. If any | |
| 17 | Format of ID card under Group Medical Health Insurance, | |

Note: Bidders must submit the supporting document for all the above details sought (S. No. 3 to 17) which are mandatory for technical evaluation to get qualified else the bids will be disqualified.

DECLARATION

- 1) I _____ Son/Daughter _____ of
Shri _____ Proprietor/Partner/Director/Manager/ _____ /Authorized
Signatory of _____ am competent to sign this declaration and execute this tender document.
- 2) I have carefully read and understood the scope and all the other special terms and conditions of the tender and hereby convey my acceptance and compliance of the same.
- 3) The information/document furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person.

Date:

Place:

Company's 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 proposal.

TECHNICAL BID PROFORMA

Tender No. ICSR/DEAN/065/2024/INSURANCE

Tender Name: ICSR/DEAN/065/2024/INSURANCE Group Medical Insurance Coverage and Group Personal Accident Coverage for the Project Staff for self alone working under various Projects at IC&SR, IIT Madras, Chennai-36

1.0 Bidder Eligibility Criteria:

| I | Bidder Eligibility Criteria-I (Public Procurement – Preference to Make in India) | Class I / Class II | Local Content Percentage | Reference, Page No. |
|---|---|-----------------------|--------------------------------|------------------------|
| I | Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE II) dated 16 th September 2020 and other subsequent orders issued therein (ANNEXURE – D) | | | |

| II | Bidder Eligibility Criteria-II | Complied/Not Complied | Ref Page No. |
|----|--|--------------------------|--------------|
| 1 | Vendor Registration ID/Proof | | |
| 2 | Land Border Certificate (ANNEXURE – E) | | |
| 3 | IRDA Registration Certificate (copy of the same to be attached) | | |
| 4 | Non- Debarment Declaration (ANNEXURE – G). | | |
| 5 | EMD as per Tender, to be remitted in the account number as given in the (Annexure – H) or EMD is exempted for Micro and Small Enterprises (MSE) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) and Startups as recognized by Department of Industrial Policy & Promotion (DIPP). (MSE/MSME/DIPP PROOF should be enclosed in the cover containing technical bid). | | |

2.0 Technical Specification:

| <u>SPECIFICATION</u> | | | | | Complied / Not complied | Ref. Pg no. | | | | | | | | | | |
|--|---------------|--|--|--|------------------------------------|------------------------|--|--|--|----|---------------|------|--------------------------------|---------------------------------|--|--|
| <p>The details regarding number of persons to be covered and the amount of coverage are given below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">SL. NO.</th> <th style="width: 20%;">CATEGORY</th> <th style="width: 20%;">NO. OF PERSONS TO BE COVERED (APPROX.)</th> <th style="width: 20%;">GROUP MEDICAL INSURANCE SUM INSURED FOR SELF (BASIC COVERAGE) (RS)</th> <th style="width: 20%;">GROUP PERSONAL ACCIDENT SUM INSURED FOR SELF (BASIC COVERAGE) (RS)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td style="text-align: center;">Project Staff</td> <td style="text-align: center;">1750</td> <td style="text-align: center;">Rs.1,00,000/- per annum</td> <td style="text-align: center;">Rs. 5,00,000/- per annum</td> </tr> </tbody> </table> <p>The premium will be on actual strength of the Project Staff. For addition / deletion during the insurance period, additional premium amount will be given / withdrawn on pro-rata basis.</p> <p><u>Conditions for Group Medical Insurance Scheme & Group Personal Accident Scheme</u></p> <p style="text-align: center;">GROUP MEDICLAIM INSURANCE SCHEME</p> <p>Sublimit:-</p> <p>Maternity coverage:</p> <p style="margin-left: 20px;">I. Normal Delivery claims: For Normal Coverage –Rs.30, 000/-</p> <p style="margin-left: 20px;">II. Caesarean Delivery claims: For Normal Coverage – Rs.50, 000/-</p> <p>Cataract claims: For Normal Coverage – Rs.35, 000/- (For basic coverage-SI)</p> <p>Room Rent: Room, Boarding and Nursing expenses as provided by the Hospital/Nursing Home not exceeding 3% of overall sum insured per day or the actual expenses whichever is less.</p> <p>ICU/IMCU: Intensive Care unit expenses not exceeding 4% of overall charges per day or the actual expenses whichever is less.</p> <p style="margin-left: 40px;"><i>Note: RMO/DMO service charges are covered additional to the room rent / ICU charges but not exceeding the limit of Rs.500 per day irrespective of sum insured.</i></p> <p>Ambulance charges covered up to Rs.3000/- per claim.</p> <p>The policy should cover the below Conditions too:</p> | | | | | SL. NO. | CATEGORY | NO. OF PERSONS TO BE COVERED (APPROX.) | GROUP MEDICAL INSURANCE SUM INSURED FOR SELF (BASIC COVERAGE) (RS) | GROUP PERSONAL ACCIDENT SUM INSURED FOR SELF (BASIC COVERAGE) (RS) | 1. | Project Staff | 1750 | Rs.1,00,000/- per annum | Rs. 5,00,000/- per annum | | |
| SL. NO. | CATEGORY | NO. OF PERSONS TO BE COVERED (APPROX.) | GROUP MEDICAL INSURANCE SUM INSURED FOR SELF (BASIC COVERAGE) (RS) | GROUP PERSONAL ACCIDENT SUM INSURED FOR SELF (BASIC COVERAGE) (RS) | | | | | | | | | | | | |
| 1. | Project Staff | 1750 | Rs.1,00,000/- per annum | Rs. 5,00,000/- per annum | | | | | | | | | | | | |

- Type of Cover – Self Floater Policy.
- Pre-existing disease covered.
- No upper age limit for claim.
- Waiting period for the first 30 days waived off.
- 9 months capping for extending maternity benefits should not apply.
- Pre-post-natal coverage within the maternity limit.
- Day care treatment shall be covered.
- Pre / Post hospitalization coverage of 30/60 days respectively.
- Entitled room category clause waived off/ No proportionate clause applicable.
- All other conditions and terms shall be as per Standard Group Medclaim policy.
- Domiciliary Hospitalization is not covered.

Hospitalization Period:

Expenses on hospitalization are admissible only if hospitalization is for a minimum period of 24 hrs. However, this time limit of 24 hours will be applicable to the specific treatments (Need to be mentioned by the Insurance Vendor) taken in the Network Hospital/Nursing Home/Specialty Centers irrespective of the bed strength where the insured is discharged on the same day. Such treatment will be considered to have been taken under Hospitalization Benefit.

Time limit for preferring claim:

Whenever treatment is taken for the Project Staff covered under the scheme in any of the non-network hospital of the TPA, and the employee pays the hospital bills, the Insurance claim should be sent in the prescribed claim form along with all supporting documents, such as Discharge Summary, prescription and Pharmacy bills, Lab / investigation reports in original, ECS form & cancelled cheque (or) First page of Bank Passbook copy within 30 days direct to the TPA.

GROUP PERSONAL ACCIDENT:

This Policy shall offer benefits like Accidental Death Cover, Accidental Permanent Total Disability Cover, Accidental Permanent Partial Disability Cover, Accidental Temporary Total Disability Cover and few optional benefits for self. In addition to payment of compensation in case of death due to accidents, the policy also covers disablement, both permanent and temporary. The brief particulars of the covers and the procedure to be followed in this regard are furnished hereunder.

Brief particulars of the covers:

The Policy provides for payment of a certain amount, depending upon the Capital Sum Insured for death or disablement of the insured person due to accident.

GROUP PERSONAL ACCIDENT SCHEME

| S.No | Case | Compensation | Complied/ Not complied | Ref. Pg no. |
|------|---|--|------------------------|-------------|
| a) | Death only | Capital Sum Insured (CSI) | | |
| b) | Loss of two limbs, two eyes or one limb and one eye | CSI | | |
| c) | Loss of one limb or one eye | ≥50% of CSI | | |
| | Permanent Total disablement from other than those | CSI | | |
| d) | named above (PTD) | | | |
| e) | Temporary Total Disablement (TTD) | at 1% of CSI up to 100 Weeks (maximum weekly benefits not exceeding Rs.3000/-) However limited to Capital Sum Insured. | | |
| f) | Permanent Partial Disablement (PPD) | % of CSI as mentioned below | | |
| S.No | Parts Lost | % of Capital Sum insured (≥ : greater than or equal to) | | |
| I | Loss of toes-all | 20 | | |
| Ii | Great-both phalanges | 05 | | |
| Iii | Great-one phalanx | 02 | | |
| Iv | Other than great, if more than one toe lost each | 01 | | |
| V | Loss of hearing-both ears | 75 | | |
| Vi | Loss of hearing-one ear | 30 | | |
| Vii | Loss of four fingers and thumb of one hand | 40 | | |
| viii | Loss of four fingers | 35 | | |
| ix | Loss of thumb-both phalanges | 25 | | |
| x | -One phalanx | 10 | | |
| xi | Loss of Index finger three phalanges or two phalanges or one phalanx | 10 | | |
| xii | Loss of middle finger three phalanges or two fingers or one phalanx | 06 | | |
| xiii | Loss of ring finger three phalanges or two phalanges or one phalanx | 05 | | |
| xiv | Loss of little finger three phalanges or two phalanges or one phalanx | 04 | | |
| xv | Loss of metacarpals – first or second third, fourth or fifth (additional) | 03 | | |
| xvi | Any other Permanent Partial Disablement | % age as assessed by the panel doctor of the Co. | | |

Additional benefit

| Case | Compensation | Complied/ Not complied | Ref. Pg no. |
|--|--|------------------------|-------------|
| Expenses for carriage of dead body of the insured person (death due to accident only) to the place of residence. | Maximum of 2% of CSI or Rs.2500/- whichever is lower | | |

(To be submitted on letter head of Insurance Company or Agency under signatures of the authorized signatory)

| S. No | Particulars | Details |
|-------|--|---------|
| 1 | Name of the Insurance Company | |
| 2 | Full Particulars of Head Office | |
| | (v) Address | |
| | (vi) Telephone Number | |
| | (vii) Fax No. | |
| | (viii) Email address | |
| 3 | Registration Details (Self-attested copies of all Certificates / Licenses / Permits / Registrations, etc., should be enclosed failing which the application is liable to be rejected outright) | |
| | (v) PAN No (copy to be enclosed) | |
| | (vi) GST No (copy to be enclosed) | |
| | (vii) Company CIN no (copy to be enclosed) | |
| | (viii) IRDA Registration No (copy to be enclosed) | |
| 4 | Tender documents duly signed on each page | |
| 5 | Full Particulars of the Third-Party Administrator (TPAs) / Claim Settling Agency (should have Branch in Chennai) | |
| 6 | Enclose the List of services which requires less than 24 hours covered under the policy | |
| 7 | List of networks - Approved/ Tie up/ Hospitals in Chennai (attach separate list if necessary) with cashless facility | |
| 8 | List of Branch Offices of the Company (attach separate list if necessary) | |
| 9 | Additional inclusion for Group Medical Health Insurance (attach separate list if necessary) | |
| 10 | Additional inclusion for Group Accident Insurance (attach separate list if necessary) | |
| 11 | List of diseases with capping value – if any | |
| 12 | List of the waivers (Group Medial Health Insurance & Group Personal Accident Insurance) | |
| 13 | Consolidated Claim Analysis Report (submitted, settled, rejected) for the last two financial Years for both Group Medical Health Insurance & Group Personal Accident | |

| | | |
|----|---|--|
| 14 | A model copy of Group Health Insurance policy & Group Personal Accident Insurance with detailed terms and conditions of the policy coverage | |
| 15 | Model of Handbook for the employee, if any | |
| 16 | FAQs list for the employer & employee. If any | |
| 17 | Format of ID card under Group Medical Health Insurance, | |

Note: Bidders must submit the supporting document for all the above details sought (S. No. 3 to 17) which are mandatory for technical evaluation to get qualified else the bids will be disqualified.

FINANCIAL BID (PROFORMA) - BILL OF QUANTITIES (BOQ)

Tender Name: Group Medical Insurance Coverage and Group Personal Accident Coverage for the Project Staffs working under various Projects at IC&SR, IIT Madras, Chennai-36

Tender No. ICSR/DEAN/065/2024/INSURANCE

| It. No | Description of Position | Quantity | Units | Basic Rate in INR | GST Value | Total Amount with taxes in INR |
|--------------------|---|----------|-------|-------------------|-----------|--------------------------------|
| 1 | GROUP MEDICAL INSURANCE (Quote Premium per staff / per year in the Basic rate column) | 1750 | Nos. | | | |
| 2 | GROUP PERSONAL ACCIDENT (Quote Premium per staff / per year in the Basic rate column) | 1750 | Nos. | | | |
| GRAND TOTAL | | | | | | |

Total Amount Rupees in words _____

Note:

1. Price bid as per this format to be uploaded only at the financial document column in CPP Portal. Price disclosure at the technical bid will result in disqualification.
2. Technical Bid Should NOT Contain Price Bid/Financial Bid details (or) Indication. If the price Details are indicated, mentioned inside the technical bid, then bid will be disqualified and neither the Technical Bid nor the Price Bid/Financial Bid will be considered.

I/We the bidder accept all the terms and conditions as per tender including all technical & commercial conditions.

Date:
Place:

Authorized Signatory
(_____)
Seal and signature

ANNEXURE – D

FORMAT FOR AFFIDAVIT OF SELF-CERTIFICATION UNDER PREFERENCE TO MAKE IN INDIA – PER ITEM

Tender Reference Number:

Name of the item / Service:

Date: _____

I/We _____ S/o, D/o, W/o, _____ Resident
of _____

Hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P-45021/102/2019-BE-II-Part (1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, if any and

That the local content for all inputs which constitute the said item/service/work has been verified by me and I am responsible for the correctness of the claims made therein.

| Tick (✓) and Fill the Appropriate Category | |
|---|--|
| <input type="checkbox"/> | I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 50% and come under “ Class-I Local Supplier ” category. |
| <input type="checkbox"/> | I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to 20% but less than 50% and come under “ Class-II Local Supplier ” category. |

- The details of the location (s) at which the local value addition is made and the proportionate value of local content in percentage

Address _____ Percentage of Local content: _____%

For and on behalf of (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation and Contact No.>

[Note: In case of procurement for a value in excess of Rs. 10 Crores, the bidders shall provide this certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.]

This letter should be on the letterhead of the quoting firm and should be signed by a competent authority. Non-submission of this will lead to Disqualification of bids.

(To be given on the letter head of the bidder)

No. _____

Dated: _____

CERTIFICATE

(Bidders from India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am not from such a country.

OR

(whichever is applicable)

(Bidders from Country which shares a land border with India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I from _____ (Name of Country) and has been registered with the Competent Authority. I also certify that I fulfil all the requirements in this regard and is eligible to be considered. *(Copy/ evidence of valid registration by the Competent Authority is to be attached)*

Place:

Date:

Signature of the Tenderer
Name & Address of the
Tenderer with Office Stamp

TENDER CHECKLIST – Mandatory to be filled and sent (inside the Main Bid Cover) along with Bidding Document.

- (1) I have registered as a Vendor with IC&SR. (Proof to be enclosed)
 To submit document proof pertaining to point.no: 6 of tender
 ISO certificate, Active GSTIN certificate, valid PAN details.
- (2) Technical bid cover and Financial Bid cover to be submitted separately.
- (3) Completed and **Signed Form of Tender**. The Form of Tender document shall be signed by a person legally authorized.
- (4) Completed Technical Compliance Statement. (**Annexure – B**)
- (5) Certification of Class I / Class II (**As a part of technical bid**) per item / service / work as per (**Annexure – D**)
- (6) Land Border (**Annexure – E**)
- (7) EMD (**Annexure – H**)

The bid will be valid only if all the above documents are provided. Bidders are asked to supply and tick off the required information. Failure to provide any of the stated documents may result in the bid being considered as non-compliant and rejected.

Signature of the Bidder

**FORM - A
NON- DEBARMENT DECLARATION**

Date: XXXX

To,
The Indian Institute of Technology Madras,
Sardar Patel road,
Guindy, Chennai - 600036

**Subject: Non-debarment declaration in connection with tender RFF No: XXXXXX for procurement of
“XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX”**

Dear Sir,

This is to notify you that our Firm/Company/Organization <provide Name of the Firm/Company/Organization> intends to submit a proposal in response to the invitation for procurement of “XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX” In accordance with the above we declare that:

- a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.

- b. We are not debarred by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities in last XX years.

Sincerely,

[BIDDERS NAME]

Name

Title Signature



CENTRE FOR INDUSTRIAL CONSULTANCY & SPONSORED RESEARCH (IC&SR)
INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI 600 036



ELECTRONIC CLEARING SERVICE (Credit Clearing)/ REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

A. Details of Account Holder

| | |
|---------------------------------|---|
| Name of the Institution | Indian Institute of Technology - Madras |
| Complete Contact Address | Industrial Consultancy and Sponsored Research Indian Institute of Technology-Madras, IIT- Madras Campus Post Office, Sardar Patel Road, Guindy, CHENNAI - 600 036 |
| Telephone No./ Fax No. | Tel - 044-2257 8356 |
| E- mail ID of the FO/AO/REG/DIR | dricrsr@iitm.ac.in |

B. Bank Account Details:

| | |
|---|--|
| Institution Account Name (As per Bank Record) | The Registrar, Indian Institute of Technology - Madras |
| Account No. | 2722101003872 |
| Account Print Name | IIT F A/C , The Registrar IIT Madras |
| IFSC CODE | CNRB0002722 |
| Bank Name (in full) | Canara Bank |
| Branch Name | IIT-Madras Branch |
| Complete Branch Address | Canara Bank, IIT-Madras Branch, IIT- Madras Campus Post Office, Sardar Patel Road, Guindy, CHENNAI - 600 036 |
| MICR No. | 600015085 |
| Account Type | Savings Account |

Certified that the Institute's account is in an RTGS enabled branch.

I hereby declare that the particulars given above are correct and complete.

Date:

Signature of the Competent Authority
of the Institution with seal.

MANDATE FORM

ELECTRONICS CLEARING SERVICE (CREDIT CLEARING)/REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS.

A. DETAILS OF ACCOUNT HOLDER:-

| | |
|-----------------------------|--|
| NAME OF ACCOUNT HOLDER | |
| COMPLETE CONTACT ADDRESS | |
| TELEPHONE NUMBER/FAX/E MAIL | |

B. BANK ACCOUNT DETAILS:-

| | |
|---|--|
| BANK NAME | |
| BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL | |
| WHETHER THE BRANCH IS COMPUTERISED? | |
| WHETHER THE BRANCH IS RTGS ENABLED? IF YES, THEN WHAT IS THE BRANCH IFSC CODE | |
| IS THE BRANCH ALSO NEFT ENABLED? | |
| TYPE OF BANK ACCOUNT(SB/CURRENT/CASH CREDIT) | |
| COMPLETE BANK ACCOUNT NUMBER(LATEST) | |
| MICR CODE OF BANK | |

DATE OF EFFECT:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

(.....)

Signature of Customer

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

(.....)

Signature of Customer

Date :

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.