



रूरल इलेक्ट्रीफिकेशन कारपोरेशन लिमिटेड
Rural Electrification Corporation Limited
(भारत सरकार का उद्यम / A Government of India Enterprise)

TENDER NO: REC/PCM/HR/HBA_CONV/2018-19/07

(ONLY THROUGH E-TENDERING MODE)

Request for Proposal (RFP)

For

**COVERAGE OF OUTSTANDING HOUSE BUILDING ADVANCE /CONVEYANCE
ADVANCE UNDER REC EMPLOYEES (HBA) GROUP INSURANCE/REC
EMPLOYEES CONVEYANCE ADVANCE GROUP INSURANCE SCHEME.**

Date of Release of Tender	02nd May, 2018
Last Date for Submission of Bid	17th May, 2018, Up to 1500 Hours (IST)
Date of Opening of Bid	17th May, 2018 at 1530 Hours (IST)

Cost of Tender Document :- NIL

Regd. Office: Core-4, SCOPE Complex, 7 Lodhi Road, New Delhi- 110003
Tele. 011-24365161, Fax. 011-24360644, Gram: RECTRIC
Website: www.recindia.nic.in

IMPORTANT NOTICE

1. An incomplete and/or ambiguous and/or conditional and/or late response is liable to be ignored/ summarily rejected.
2. The bidder must attest the original tender document with authorized signature and stamp as an acceptance of the TENDER terms and conditions and submit the same along with the tender response. The price should not be quoted in the same. In case of a non-compliance the response is liable to be ignored/ summarily rejected.
3. **The submission and opening of bids will be through e-tendering process. Financial bid has to be submitted on-line only (no hard copy). Tender document can be downloaded from the website www.tenderwizard.com/REC or from e-tender link given in RECL Website, viz, <http://www.recindia.gov.in> or From Govt e-procurement portal (CPP) viz, www.eprocure.gov.in.**

Note:

- a) To participate in the E-Bid submission, it is mandatory for the bidders to have user ID & password. For this purpose, the bidder has to register itself with RECL through e-Procurement website given above. Please also note that the bidder has to obtain digital signature token for applying in the tender. In this connection, vendor may also obtain the same from Tenderwizard. The steps to be followed for the registration process are given below:
 - 1) Go to website <http://www.tenderwizard.com/REC>
 - 2) Click the link ' Register Me'
 - 3) Enter the detail about the bidder as per format.
 - 4) Click 'Create Profile'
 - 5) Bidder will get confirmation with Login-id and Password
- b) **Steps for application for Digital Signature from TenderWizard are given below:**
 - 1) Download the Application Form from the website <http://www.tenderwizard.com/REC>. Follow the instructions as provided.
 - 2) In case of assistance please contact the person under contact us
- c) **To aid bidders the detailed bidder manual on submission of E-Bid is annexed to this tender document**

NOTE: The Bidders are advised to obtain digital signature (Level 3) and register themselves at www.tenderwizard.com/REC well in advance. Please note that RECL does not own any responsibility in case any bidder(s) fail(s) to apply due to

non-possession/ non-registration/ compatibility issue of Digital Signature with the application.

REC-PCM

TENDER INFORMATION

Tender Reference No.	REC/PCM/HR/GPAIS/2018-19/XX
Work Item Title/ Description	COVERAGE OF OUTSTANDING HOUSE BUILDING ADVANCE /CONVEYANCE ADVANCE UNDER REC EMPLOYEES (HBA) GROUP INSURANCE/REC EMPLOYEES CONVEYANCE ADVANCE GROUP INSURANCE SCHEME.
Mode of Tendering	Open (e-tendering)
Tender Release Date	02nd May, 2018
Last Bid Submission date	17th May, 2018, upto 1500 Hours (IST)
Date of Opening of Bid	17th May, 2018, at 1530 Hours (IST)
Price bid opening	To be notified in web portal after completion of technical evaluation.
Location of Bid submission/ Opening	Rural Electrification Corporation Limited, Core - IV, Scope Complex, Lodi Road, New Delhi- 110003, India
Tender Category	Services
Bid Validity days	90 days from Bid Opening Date
Duration of Assignment	For a period of 1 year
Address of Correspondence/ Bid Submission:	Shri. Pankaj Gupta, Additional General Manager (PCM), Rural Electrification Corporation Limited, Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi-110003 Tel: 011-43091574/ 43091556 Fax: 011-24360644 e-mail: recpcm@recl.in
Support Team Contact Details:	E – Tenderwizard: Help desk No - 011-49424365, twhelpdesk680@gmail.com Sh. Sandeep- 8800496478, twhelpdesk592@gmail.com Sh. Krishna – 8800900127, twhelpdesk551@gmail.com

TABLE OF CONTENTS

Sr. No.	Details	Page Number
1.	Chapter- I: INTRODUCTION	6
2.	CHAPTER- II: Pre-Qualification/ ELIGIBILITY CRITERIA	7
3.	CHAPTER- III: DETAILED SCOPE OF WORK	10
4.	CHAPTER- IV: INSTRUCTION TO BIDDERS	12
5.	ANNEXURES	
	ANNEXURE A: TECHNICAL BID FORMS	20
	ANNEXURE B: FINANCIAL/PRICE BID FORM	25
	ANNEXURE C: IMPORTANT POINTS TO BE CONSIDERED BY BIDDER	26
	ANNEXURE D: ANNEXURE BIDDER HELP MANUAL FOR E-BIDDING	29

CHAPTER – I

INTRODUCTION

1. Rural Electrification Corporation Limited (REC) incorporated in July 1969 (Navratna Schedule “A” Public Sector Enterprise under the aegis of Ministry of Power) is a premier NBFC (INFRA) institution. Initially, the company’s objectives were mainly restricted to financing the development of rural electrification infrastructure. Within a span of 40 (Forty) years the activities and objectives of the corporation have evolved and expanded tremendously covering almost the entire gamut of Indian power sector ranging from financing distribution, transmission and generation segments to promoting and financing projects aimed at integrated system improvement and consultancy assignments etc. The total manpower strength of REC is 523 as on 01.04.2018 and is distributed across Corporate Office located at New Delhi and twenty five (25) fully staffed Regional Offices located at different state capitals of the country, in addition to a Training Institute, viz. REC Institute of Power Management Training at Hyderabad. The normal age of retirement is 60 years and the average age of the employees is 46.39 years.
2. Medical facilities are available to all employees during the period of service for themselves and their dependent family members and for self and spouse after retirement as per rules applicable in this regard. Medical examination is compulsory before entering the services of the corporation and also during service for certain categories of staff.
3. **Invitation to bid**
Online open e-bids in two parts, Part-I: Technical Bid and Part-II: Financial Bid valid for 90 days from last date of bid submission are invited from IRDA approved insurance companies willing to participate **without any rider clause i.e. medical examination etc.** for providing group insurance coverage for outstanding principal and interest amounts in respect of House Building advance and conveyance advance availed by employees of the corporation.

CHAPTER – II

PRE-QUALIFICATION/ ELIGIBILITY CRITERIA

The following are the Pre-Qualification/ Eligibility criteria. Any bid not fulfilling any of the pre-qualification/ eligibility criteria shall be summarily rejected. The said Criteria as detailed along with documents which need to be submitted in proof of compliance to each of the criterions is detailed below:

1.	The Bidder shall be an Indian Company / firm engaged in non-Life Insurance for the last Five years preceding the date of bid submission and have its office/branch office in Delhi/ NCR. <i>(Attach necessary documentary proof)</i>
2.	The Bidder shall submit valid documentary proof of GST and the details of Income Tax Registration number (PAN). <i>(Attach valid documentary proof in this regard)</i>
3.	The Bidder company should be holder of license from IRDA for undertaking non-life insurance business. <i>(Attach valid documentary proof in this regard)</i>
4.	Net worth of the bidder on the closing day of the last 3 (Balance Sheets) financial years (ending March 31, 2018 or in case of different accounting year ending on a date later than March 31, 2018 then on such date) should be positive. Bidding company shall enclose with the technical bid a certificate from the authorized representative of the insurance company mentioning the net worth for last three financial years being positive. <i>(Attach valid documentary proof from Authorized Signatory/ Chartered Accountant in this regard)</i>
5.	The Bidding Insurer's Solvency margin should be more than 1.5 <i>(Attach valid documentary proof in this regard)</i>
6.	Bidder should have provided Group Term non-Life Insurance Policy/ HBA or Conveyance advance Group Insurance Policy or any other similar policy (by whatever name called) to at least two corporate clients of which one should be a central PSU during immediately preceding five years ending last day of the month previous to the one in which bids have been invited. <i>(Attach valid documentary proof in this regard)</i>
7.	The Bidder must have a Claim settlement Ratio of not less than 85% during each of the preceding two years ending last day of the month previous to the one in which bids have been invited. (Documentary Proof / Certificate from

	<p>the authorized representative should be enclosed)</p> <p><i>(Attach valid documentary proof in this regard)</i></p>
8.	<p>The Bidder must not have been blacklisted by any Government Department/ CPSU/SPSU/ Banks/Autonomous Bodies/Statutory Bodies in India at the time of submission of bid.</p> <p><i>(Attach Self-declaration by bidder).</i></p>
9.	<p>The bidder shall nominate a Nodal Officer for being the single point of contact for REC and solely responsible for providing deliverables, services, support etc.</p> <p><i>(Attach Self-Declaration by bidder)</i></p>

Note:

- a. The bidder must fulfill the above eligibility criteria conditions. Bid of bidders not fulfilling the prequalification conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
- b. REC reserves the right to verify/confirm all original documentary evidence including references and clients as submitted by bidders in support of above mentioned clauses of eligibility criteria.
- c. REC reserves the right to carry out capability assessment of the Bidders and REC's decision shall be final in this regard.
- d. The firms registered with National Small Industries Corporation (NSIC)/ Micro, Small and Medium Enterprises (MSME) are exempted from furnishing bid guarantee/EMD, cost of tender documents provided that such small scale units are registered under single point registration scheme of NSIC / MSME and are valid on the scheduled date of tender opening and the product range mentioned in the certificate is the same or similar to the tender requirement. The NSIC / MSME certificate duly attested by any Notary Public with seal and date shall only be accepted.
- e. **The bidder's claiming MSME and/or MSME-SC/ST and/or Start Ups and/or Domestically Manufactured Products and/ or Make in India etc. relaxations and concessions as per various Government of India notifications/ instructions/ guidelines issued from time to time and as adopted/ allowed by REC are allowed the same subject to production of requisite documents/ proofs etc.**
- f. **It is mandatory that UAM number of MSE bidders is declared on CPPP**

(Central Public Procurement Portal), failing which such bidders will not be able to enjoy the benefits as per Public Procurement Policy for MSEs Order, 2012.

REC-PCM

CHAPTER – III

DETAILED SCOPE OF WORK

1. As per the rules of the Corporation, employees are entitled to following advances limited to maximum amount as shown below:
 - a. House Building Advance: up to maximum of Rs.36, 50,000/-,
 - b. Conveyance Advance up to a maximum of Rs.6, 50,000/-,
2. To secure the amount of principal plus interest accrued thereon, it is proposed to insure our employees for the outstanding amount so that in the eventuality of his/her untimely death the family is not put to hardship for repaying the balance outstanding advance amount as per details mentioned below:
 - a. **COVERAGE:** The insurance coverage shall be for all type of deaths including suicide and the insurance company will have to extend cover **without any medical examination of the employees** of the Corporation as under:
 - b. All employees who have drawn House Building Advance, Conveyance Advance from REC will be covered for an amount equivalent to the outstanding amount (principal + interest), under REC Employees House Building Advance Rules subject to a maximum. of Rs.45 lakhs and outstanding amount (principal + interest) under REC Conveyance Advance Rules subject to a maximum of Rs.10 lakhs.
 - c. The coverage will also be extended to all employees who shall draw House Building Advance, Conveyance Advance during the period of insurance policy.
 - d. **PREMIUM:** The premium agreed and calculated for purchase of the insurance policy shall be payable annually by REC in one installment. There will be no change in premium rate in case of addition or deletion of employees during the period.
 - e. **CLAIM OF INSURANCE:** In the event of untimely death of an employee who has drawn House Building Advance and /or Conveyance Advance from REC, the sum assured under the assurance then in force shall be payable by the Insurance Company to REC so that liability of employee is liquidated.
 - f. The details of employees, including their Name, Emp. No., Date of Birth, Outstanding HBA & Conveyance Advance amount (Principal plus interest) will be provided to the successful bidder.
 - g. New entrants who have been disbursed HBA / Conveyance Advance during the insurance period shall also be covered from the date of drawal

of advance, even if, such information is not forwarded in time.

3. The outstanding House Building Advance including interest to the employees as on 31.03.2018 is Rs.25.65 crores approximately. The total number of employees who have been granted loan are approximately 128 as on 31.03.2018. The employees, who will avail HBA subsequent to the Policy, will also be covered for insurance under the Policy.
4. The outstanding Conveyance Advance including interest to the employees as on 31.03.2018 is Rs.1.48 crores approximately. The total number of employees who have been granted conveyance advance are approximately 73 as on 31.03.2018. The employees, who will avail Conveyance Advance subsequent to the Policy, will also be covered for insurance under the Policy.

NOTE:-

The above specified scope of work is indicative and not exhaustive and the bidder is deemed and obliged to provide all necessary equipment/ infrastructure and/or services within the quoted cost for successful completion of the assigned work/project.

CHAPTER – IV

INSTRUCTION TO BIDDERS

a) Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid, and REC will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

b) Bidding Document

The bidder will comply all instructions, annexures, forms, terms and specifications mentioned in the bidding documents. Failure to furnish any information required and/or False/Incorrect information and/or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

c) Preparation of Bid

- i) **Technical Bid (ANNEXURE-A) and Financial Bid (ANNEXURE-B)** to be submitted through online mode on website www.tenderwizard.com/REC and one hard copy of Technical Bid along with all supporting documents only should be put in a duly sealed envelope with TENDER number, bidder's name & address clearly marked on the top of the sealed envelope. The envelope should also have "**DO NOT OPEN BEFORE....**" Super scribed in the front with the date of opening.
- ii) **Financial Bid (online mode) only: Price bid as per enclosed Price Format in ANNEXURE -B. No Hard copy of Price Bid will be accepted**
- iii) The bidder should note that the Technical bid (both online and hardcopy) should not have any pricing details, In case of a default the bid shall be summarily rejected.
- iv) REC reserves the right to waive any irregularities; accept or reject the whole; accept or reject part of; any or all bids at its sole discretion without assigning any reason whatsoever.

d) Submission of Bids

The bids complete in all respect should be **submitted online** and **hard copy of the Technical Bid** addressed as specified below should be submitted in the TENDER box kept at the entrance at the following address within due date and time. REC does not own any liability if the response is submitted somewhere else and does not reach to the addressee within due date and time.

Shri. Pankaj Gupta,

Additional General Manager (PCM),
Rural Electrification Corporation Limited,
Core-4, SCOPE Complex,
7, Lodhi Road, New Delhi-110003

e) Technical Bid

- i) The bid in prescribed format (**ANNEXURE-A**) should be submitted online and a hardcopy of the same also submitted along with supporting documents properly bound and indexed.
- ii) All pages of the bid being submitted must be signed, stamped and sequentially numbered by the authorized signatory of the bidder, irrespective of the nature of the content of the page in the format: "current page no, /total no. of pages".
- iii) Unsigned and Unstamped bid shall be summarily rejected.
- iv) The bid should be submitted in binding without any loose sheet.
- v) Duly signed and sealed original tender document shall be submitted along with the bid as a token of acceptance and compliance to the tender terms and conditions

f) Financial Bid

- i) The financial bid should be submitted **ONLINE ONLY through RECL E-Procurement Portal** in the prescribed Format (**Annexure B**).
- ii) Quoted prices should be firm and inclusive of all applicable taxes including GST, duties, levies etc.
- iii) Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with any conditional price will be treated as non-responsive and shall be summarily rejected.
- iv) All prices shall be written both in figures and words in the prescribed form.
- v) If there is discrepancy between the price/information quoted in words and figures, whichever is the higher of the two shall be taken as bid price. However the purchase/ ordering shall be issued on the lower of the two prices.
- vi) **Bid Validity:-** Rates should be valid for a period of 90 days from the date of opening of last date of submission of bids offer subject to the condition that the bids shall be deemed to be valid and if during the notice period the tender is finalized/ awarded the bidder shall be deemed to be a willful party to that and in case of a default the bidder may be blacklisted from participating in and and/or all tenders of REC for such a period as decided by REC at its sole discretion.

- vii) All costs and charges, related to the bid, shall be expressed in Indian Rupees only.
- viii) The prices must be directly filled online in the Excel sheet provided at the e-procurement website. The Financial bid submission form duly filled in and e-signed on each page must be uploaded
- ix) No deviations from these terms and conditions will be accepted. Any violation there off will lead to rejection of the bid.
- x) Bidders are advised to submit bids strictly based on the terms & conditions and specifications contained in the Tender Document and not to stipulate any deviations.
- xi) Each bidder shall submit only one bid. A bidder who submits more than one bid will be rejected. Alternative bids will not be accepted.

g) Amendment to the Bidding Documents

- i) RECL may at its sole discretion amend the Bidding Documents at any time prior to the deadline for submission of bids. However in case of such amendment, the Bid submission date may be extended at the discretion of the RECL. Amendments made prior to submission of bid will be provided in the form of Corrigendum to the Bidding Documents, shall be uploaded on the web sites mentioned in this RFP and shall form an integral part of RFP. No separate communication would be sent to the bidder individually in this regard and publishing of the clarifications/ answers in the web site shall be deemed to have been communicated to the bidder and will be binding on them.
- ii) RECL reserves the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and notified in writing by RECL shall result in summary rejection of the bid and/or termination of the contract with imposition of the contract clauses on the bidder by the RECL on the award of the contract and/or the contract period extended or otherwise provided that the bidder is the successful bidder and has been awarded the contract as per the terms and conditions laid out in this tender.

h) Deadline for Submission of Bids

- i) Bids must be received by RECL, not later than the time and date specified on the cover page. In the event of the specified date for the submission of bids being declared a holiday for RECL, the bids will be received up to the appointed time on the next working day.

- ii) The RECL may, at its discretion can extend this deadline for submission of bids by amending the tender document, in which case all rights and obligations of the RECL and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

i) Late and Delayed Bids

Any bid received by RECL after the deadline for submission of bids prescribed by the RECL will be rejected and/or returned unopened to the bidder if asked for. The decision of RECL, whether to accept or not to accept such bids, without assigning reason shall be final and no disputes shall be entertained with regard to exercise of such discretion of RECL.

j) Bid Opening

- i) RECL will open the bids **through e-procurement mode only** in the presence of bidders' representatives, who choose to attend, at the time, on the date and at Corporate Office. The bidders' representatives present there shall sign a register evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday for the RECL, the bids shall be opened at the appointed time and location on the next working day.
- ii) The Eligibility and Technical bids will be opened at the specified address on date and time as mentioned in the tender document in presence of the bidders who choose to be present.
- iii) REC reserves the right to waive any irregularities; accept or reject the whole; accept or reject part of; any or all responses at its sole discretion without assigning any reason whatsoever. The bidder shall bear all costs associated with the preparation and submission of its response and REC will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the Tender process.
- iv) Any subsequent corrigendum/ addendum etc. to this tender shall be treated as integrated part of this tender and shall be ipso facto applicable to this tender.
- v) REC reserves the right to amend any or all dates mentioned in the tender document.

k) Opening of Financial Bids

- i) REC will open the financial bids in online mode of only those bidders, which have been found to be eligible and technically qualified to undertake the job (including surprise visits/ benchmarking/ presentation etc., if any, as mention in the tender document).

- ii) The Financial Bids of the qualified bidders shall be opened online in the presence of their representatives, who choose to be present, on a specified date and time and Venue.
- iii) The date and time of opening of financial bids shall be informed only to the qualified bidder.

l) Timelines/ Schedule

- i) The insurance policy to be delivered latest by 4th week of May 2018
 - ii) The insurance company will be required to settle the claims within 15 days of submission of claim. The set of claim documents/ formats will be provided by the insurance company while issuing the cover. An intimation of death/disablement by REC will be considered adequate for the purpose of settlement of the claim.
 - iii) Policy can be terminated by REC by giving one month's notice. However, the claims occurred up to the date of the termination will be settled by the underwriter and the termination will not jeopardize the settlement of claims up to the period the policy in force in any manner.
- iv) Sum assured is only indicative and is liable to change at the time of taking the policy.**
- v) The set of claim documents/ formats will be provided by the insurance company while issuing the cover. An intimation of death by REC will be considered adequate for the purpose of settlement of the claim.

m) Payment Terms

Premium as per L1 rate to be paid to the Insurance company in one lump sum at the start of Policy. Buffer amount of Rs.50,000/- For HBA and Rs 50,000/- for Conveyance shall be paid separately and additionally to take care of additions during the policy period. Balance ,if any ,left after adjusting premium in respect of additions to be repaid by the Insurance Company to REC on expiry of the policy.

n) Evaluation / Award Criteria

The lowest bidders in each category i.e. HBA and Conveyance Advance separately of the **financial bid Total –Annexure – B** shall be considered/awarded the job for issuance of the insurance policy.

o) Notification of award

- i) Shall be intimated to bidder by Email/Post.

- ii) The notification of Award along with Tender Document (with Corrigendum issued by RECL, if any) will constitute the formation of the Contract till signing of the formal contract agreement.

p) Signing of Agreement

- i) RECL will send Letter of Intent/ Purchase Order / work Order to the successful Bidder and the same will inter-alia be a binding contract between RECL and Bidder;
- ii) However, RECL may require signing of detailed Contract Agreement, in the draft provided by RECL, incorporating all agreement terms & conditions between the parties.
- iii) The successful bidder will sign the contract agreement within the stipulated period as may be directed by RECL.

q) Language of Bids

- i) All bids and supporting documentation shall be submitted in English and should be clear, free from jargons and ambiguous words or phrases requiring interpretation. Expressions like 'subject to availability', 'subject to acceptance', 'to be provided later' etc. shall not be accepted.
- ii) Bidder should take care to avoid corrections/erasures in the tender offer. Corrections/erasures, if any, made in the tender have to be authenticated by signature or official seal of the tendering firm.
- iii) Incomplete tenders, amendments and alterations to the tender received after opening and/or tenders submitted late are liable to be rejected.
- iv) Printed terms and conditions, if any, of the Bidder will not be considered as forming part of the tender. In case any terms and conditions stipulated are not acceptable, the Bidder should clearly specify the deviation in his offer. Similarly, if any modifications to the schedule/ proforma prescribed by REC are considered necessary, the Bidder should communicate the same by means of separate sheets and attach the same to the tender.

r) Corrupt or Fraudulent Practices

The Bidder shall observe the highest standard of ethics during the procurement and execution of the contract. RECL will reject a proposal for award if it determines that the Bidder, recommended for award, is engaged in corrupt or fraudulent practices in competing for the contract in question. RECL will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm was

engaged in corrupt or fraudulent practices in competing for this bid, or in executing the contract

s) Annulment of bidding process and/ or re-tendering/ cancellation of tender

- i) RECL reserves the right to annul the bidding process at any time prior to award of Contract including rejection of any or all bids after the same have been received, without assigning any reason and without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the ground of RECL's action.
- ii) In case circumstances warrant annulment of bidding process, before the deadline for bid submission, a "general notification" to this effect shall be issued and posted on RECL and other related websites and bidders, who have been issued the bidding documents, shall be deemed to be informed and bids, if any, received by that time shall be returned.
- iii) In case circumstances warrant annulment of bidding process, after deadline for submission of bids but before opening of the bids, the bidders who have been issued the bidding documents shall be intimated accordingly, the recourse under the provision to reject all the bids and to go for re-tendering will be justified only as the last resort, recording adequate justification for such action.
- iv) In case L-1 bidder is not willing to accept the order and willingly does not want to perform as per the tender scope of work & terms and conditions (i.e. backing out), the further action from RECL apart from Risk & Purchase, Blacklisting of such bidder will be as per prevalent CVC, CAG, Legal dispensations from Hon'ble courts of India and Government of India guidelines/ notifications and / or orders and the policy of RECL.

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ANNEXURE-A

TECHNICAL BID

PART-A

Response Form

(On the letter head of the firm submitting the response document)

Note : Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the authenticity and correctness of the information.

PART – A

S.No. Description Details (To be filled in by the bidder to the Tender)

- 1) Name of the Company:
- 2) Official Address:
 - 2.1 Phone No. and Fax No.:
 - 2.2 E-Mail address:
 - 2.3 Web Site Address:
- 3) Contact Person:
- 4) Contact Person Address:
- 5) Contact Person Mobile Number:
- 6) Contact Person E-Mail:

Dated this day of 2018

Details of enclosures.

Signature of Bidder

Name:

Full Address: _____

Telephone No. _____

Telegraphic Address: _____

Fax No. _____

E-mail:

COMPANY SEAL

PART-B

**BID FORM
(Technical Bid)**

(To be submitted on the firm's letter head and signed by an authorized person)

To

.....
.....
.....

Ref: Bid document No.

Dated: _____

Sir,

Having examined the tender document and having submitted the technical bid for the same, I/We, the undersigned, hereby submit the technical bid for HBA & Conveyance Advance Insurance as per the schedule of requirements and in conformity with the said tender document.

We agree to abide by this bid for a period of 90 days after the date fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period and till the time I/We after the expiry of the validity period formally withdraw my/our bid in writing.

We hereby offer to offer the required Services at the prices and rates mentioned in the Financial Bid.

We enclose herewith the complete Technical Bid as required by you.

We have carefully read and understood the terms and conditions of the bid document and the conditions of the contract applicable to the bid document.

Dated this day of 2018
Details of enclosures.

Signature of Bidder

Full Address: _____

Telephone No. _____

Telegraphic Address: _____

Fax No. _____

E-mail

COMPANY SEAL

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REC-PCM

PART-C
TECHNICAL BID

'TECHNICAL BID' FOR GROUP PERSONAL ACCIDENT INSURANCE POLICY
FOR THE EMPLOYEES OF REC

1.	Name of the Insurance Company	:						
2.	Address of the company a) Registered Office: b) Delhi Office:	:						
3.	Fax/E-mail & Phone Nos	:						
4.	IRDA Regn. No.	:						
5.	Date of Regn. with IRDA (enclose photocopy)	:						
6.	Name, Designation and contact Phone nos. of the official of the Bidder to whom all the reference shall be made.	:						
7.	Funds under Management	:						
8.	<u>QUALIFYING CRITERIA:</u> Bidder should have provided Group Term non-Life Insurance Policy/ HBA or Conveyance advance Group Insurance Policy or any other similar policy (by whatever name called) to at least two corporate clients of which one should be a central PSU during immediately preceding five years ending last day of the month previous to the one in which bids have been invited. Note: Bidder should provide the list of the clients specifying the number of employees covered and total sum assured in respect of each client here.	:	Name of the Company	Type of Policy	No.Of Employees Covered	Total Sum Assured	Period of Policy	
							FROM	TO

9.	Bidder must submit any form of documentary proof like copy of Letter of Award or Policy or letter from the client to substantiate the above claim. (Mention details of the documents here and enclose duly attested photocopies as annexures).	:	Name of the Company	Type of Policy	Details of Documentary Proof
					(Annx.....)
					(Annx.....)
					(Annx.....)
					(Annx.....)
10	Net Worth	:			
11	Solvency Ratio	:			
12	Mode of premium payment	:	YEARLY		
13.	Mention Claim settlement Ratio * for preceding two years ending last day of the month previous to the one in which bids have been invited. (Attach documentary proof /certificate from the authorized signatory) * Should not be less than 85%.	:	FY	Claim Settlement Ratio	
			2017-18		
			2016-17		
14.	GST registration No. (enclose photocopy of registration certificate)	:			
15.	PAN No. (enclose photocopy of PAN Card)	:			
16	Latest Balance Sheet for the last 5 years ending March 31.03.2018 or in case of different accounting year last ending on a date later than March 31.03.2018 (enclose photocopies)	:			
17	Attach Self Declaration on Blacklisting & Single Point of Contact (SPOC)	:			
18	Any other information	:			

Note: All the photocopies of the documents submitted must be attested by the authorized representative of the Insurance Company with stamp of the company affixed.

(Signature of the authorized person with stamp)

ANNEXURE-B

FINANCIAL BID FOR GROUP INSURANCE POLICY/GROUP CONVEANCE ADVANCE INSURANCE POLICY FOR THE EMPLOYEES OF REC

1.	Name of the Insurance Company	:				
2.	Number of Employees Covered as on 01/04/2018	:	128 and 73 in respect of HBA and Conveyance Advance respectively (subject to change on the date of award of policy)			
3.	Total sum assured as on 01/04/2018	:	1. HBA – Rs. 25.65 Crores approx. 2. Conveyance Advance – Rs. 1.48 Crores approx. (subject to change on date of award of policy)			
4.	Compensation claimed during the last 3 years (No. & Amount)		Claims	2017-18	2016-17	2015-16
			HBA	NIL	NIL	1 Nos: Rs.97000/-
			CA	NIL	NIL	NIL
5.	Annual Premium (Lump sum inclusive of all the taxes inclusive of GST, Service charges etc.)	:				
	<p>1. For HBA Group Insurance</p> <p>(i) <u>RATE PER THOUSAND (of the Sum Assured item number 3 above)</u></p> <p>A) Words:-</p> <p>B). Figures:-</p> <p>(ii) <u>GRAND TOTAL (As per sum assured item number 3 above)</u></p> <p>A) Words:-</p> <p>B). Figures:-</p> <p>2. For Conveyance Advance Group Insurance</p> <p>(i) <u>RATE PER THOUSAND (of the Sum Assured item number 3 above)</u></p> <p>A) Words:-</p> <p>B). Figures:-</p> <p>(ii) <u>GRAND TOTAL (As per sum assured item number 3 above)</u></p> <p>A) Words:-</p> <p>B). Figures:-</p>					

ANNEXURE-C

POINTS TO BE CONSIDERED WHILE SUBMITTING THE BID

1. The insurance company has to provide insurance cover to the employees without any medical examination for the entire sum assured for the individual employee. All the House Building Advance / Conveyance advance loanees of REC on the date of Policy shall be covered under the Policy irrespective of the condition that they are actively on duty or otherwise.
2. The insurance will be automatically effective on the date of drawal of House Building advance /Conveyance Advance by the employee in case of new loanees.
3. The outstanding House Building Advance including interest to the employees as on 31.03.2018 is Rs.25.65 crores approximately. The total number of employees who have been granted loan are approximately 128 as on 31.03.2018. The employees, who will avail HBA subsequent to the Policy, will also be covered for insurance under the Policy.
4. The outstanding Conveyance Advance including interest to the employees as on 31.03.2018 is Rs.1.48 crores approximately. The total number of employees who have been granted conveyance advance are approximately 73 as on 31.03.2018. The employees, who will avail Conveyance Advance subsequent to the Policy, will also be covered for insurance under the Policy.
5. The Technical Bid will be opened in the presence of the representatives of the Insurance Companies on the fixed date & time. The financial bid will be opened only of those Insurance Companies who will be found technically qualified.
6. The bid shall remain valid for a period of 90 calendar days effective from the date of opening of Financial Bid.
7. The lowest bidders for each category i.e. HBA & Conveyance advance will be determined separately in the financial bid shall be considered/awarded the job for issuance of the insurance policy.
8. Under no circumstances the change in price shall be allowed. However, clarifications in case of any doubt will be allowed.
9. The insurance company will be required to settle the claims within 15 days of submission of claim. The set of claim documents/ formats will be provided by the insurance company while issuing the cover. An intimation of death by REC will be considered adequate for the purpose of settlement of

the claim.

10. Policy can be terminated by REC by giving one month's notice. However, the claims occurred up to the date of the termination will be settled by the underwriter and the termination will not jeopardize the settlement of claims up to the period the policy in force in any manner.
11. Sum assured is only indicative and is liable to change at the time of taking the policy.
12. The set of claim documents/ formats will be provided by the insurance company while issuing the cover. An intimation of death by REC will be considered adequate for the purpose of settlement of the claim.
13. Entries to be filled in by the bidder shall be typed or written in indelible ink. Each document shall be signed in full at the bottom by the person submitting the Tender along with the date of signing
14. The complete tender shall be without alterations, overwriting, interlineations or erasures except those to accord with instructions issued by the Corporation, or as necessary to correct errors made by the bidder. All amendments/ corrections shall be initiated by the person signing the tender.
15. REC reserves the right to verify the authenticity of the information furnished by the bidding companies as it deems fit and If any of the information furnished by the bidders are found to be false at a later date, REC shall have the right to terminate the policy and claim damages as per applicable laws.
16. REC reserves the right to accept/reject, partly or in full any or all the quotations without assigning any reason.
17. It will be for the bidders to comply with all the rules and regulations pertaining to insurance as per IRDA guidelines. The bidder will alone be responsible for any breach thereof and for all its implications including financial ones.

ISSUES RELATED TO STIPUTATIONS OF THE POLICY

1. The policy shall cover death under all circumstances during and beyond office hours including suicide and without any moratorium period.
2. The cover in respect of members shall be equal to the Loan outstanding (Principal)

3. including interest subject to maximum of Rs. 45, 00,000/- (Rupees Forty Five lakhs only) for HBA & Rs.10 lakhs (Ten Lakhs only) for Conveyance Advance on the date of the policy or the annual renewal date.
4. A statement giving particulars of loanees and amount of outstanding HBA including interest will be given to the Insurance Company at the time of issue of insurance policy.
5. The insurance company will be required to settle the claims within 15 days of submission of claim. The set of claim documents/ formats will be provided by the insurance company while issuing the cover. An intimation of death by the REC will be considered adequate for the purpose of settlement of the claim.
6. Policy can be terminated by REC by giving one month notice. However, the claims occurred upto the date of the termination will be settled by the underwriter and the termination will not jeopardize settlement of claims upto the period the policy in force in any manner.
7. Under this policy, the claim will be paid for a sum equal to the sum assured on the date of the death of employee.
8. The HBA/Conveyance advance loanees of REC will be considered to remain covered till the date of cessation of their service on account of retirement/ resignation/ repatriation/ termination etc. or till the date of payment of entire loan whichever is earlier.

ANNEXURE – D

Bidder Help Manual for E-Bidding
HELP LINE TO BIDDERS

Helpdesk Nos.

Phone : 011-49424365

Shri. Sandeep (www.tenderwizard.com) 8800496478

Step 1

Registration Process



Website address: www.tenderwizard.com/REC

- Click on “**TenderFreeView**” to see (view and download) all the tender notifications and corrigendum’s.
- Click on “**Register Me**” Hyperlink and get your User Id and Password.
- (Certain special characters like ~ ` ' # \$ % & * ! () ; \ / ? " : < > + - { } [] are not allowed in the company id or any key attributes).
- Once you fill all the details asked by “**Register Me**” form and obtain your password, contact the Office of RECL to enable your User ID.
- After this, bidder can key in their User Id and Password and get successful entry in to the application.

STEP 2

Participation

Bidder should login with his USER ID and PASSWORD

- After Successful entry into the application click on hyperlink “**UnApplied**”.
- By clicking on hyperlink “**UnApplied**” you can see the latest tenders which are floated and other details relevant to tender.
- On this screen (**UnApplied**) you will find various gif’s on the left hand side. Click on  “**Edit form**” gif and see all the documents attached. Please download these documents and go through them.
- Once you have gone through the entire tender document and you wish to participate in the tender click on  “**Request Tender Form**” gif. And Then click on “Submit”.
- Now once you have requested for tender documents click on “**In Progress**” stage. You can see the status as “**REQUESTED**”.

Note: - will send you forms (Electronic Financial bid & Technical bid sheets) .

- You will get two excel files “**Technical Sheet.xls**” and “**Cost Sheet.xls**” along with other documents. Firstly, you need to download this document by clicking on hyperlink “**Click here to Download Empty Document.**” Then Save the file with the same file name

Note:-

- 1) You should not change the file name of any Excel file.
- 2) You should only key in the values in blue cells only.

STEP 3

Submission

Vendor should prepare the scanned copy of DD (EMD)

- **EMD Submission:** Click on “**Click here to enter EMD Details and Attach Scanned Copy of EMD**”. Fill all the fields provided in that sheet and press on “**Scan**” button to attach the scanned copy of the EMD.
- Vendor should fill values in blue cells only, provided in these sheets. These can be uploaded by clicking on “**Click here to Upload filled File**”.

Reminder:

Technical Sheet and **Cost Sheet** should be uploaded by using “**Click here to Upload filled File** “. All other supporting documents could be uploaded using “**Click here to Attach General Documents**” link provided below.

- Please don't change the name of the file as system will not accept any other file name.

Steps for uploading the additional documents (supporting documents) to your account.

1. In the left hand menu click on General Document, general document page will appear
2. Click on upload new file Button for uploading new document, upload sheet will appear
3. Select the file to be uploaded, enter the description and attachment name.
4. Click on Upload file
5. Repeat step 2 and 3 for uploading new files

To change the description and attachment name for the uploaded file use Update existing file button

Note: This is for altering the description and attachment name only.

Section 1.01

Section 1.02 Attachment of general document to a particular tender

Go to tender Documents screen of that particular tender

1. Go to [Click here to Attach General Documents](#) –Additional documents can be optionally Uploaded General Document Summary sheet will appear.
2. In General Document Summary screen select the file you want to attach and make necessary changes for Tender Stage and click Attach file button.
3. If you need to attach any new files for the tender follow Steps for uploading the Additional documents.

Other details could be scanned and uploaded but ensure that it is smaller in size (i.e. < 1MB for Fast Uploading of Document). (only.doc, .jpg,.gif,.xls, .bmp, .pdf.)

- The server time will be displayed at the right hand side of the page please follow this time, and all the actions i.e.:(Requesting, Submitting, Opening etc.) takes place according to this time only.

NOTE :

- ✓ You will see all the red colored links changing to black color, when you have uploaded.

A) **Technical Sheet**

B) **Cost Sheet or price bid**

- i) Once you fill the above documents only then you will be able to submit the tender by clicking on the “**Submit the Tender Form**” button before the tender closing date and time.

STEP 4


Acknowledgement

Once you submit the tender you will get the submitted token number, submitted date and submitted time. Take the print of that sheet then click on “OK”. Then the status will change to submitted.

STEP 5

OPENING

- After the tender is opened at the stipulated date and time, the award details can be accessed in the OPENED/AWARDED stage.

- To view the opened tenders click on the “**Opened/Awarded**” link then click on edit form  to view your competitors bid sheets who participated with you and who are not disqualified.

Note:

- If you do not get the submitted status and token number, contact tendering authority well in advance. RECL is not responsible for tender’s not received or submitted properly. Vendors are requested to undergo training and get their doubts clarified well in advance.
- In case of any queries please contact the help desk and if required, personal training would be given. Please feel free to contact if you have any clarifications regarding E-Tendering.

REC-PCM