



## **NOTICE INVITING TENDER**

### **1.1 GENERAL**

#### **1.1.1 Name of Work:**

**Uttar Pradesh Metro Rail Corporation Limited (UPMRCL) invites open e-tender through tendering system (i.e., Technical and Financial Bid) from Insurance Companies, duly licensed by Insurance Regulatory and Development Authority (IRDA) for “Tender UPMRC/GMC&GPA/01/2023-24: PROVIDING GROUP MEDI CLAIM (GMC) INSURANCE AND GROUP PERSONAL ACCIDENT (GPA) INSURANCE COVERAGE FOR THE EMPLOYEE OF UTTAR PRADCESH METRO RAIL CORPORATION LIMITED (UPMRCL)”.** Group Medi Claim (GMC) Insurance policy and Group Personal Accident (GPA) Insurance policy shall cover a sum of insured value as per HR grade for each UPMRCL employees total numbering about 1194 (Approx.) and their family (excluding parents but including widow mother). The premium will be paid on twelve-month basis for proposed sum assured to cover all type of illness, as per tender document and subsequent medical rule reference if any given in the tender. The tenure of Insurance shall be for a period of one year which may be extended for further years on mutually agreed terms and conditions.

#### **1.1.2 Key details:**

<b>Name of Work</b>	<b>PROVIDING GROUP MEDI CLAIM (GMC) INSURANCE AND GROUP PERSONAL ACCIDENT (GPA) INSURANCE COVERAGE FOR THE EMPLOYEE OF UTTAR PRADCESH METRO RAIL CORPORATION LIMITED (UPMRCL)</b>
<b>Tender No</b>	<b>Tender UPMRC/GMC&amp;GPA/01/2023-24</b>
<b>Cost of Tender &amp; EMD</b>	<b>Nil</b>
<b>Completion period of the Work</b>	<b>12 Months</b>
<b>Tender documents</b>	From <b>23/08/2023</b> (from <b>16:00 hrs</b> ) to <b>21/09/2023</b> (up to <b>15:00 hrs.</b> ) on e-tendering website <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> . Tender document can only be obtained on the website <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> .
<b>Last date of Seeking Clarification</b>	<b>06/09/2023 (Upto 18:00 Hrs)</b> Bidders to note that seeking clarification on the tender shall be done by sending it on e-tendering portal only. Seeking clarification by mail or post will not be considered.



<b>Pre-bid Meeting</b>	<b>06/09/2023 @ 15.00 Hrs.</b> The pre-bid meeting shall be conducted through video conferencing by software apps such as Google Meet, Microsoft Team, etc. All Prospective tenderers shall provide the details of the person(s) (maximum up to two) who will be participating in such virtual meeting at least one day before the meeting to the registered official email of Insured i.e. <a href="mailto:cecontract@upmrc.co.in">cecontract@upmrc.co.in</a> , so that links having details such as software, meeting ID, password etc. can be mailed to these persons at least 12 hours before the scheduled pre-bid meeting or Offline at UPMRC, Administrative Building, Near Dr. Bhimrao Ambedkar Samajik Parivartan Sthal, Vipin Khand, Gomti Nagar, Lucknow-2260101
<b>Date &amp; time of Submission of Tender online</b>	Tender submission start date: <b>12/09/2023</b> (11:00 hrs.) Tender submission end date: <b>21/09/2023</b> (15:00 hrs.)
<b>Date &amp; time of opening of Tender (Technical Bid)</b>	<b>22/09/2023 @ 15:00 Hrs.</b>
<b>Date &amp; time of opening of Tender (Financial Bid)</b>	Will be informed later on after the evaluation of Technical Bids (only to the bidders who will successfully qualify the Technical Evaluation)
<b>Validity of Tender</b>	180 days from the last date of submission end date of tender.
<b>Authority and place for seeking clarifications etc.</b>	<b>GM/ HR</b> <b>Uttar Pradesh Metro Rail Corporation Ltd.,</b> <b>Administrative Building, Near Dr. Bhimrao Ambedkar Samajik Parivartan Sthal, Vipin Khand, Gomti Nagar, Lucknow-226010, Uttar Pradesh, India.</b> <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a>

Any clarification/corrigendum/addendum to the tender documents shall be uploaded on the official e-portal only, without any obligation of press notification.

For further details, please visit official e-portal <https://etenders.gov.in/eprocure/app>.

For any additional information & help for downloading & uploading, please contact e-tendering service desk at the following ID: support-eproc@nic.in or at Toll Free No.: (91)120-4001002, (91)120-4001005, (91)120-6277787.



## **1.2 PRE- QUALIFICATION REQUIREMENTS**

1.2.1 This invitation for tender is open to only IRDAI licensed Insurance companies of India for “GROUP MEDICLAIM INSURANCE & GROUP PERSONAL ACCIDENT INSURANCE” of UPMRCL. All tenders submitted shall include the following information: -

1.2.2 General information on the tender/Insurer shall be furnished in Annexure-I of RFP. Bidder shall submit copies of original documents defining the constitution and legal status, certificate of registration and ownership, principal place of business of the company, corporation, firm.

1.2.3 The authorized signatory of the tenderer/Insurer shall sign each page of tender, Letter of Authority in favor of the signatory will be required to be furnished from authorized signatory of the company.

1.2.4 Cancellation or creation of a document such as authorized signatory, which may have bearing on the tender/contract, shall be communicated forthwith in writing by the tenderer/Insurer to the Insured.

## **1.3 Eligibility of the Bidder**

(a) The Bidder should have a valid IRDAI license on date of tender submission & exposure in the field of providing Group Medi Claim Insurance and Group Personal Accident Insurance services to Government/Semi-Government/GOI & State Undertakings/Autonomous bodies for 3 years (non-overlapping). UPMRCL has already appointed Intermediaries accordingly no other intermediaries other than appointed intermediaries are allowed for the proposed tender.

(b) The bidder should have proven experience of managing Group Medi Claim Insurance Policy and Group Personal Accident Insurance to Government/Semi-Government/GOI & State Undertakings/Autonomous bodies for a group size of at least 1000 employees during the last three financial years (2020-21, 2021-22 & 2022-23).

(c) The bidder’s Solvency Margin at the end of FY 2022-2023 (which should Not be Less than 1.5 times, during FY ended 2022-2023) valid documentary evidence should be submitted (i.e., NL 33 Certification pertaining to solvency ratio), This clause is not applicable to “Public Sector General Insurance Companies”

(d) The bidder’s claim settlement ratio at the end of FY 2022-23 (which should not be less than 80%), valid documentary evidence should be submitted (i.e., NL 37 certification pertains to claim settlement ratio). This clause is not applicable to Public Sector Central Insurance companies.

(e) The bidder’s net worth should be positive during FY 2022-23.

(f) Audited financial statements of FY 2022-23 has to be submitted by the bidder. In case audited financial statements of the FY 2022-23 is not made audited by the bidder, he has to submit an affidavit certifying that “the financial statements has actually not been audited so far and provide Audited Financial Statements for FY 2021-22.



#### **1.4 Tender document consists of the following:**

- a. Notice Inviting Tender
- b. RFQ (Including Annexures)
- c. BOQ

1.4.1 The Tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of General Manager/HR, Uttar Pradesh Rail Corporation Limited, Administrative Building, Near Dr. Bhimrao Ambedkar, Samajik Parivartan Sthal, Vipin Khand, Gomti Nagar, Lucknow- 226 010.

1.4.2 All Tenderers are hereby cautioned that tenders containing any deviation, conditional or reservations as described in "Instructions to Tenderers" and/or minor deviation without quoting the cost of withdrawal shall be considered as non-responsive and is liable to be rejected without assigning any reason.

1.4.3 The intending tenderers must be registered on e-tendering portal <https://etenders.gov.in/e procure/app> Those who are not registered on the e-tendering portal shall be required to get registered beforehand. After registration, the tenderer will get user id and password. On login, tenderer can download the RFP.

1.4.4 The authorized signatory of intending tenderer, as per Letter of Authority in favour of the signatory. The tender document can only be downloaded from e-tendering portal using class-II or class-III digital signature.

1.4.5 Tenders shall be valid for a period of 180 days (both days inclusive i.e., the date of submission of tenders and the last date of period of validity of the tender) from the last Date of Submission end date of Tender.

1.4.6 UPMRC reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderer shall have any cause of action or claim against the UPMRCL for rejection of his proposal.

1.4.7 Tenderers are advised to keep in touch with e-tendering portal <https://etender.gov.in> for updates.

1.4.8 Letter of acceptance to the successful bidder shall be handed over to a successful bidder.

1.4.9 If at any time prior to the last date for submission of tenders, UPMRCL may at its own initiative or in response to clarification or query raised by the prospective bidders may modify tender documents by issuing addendum/corrigendum, the same shall be unconditional binding the them. Bidders shall take print of such addendum or corrigendum into consideration while submitting their bids, and submit the dually signed acknowledgement of the same along with technical bid documents.

1.4.10 For any queries/clarification related to tender, the bidder may attend pre-bid meeting and/or e-mail their queries online within the date and time specified in this NIT respectively.

**General Manager/HR**  
**Uttar Pradesh Metro Rail Corporation Limited**