

Ref: INS/W-5027/2021-2022(Y)

Date : 23/11/2021

ENQUIRY

Dear Sirs,

Please let us have your lowest Quotation for the following :

Sl.No	Cat.No	Item Description	Make/Model	Item Qty	UOM
1		InStem Contributory Health Insurance Scheme (Scope of work attached)	-	1.00	No.

Note :

1. The bids shall be enclosed in an envelope , and due date sealed duly marked "Tender for _____" Ref No : _____. The bids should be addressed and to be mailed to "THE HEAD-PURCHASE". The bids are liable to be rejected if the sealed envelope is not addressed to "THE HEAD-PURCHASE" with Tender Ref No and Item Description and due date. The bids delivered in person shall be dropped in Purchase Section. If the bids are sent through courier or mail , it should reach by submission Date and Time and inStem will not be responsible for the delay.

2. DUE DATE FOR SUBMISSION OF QUOTATION AGAINST THIS ENQUIRY IS

26/11/2021 till 2.00 p.m.

3. QUOTATIONS RECEIVED AFTER THE DUE DATE SHALL BE REJECTED.

4. The Validity of your quotation should be for 60 days from the date.

5. All duties, taxes, surcharge and cess as currently applicable must be stated in your quotation, separately. Otherwise your quote is liable to be rejected.

6. Your quotation should indicate delivery period & Warranty period.

7. Delivery to be made to our Stores. Please indicate charges, if any extra. Transit Insurance should be done upto inStem Stores.

8. If you are unable to supply the quality, specifications or brand as mentioned in our enquiry, Please state so and then offer alternative to quality/Specifications.

9. Payment : within one month after delivery & acceptance/satisfactory installation.

10. Please ensure that the enquiry number and the due date is superscribed on the envelope failing which your quotation is liable to be rejected.

11. Since we are a public funded research institution, we are exempted from paying Customs Duty (Except advalorem duty of 5% + 2% cess and CVD @4% vide Notification No.51/96 with latest amendments) and excise duty vide Notification No.10/97 CENTRAL EXCISE dated 01-03-1997 for all scientific equipments, technical instruments, equipments (including computers), their accessories, spares, consumables and software. Hence, please offer your prices taking this option into consideration.



Ref: INS/W-5027/2021-2022(Y)

Date : 23/11/2021

12.If the item is covered under DGS&D rate contract,please quote the rate as per the DGS&D rate contract with xerox copy of the DGS&D order.

13.Any dispute or differences that may arise between the parties shall be referred to the sole arbitration of the Centre Director or his nominees.The decision of the arbitrator shall be final and binding on the parties.The venue for arbitration shall be Bangalore.The provisions of the Arbitration and Concillation Act,1996 as amended from time to time shall apply.The Courts in Bangalore shall have exclusive jurisdiction to deal with any or all disputes between the parties.

Yours faithfully
For and on behalf of Institute For Stem Cell
Science and Regenerative Medicine



Yesu R

GKVK, Bellary Road, Bangalore-560065,INDIA

Phone No. : 91-80-23666343/344/345/346

Email Id: purchase@ncbs.res.in

Fax : 91-80-23636662

Website : www.ncbs.res.in





Ref No: INS/W-5027/2021-2022(Y)

Scope of Work

INSTEM CONTRIBUTORY HEALTH INSURANCE SCHEME

Salient Features of the Group Mediclaim Policy:

1. The Policy shall cover Faculty/ Staff and their dependent under the projects of INSTEM only. However, the Institute will keep the discretionary power to decide the amount of insurance coverage to be taken.
2. For financial bid it is mandatory for the companies that they must submit the bifurcated quotation for *8.00 lakh, 10.00 Lakh, for primary members.*
3. Policy further envisages a *corporate buffer of Rs 5 Lakh.* The Insurance Company shall also quote the transaction charges for top-up buffer of Rs. 5 Lakh / Rs.10 Lakh when the corporate buffer is fully exhausted.
4. The Policy shall cover treatment as Outdoor patient and indoor patient. Other surgeries/procedures etc. that do not require hospitalization but are generally covered by health insurance policies as day care procedures shall also be covered. The day care procedures treatment such as Dialysis, Radiotherapy, K wire fixation, etc. should also be covered under this policy.
5. It is expected that Insurance Company will have arrangements with an extensive network of reputed Hospitals all across the country for treatment with cashless facility.
6. All Hospitals of State/ CGHS recognized/ public undertaking/ autonomous bodies/municipal bodies/private hospitals etc across India shall also be eligible for reimbursement/settlement.
7. The scheme has to necessarily cover all pre-existing illnesses of the insured students.
8. The scheme shall provide Maternity Benefit of Rs.60000/- for Normal and 80,000/- for C Section.
9. Pre-existing diseases to be covered.
10. 30 days waiting period to be waived.
11. 2year and 3years waiting period for diseases to be waived.
12. Waiver of 9months waiting period, Day 1 baby coverage.
13. Room rent of 2% for normal and 4% for ICU.
14. Cataract, Hernia, Hysterectomy to be covered.
15. Ambulance charges to be reimbursed.
16. Inclusion of Annual Medical Check-up for Employee only up to Rs.8000/- per head.
17. Out Patient Bills/injections and bills towards lab test to be reimbursed.
18. Dental treatment/procedures to be included in the insurance reimbursement.
19. There will be no age limit on the insured covered by this scheme.
20. The policy shall cover all Faculty/ staff and their dependents under the projects of INSTEM. The present numbers of Staff and their dependents along with their age profiles are given as enclosed.
21. The number of students may change over time and thus the quotation should clearly indicate the premium for different age groups.
22. For the new students/staff who may join the Institute from time to time, identical coverage has to be made available from the day one of joining though the premium paid may be based



on the fractional period involved. The students/staff leaving before completing an academic year shall also enjoy the insurance coverage for the entire academic year.

23. In case the insured obtains treatment from a non-empanelled hospital during emergency, the claim shall be reimbursed as per terms of the contract.
24. For all claims (other than cashless ones) the claim would be expected to be submitted to the insurance company directly by the insured within 45 days of discharge from the hospital. Such claim should be settled within 30 days of submission and payment will be made directly to the insured. An interest of 2% p.m. on the reimbursement amount has to be paid by Insurance Company to the insured for any delay in reimbursement.
25. The insurance company shall arrange to issue membership card to each insured person directly at their cost. The insurance company needs to ensure that any student with their valid identity card issued by INSTEM should get treatment for all emergency cases at various empanelled hospitals without any difficulty.

Please quote the Insurance premium in following format:

Insurance Coverage (in INR)	Corporate Buffer Amount (in INR)	Corporate Buffer Amount (in INR)	Premium (in INR)
8.00 lakh	5 lakhs	10 Lakhs	
10.00 lakh	5 lakhs	10 Lakhs	

- Total premium to be quoted to include GST.

1. Qualifying Requirements for the Insurance Companies:

- 1.1. The bidder should be a registered Indian Insurer in accordance with the Insurance Act, (registered and licensed by IRDA (Insurance Regulatory Development Authority) as Medical/Health Insurer and should have a license to carry out Medical insurance business on a Pan India basis.

Guideline issued by IRDA/TAC from time to time with regard to Insurer's responsibility & liability towards insured, shall be automatically applicable to this Insurance contract to the extent stipulated by inStem Bangalore.

- 1.2. The Insurance Company shall be in the Medical Insurance business in India at least for five years as on scheduled date of tender opening.
- 1.3. The Insurance Company should be having Medical insurance participation in a minimum of three major companies/institutions/ organizations etc. Major Institutions here implies at least 1000 insured employees or more. (Documentary evidence to be furnished).
- 1.4. Tenderer has to submit declaration along with unpriced technical bid (Part-1) stating that they have not been Black-Listed/De-listed or are put to any holiday by any Indian Institutional Agency/Government Department/Public Sector Undertaking in the last three years. In case they have been black listed by any of the Institutions, details of the same be furnished. Moreover, no restraint order has been passed by the competent court of law.





2. Offers shall be submitted with proper documentary evidence to substantiate fulfilment of the qualifying requirements as specified above.
3. Notwithstanding anything stated above, inStem reserves the right to assess the Medical Insurer's capacity and capability to perform the Medical Insurance business should the circumstances warrant or such an assessment is thought to be in the overall interest of inStem. If required, the past performance of the insurers may be taken into consideration for evaluation of offers to award & distribute the medical insurance business.
4. The Institute shall have absolute right to consider or not consider any of the offer/ Insurance Company.

Apart from the premium amount please quote the following. Note these factors would not be used for evaluating the lowest bidder.

1. Bill preparation charges per transaction when the claims are prepared for reimbursement by INSTEM, Bangalore (Applicable only when both the assured amount for a particular claimant as well as the total buffer amount is exhausted). Specify charges either as a flat rate per transaction or as a percentage of the claim amount.
2. Separately attach a table for additional premium for topping up of individual insurance coverage.
3. Separately attach a bid for premium beyond the contract period i.e. for extension period.
5. Separately attach a bid for top up of Rs. 5 Lakhs/10 Lakhs for corporate buffer.

Part I B: Checklist of Essential Conditions:

Please ensure acceptance of the following conditions by checking 'yes' against each of them

S.No.	Item	Check
1	Coverage for pre-existing diseases/conditions without any waiting time	
2	Day one coverage for new employees and them dependents	
3	The pre and post hospitalization reimbursement shall be for a minimum of 30 and 60 days respectively	
4	No age limit for the insured	
5	Cashless facility up to the assured amount in all panel hospitals as far as possible	
6	Acceptance of the condition to prepare claims for INSTEM reimbursement even when the buffer is exhausted	
7	Annual Medical Check-up for the employees only up to Rs.8000/-	
8	Reimbursement of OPD Charges up to Rs.20,000/-	

Total lives to be insured is 88 which includes 28 Employees and their dependents.

(Signature of the Tenderer)





1. Rs. 10,00,000/- Family Floater
2. Corporate buffer of Rs.10,00,000/-
3. OPD treatment reimbursement of Rs. 20,000/- per family.
4. Dental treatment reimbursement of Rs. 5,000/- per family.
5. Annual Health Check-up for Rs. 8,000/- per annum for employee only.
6. Maternity benefit.

Total lives to be insured is 88 which includes 28 Employees and their dependents.



Micro and Small Enterprises (MSEs):

1. Micro and Small Enterprises (MSE) must, along with their offer, provide proof of their being registered as MSE (indicating the terminal validity date of their registration) for the item tendered, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (Ministry of MSME)
2. The MSEs are exempted from payment of earnest money and tender fees subject to furnishing of relevant valid certificate for claiming exemption as per privilege rules of Government of India.
3. The bidder submits registration of Udyog Adhar Memorandum (UAM) by Ministry of Micro Small and Medium Enterprises (MSME) vendors on Central Public Procurement Portal (CPPP). The bidders who fail to submit UAM number shall not be able to avail the benefits available to MSEs as contained in Public Procurement Policy for MSEs Order 2012 issued by MSME.

PRICE

The Tenders to be quoted in INR. For imported goods, to be quoted in currency of the approved currency from RBI. The price/s quoted shall be firm till the complete execution of the order. All details relating to price, price breakup, inland transportation, documentation, taxes and duties, levies, freight charges, delivery terms, mode of payment, mode of Despatch, Insurance should be clearly stated.

This invitation is only for Class “1” and Class “2” Suppliers as prescribed in “Public Procurement (Preference to Make in India) order 2017 of GOI. Dept of DIPP” (OM No. P-4502/2/2017-PP(BE-II) dated 04th June, 2020. Necessary certification for local content must be submitted by the prospective bidders strictly as per Annexure – 2 attached with the tender document.

For indicating the price, the tenderers may choose any/all of the following: **The ‘Class-I Local Supplier’ / ‘Class-II Local Supplier’ at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification that the item offered meets the local content requirement for ‘Class-I Local Supplier’ / ‘Class-II Local Supplier’ as the case may be.**

As per O.M No. F.No.6/18/2019-PPD, dt.23/07/2020, the following condition to be fulfilled and the bidder to submit the following declaration on their Letter head.

I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is Registered with the Competent Authority.

II. “Bidder” (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

III. “Bidder from a country which shares a land border with India” for the purpose of this Order means:-

- a. An entity incorporated, established or registered in such a country; or
- b. A Subsidiary of an entity incorporated, established or registered in such a country; or
- c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d. An entity whose beneficial owner is situated in such a country; or
- e. An Indian (or other) agent of such an entity; or
- f. A natural person who is a citizen of such a country; or
- g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.



Annexure – 1

Bid Security Declaration for Order Value > Rs.5 Lakh
(to be submitted on Company's Letter Head)

I/We the undersigned hereby declare that if we withdraw or modify the bids during the period of its validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document or fail to execute the contract, we will be suspended for the period of time specified in the request for bids document from being eligible to submit bids for contracts with the entity that invited the bids.

Name and Signature
of Authorized Signatory
and Company Seal



Certificate for Local Content

“We (name of manufacturer) hereby confirm in respect of quoted item(s) that Local Content is equal to or more than 50% and come under “Class-I Local Supplier” Category. As being “Class – I Local Supplier”, we are eligible for Purchase Preference under “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).

OR

“We (name of manufacturer) hereby confirm in respect of quoted item(s) that Local Content is more than 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 made is/are as under:

- 1.
- 2.
- 3.

*Strike out whichever is not applicable

Date:

Seal & Signature of the Bidder

NOTE:

1. Self-certification that the item offered meets the minimum local content (as above) giving details of the location(s) at which the local value addition is made in case the bidder wishes to avail the benefits under the make in India policy, if applicable.
2. In cases of procurement for a value in excess of Rs.10 crores, the local supplier shall be required to provide a certificate from the 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 to avail the benefits under the make in India Policy, if applicable.



Declaration of Compliance of Order (Public Procurement No.1, 2 & 3) dtd 23-Jul-2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017

This declaration must form part of all tenders & it contains general information and serves as a declaration form for all bidders. (Before completing this declaration, bidders must study the General conditions. Definitions, Govt Directives applicable in respect of Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 & prescribed tender conditions).

DECLARATION BY AUTHORISED SIGNATORY OF THE FIRM

I, the undersigned, (full names), do hereby declare, in my capacity as of M/s. (name of bidder entity), that:

- 1) The facts contained herein are within my own personal knowledge.

- 2) I have read the Order (Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on the subject of Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 regarding restrictions on procurement from a bidder of a country which shares a land border with India and comply to all the provisions of the Order.

- 3) I certify that M/s. (name of bidder entity) **is not from such a country or, is from such a country (strike out whichever is not applicable)**, has been registered with the Competent Authority. I hereby certify that the SUPPLIER fulfills all requirements in this regard and is eligible to be considered. (Where applicable, evidence of valid registration by the Competent Authority is attached).

- 4) I understand that the submission of incorrect data and / or if certificate / declaration given by M/s. (name of bidder entity) is found to be false, this would be a ground for immediate termination and further legal action in accordance with law as per clause 12 of the Public Order on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017.

AUTHORISED SIGNATURE: _____

DATE: _____

Seal / Stamp of Bidder

