

National Institute of Fashion Technology
(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. Of India)

TENDER DOCUMENT
FOR
STUDENT INSURANCE
NIFT – Kangra Campus
NIFT Campus, Chheb Kangra
Himachal Pradesh – 176001

Time schedule for tender process:

Date of publication of tender notification on official website & News Papers	27/02/2020
Sale of tender document commence from	27/02/2020
Last date for sale of tender document	27/03/2020 till 11.00 hrs.
Last date for receipt of duly filled in tenders	27/03/2020 till 15.00 hrs.
Date and Time of the opening Technical Bids	27/03/2020 till 15.30 hrs.
Date and Time of the opening Financial Bids	Will be notified to the technically qualified tenderers

Note: This tender document contains 12 Nos. pages(total no of pages including Annexure) and tenderers are requested to sign on all the pages.

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1. Introductions

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shilong and Srinagar.

2. NOTICE INVITING TENDER

The NIFT –Kangra Campus invites sealed tender from the IRDA accredited Insurance companies under “TWO BID SYSTEM” from interested tenderers for selection of an insurance company for the student insurance at NIFT – Kangra Campus. The insurance company should have experience of at least 5 years in the relevant field.

The details of the tender are given below:-

- a. Description of Services: Student Insurance Policy
- b. Closing date & Time for submission of bids: 27.03.2020 till 11:00 AM
- c. Date & Time for submission bids:
 - i. Technical bid: 27.03.2020 till 15.00 hrs
 - ii. Financial bid: After evaluation of Technical Bid
 - iii. Bid validity upto: 30 days from the date of opening of financial bid
- d. Correspondence Address: Director – Kangra Campus, National Institute of Fashion Technology, NIFT Campus, Chheb Kangra, Himachal Pradesh – 176001.
- e. “TWO BIDS SYSTEM” shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NIFT will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore bidders are advised to submit their bids complete in all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the scope of work requirement etc



Tender documents for Student Insurance can be obtained from office of the Academic Affair from 27.02.2020 to 27.03.2020 on all working days between 10 am to 3 pm . The cost of tender must be in the form of a Demand Draft drawn in favour of NIFT – Kangra Campus and should be accompanied with the envelope containing the bids.

The tender document is not transferable to any other person. The tender can also be downloaded from the NIFT's official website www.nift.ac.in/kangra/tenders. The tenderer who have downloaded the tender document from the website should send a Demand draft of Rs. 300/- (rupees three hundred only)(Non refundable) drawn in favour of National Institute of Fashion Technology – Kangra Campus(NIFT - DC) towards the cost of tender document in Technical cum Financial Bid.

The tender fee and the EMD draft should be kept in the Technical Bid Cover. The Technical bid and the financial bid should be sealed by the tenderer in separate covers duly super scribed as "Technical Bid" and "Financial Bid" respectively. Both these sealed covers should then be kept in a bigger cover which should also be sealed & duly super scribed as 'Tender for Student Insurance' at NIFT Kangra Campus'. This main envelope should be addressed to the Director, National Institute of Fashion Technology, NIFT - Kangra Campus, Chheb Kangra, Himachal Pradesh and should reach on or before 20.12.2017 till 3.00 pm at the address as mentioned above.(to be added in other tender documents also)

In case of any clarification required relating to this tender the same can be sought from the following officers of NIFT:

- a. Name with designation, phone number and email id: Mr. Deepak Rana

Dy. Director Director (F&A)

ddfinance.kangra@nift.ac.in

Phone No.: 01892-260875



General Instructions

1. The cost of the tender document is Rs. 300/- and is non refundable. In case, the tender document is downloaded from the Internet, a separate Demand Draft for the non refundable cost of tender document shall be submitted.
2. Tender shall be submitted in prescribed tender form only. The tender shall be liable for rejection if not submitted in the prescribed format.
3. The list of the services to be rendered should not altered by the tenderer. If the tenderer wants to propose any modifications/alterations to the tender document then the same should be proposed through a separate letter accompanying the tender. No paper shall be detached from the document.
4. The name and address of the tenderer must be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender.
5. The tender is liable to be rejected if complete information is not given there in or if the particulars of data (if any) asked for in the Tender document are not filled in.
6. Tenders received after the specified date and time, due to whatever reason, shall not be considered for bidding.
7. The tender should be submitted in two sealed envelopes:
 - a. The first sealed envelope should be super scribed as "Technical Bid" and should contain the Performa as at Annexure – I duly filled in with supporting documents. The acceptance of terms and conditions as at Annexure – III and Demand Draft for Earnest Money Deposit (EMD) of Rs. 7500/- should also form part of this cover.
 - b. The second sealed envelope should be super scribed as "Financial Bid" should contain detailed information as per Annexure II.
8. Both the sealed envelopes should be placed in the main sealed envelope super scribed "Tender Document for Student Insurance ". This should be addressed to the Director, National Institute of Fashion Technology, NIFT Campus, Chheb Kangra, Himachal Pradesh-176001 and should reach on or before 27.03.2020 till 15.00 hrs. at the address as mentioned above. Alternatively, the tender may be dropped in Tender Box placed in Administration Office NIFT – Kangra Campus. The tender documents received by post/courier and other means will not be entertained. It is the responsibility of the tenderer to ensure that his tender enquiry reaches in time to the NIFT Center.
 - a. All the technical bids will be opened by the Committee authorized for this purpose in the presence of tenderers/authorized person(s) of the tenderers on 27.03.2020 till 16.00 hrs Financial Bid of the technically qualified tenderers will be opened later on and the date and time will be informed accordingly.



ANNEXURE – III

TERMS & CONDITIONS

1. Opening of the Tender :

Schedule for opening of Tender	Time : 27.03.2020 at 15.00 hrs Venue : Administration Office NIFT Campus, Kangra
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PRESENCE OF THE TENDERERS OR ONE OF THEIR AUTHORISED REPRESENTATIVES AT THE TIME OF OPENING OF THE BID IS INSISTED UPON

2. Alternate Proposals:

The tenders' shall quote the rates that strictly comply with the requirement of the Institute as detailed in Annexure 1. Any alterations and /or modifications in the Annexure-I and / or offer of conditional rebate may result in cancellation of the bid.

3. Rate:

The commercial bid should include rate ONLY in the prescribed format as mentioned in Annexure-II. The rate should be inclusive of all taxes.

4. Validity of offer:

Tenderers must agree to keep their quoted rates open for sixty (60) days from the stipulated due date of submission. Once the Tender Papers are submitted, no modifications of whatsoever shall be entertained.

5. Late Offer :

The bids/offers received after the pre-defined Last Date and Time of submission of Tender shall not be considered and the same shall, summarily be rejected.

6. GST

The provision of Goods & Service Tax(GST) as applicable from time to time will be binding on the insurance agency.

7. Acceptance and Rejection:

The offers / bids will be evaluated by a committee as would be constituted by the authority of the institute. The said committee shall be the only authorized body to examine all the Bids and take decision on all related matters including suitability etc.

The right to shortlist/reject any or all tenders and/or to accept the whole or any part of the Tenders without assigning any reason whatsoever will be vested upon the committee as would be constituted for the purpose.

The final selection of the insurance Service Provider for the purpose will be based on a weighted criterion after taking judicious assessment of all the related aspects, especially to the aspects of providing maximum service to the student community of the institute. **The decision of the Institute Authority shall be final and bidding in the matter.**

**THE RIGHT TO ACCEPT OR REJECT TENDERS WITHOUT ASSIGNING ANY REASON THEROF IS RESERVED
BY THE COMPETENT AUTHORITY**

8. Conciliation & Arbitration:

- a. In the event of any dispute/difference which may arise between the parties. It shall be referred for a mutual and amicable settlement between the parties within 30 days from the date of receipt of a written notice raising such dispute by either of the party.
 - b. In case there is no amicable settlement between the parties. The dispute or difference arising in relation to meaning or interpretation of this order, the same shall be referred to a sole arbitrator to be appointed by Director General – NIFT. The arbitration and Conciliation Act 1996 will be applicable to the arbitration proceeding and the venue of the arbitration shall be (based upon the location of the NIFT centre)
 - c. The language of the arbitration proceedings shall be in English. The award of the arbitrator shall be final and binding.
9. NIFT reserves its right to remove from the list of approved agency or to ban business dealing with the agency if found to have committed fraud, deception, misconduct etc. and also to suspend business dealings pending investigation.
10. Any legal disputes arising out of any breach of contract pertaining to the part or whole process of this tender shall be settled in the court of Delhi.

11. Authority to Sign:

The tenderers must sign in full and write their postal corresponding address at the indicated places on all the documents what they would enclose with their bids. In case of a partnership firm all the Partners of the firm all the Partners of the fir or a Partner holding Power of Attorney for the firm (a certified copy of the Partnership Deed and current address of all the partners of the firms are also to be furnished. In case of a Limited Company or a Corporation, the documents shall be signed by a duly authorized person holding Power of Attorney for signing the documents, accompanied by copies of the Power of Attorney and the Memorandum of Articles of Association duly arrested by a Notary Public.

12. Acceptance of tender will be intimated to the successful tenderer through a letter of intent(LOI) duly signed by the authorized signatory of the NIFT. The successful tenderer is required to execute the agreement on a non judicial stamp paper of Rs. 100/- within the time specified in the LOI
13. The bidders are required to submit and EMD (except for those bidders who are specifically exempted by NSIC certification) of Rs. 7500/- in the form of Demand Draft along with tender document. The EMD of unsuccessful bidders will be returned after one month of signing of agreement with successful bidder.
14. The EMD of the successful tenderer of Rs. 5000/- will be converted into Security Deposit and balance Security Deposit of Rs. 15000/- should be deposited by the successful tenderer in the form of Demand Draft in favour of NIFT – Kangra Campus.

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Declaration by Tenderer

1. I Son/ Daughter/Wife of Sh. authorized signatory of the agency hereby declare that I am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. I declare that neither the agency nor myself are debarred by any of the Govt./PSU organization/NIFT Centre.
4. The information / documents furnished along with the technical and financial bids are true and authentic to the best of my knowledge and belief. I have no objection to NIFT verifying any or all the information furnished in this document with the concerned authorities, if necessary. 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.

The authorized signatory of the agency:.....

Name of the Authorized Signatory:.....

Name of the Travel Agency:.....

Seal of the Travel Agency:

Address:

.....

.....

.....

Contact No

Date:

Place:

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ANNEXURE – I

(TECHNICAL BID)

(To be used as TENDER DOCUMENT FOR TECHNICAL BID)

A. 1. Scope of Insurance Coverage and submission of Rate:

S.No.	The quotations are to be submitted for the	Acceptance / Comments of the Bidders (*)
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01	Insurance Coverage of i) approximately 600(Approx) numbers of students' during April 2020 – March 2021 and of ii) approximately additional 200 (Approx.) numbers of students for the period of July 2020 to June 2021 are to be provided for the events / incidents.	
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A list comprising Name, Roll Number and Date of Birth of students for both the categories mentioned at (i) and (ii) above will be sent to the Insurer electronically (as attached file over e-mail) in batches as and when the registration of a group of students are completed. The insurer MUST start the coverage on the day the Email is received by the Insurer for the particular group of students whose list has been received.

S.No.	Event / Incidents for which the Insurance Coverage will be given	Acceptance / Comments of the Bidders (*)
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02	Rs. 3.0 Lakh and cost of study (total fee and mess charges for the balance period i.e, 50,000 per semester approx.) in the event of accidental death of the paying parent/guardian of the student	
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03	Rs. 2.5 Lakh for the family of the student in case of his/her death or incapacitation / permanent disability of the students.	
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04	Rs. 100000/- as medical expenses per annum for students(such as Outdoor / Indoor treatment /Dental treatment / any type of treatment / tests required for the students)	
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S.No.	Terms and conditions relating to the Insurance Coverage for the Event / incidents detailed in Sl. Nos. 01 to 03 in	Acceptance / Comments of the Bidders (**)
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05	A list comprising Name, Roll Number and Date of Birth of students for both the categories mentioned at (i) and (ii) above will be sent to the Insurer electronically (as attached file over e-mail) in batches as and when the registration of a group of students are completed. The insurer MUST start the coverage on the day the Email is received by the Insurer for the particular group of students whose list has been received	
06	No execution of claims on grounds of PRE Existing /1 st 30 days of Policy / 1 st year Exclusion / Congenital Disease, etc.	
07	There should not be any type of deduction of claim amount on Items such as bed charges, doctors' fees, MRI charges, registration fee, charges for X-Ray, Sonography for short duration treatments for investigation. Treatment for orthopedics, dental should also be included. Doctor's fees and diagnostic charges should be payable even if there is no hospitalization and no disease is detected.	
08	Cashless admission and treatment is to be provided throughout the country in your approved hospital/nursing home in every case with the student's Identity Card issued by NIFT-Kangra Centre.	
09	All the claims recommended by the Institute irrespective of Outdoor / Indoor treatment should be payable	
10	All claims are required to be settled within 30 days from the date of receiving the claims from the Institute from the Insurer's end. Payment for reimbursement should be made in favour of the student by at par cheque.	
11	Claims on photocopy of prescription have to be made when the treatment is required to be continued on recommendation of the institute.	

(**)1. The Bidders, who are agreeing to abide by the terms and conditions (Sl. No. 05 to 11) **without any addition, deletion and alteration to be specified events/incidents** (S.No.01 to 04) are to mention **"ACCEPTABLE"** against each.

2. The Bidders, who are agreeing to abide by the specified events/incidents (S.No.01 to 04) with some alteration to the terms and conditions (Sl. No. 05 to 11) are to mention **"ACCEPTABLE WITH MODIFICATION"** and they are to specify their modifications against each.

12. Name of the person who has claim setting power :

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and up to what limit (Rs.)

13. Details of the location from where the claim is to be Settled :
14. Details of the person who will release the payment :
15. Item-wise details of the documents that will be required to be submitted by the students for the purpose of setting their respective claims :
16. Mention the Name of TPA with contact mobile Phone number, email (Letter from them committing to the agreement made by the Insurance company must be enclosed) :

A.2. Further information relating to the content at A.1 :

While submitting the quotation against this Tender Notice, the prospective Insurance providers will have to intimate the Institute Authority of following without any ambiguity whatsoever:

- i. Name, address, mobile phone number, e-mail address of the person(s) with clear mention of their financial power to settle the claim amount
- ii. Name, address, mobile phone number, e-mail address of the person(s) with clear mention of their financial power to settle the claim amount
- iii. The event/incident wise list(s) of documents(s) as would be required to be submitted by the Claimants to get payment / reimbursement of the insurance coverage amount for the Events/incidents detailed at para A.1. above.



ANNEXURE – II

(FINANCAIL BID)

(To be used as TENDER DOCUMENT FOR COMMERCIAL BID

(The bidders will have to neatly type the content as appearing in this Annexure-II and to submit this duly filled in and signed and stamped as their Tender document for Commercial Bid in a sealed cover)

1. Name of the Insurance Company Submitting this Tender paper :
 - a) Complete Address for Postal Communication :
 - b) E-Mail ID :
 - c) Landline Phone and Mobile Number for official contract :

2. Name of the person(s) authorized by the Company with whom the Institute may Make contact to get all required clarification in the matter :
 - a) Such persons' complete address for Postal communication :
 - b) Email ID :
 - c) Landline Phone and Mobile Number for official contract :

3. The Premium Amount (in Rupees) :
 - i) Rs.....
 - ii) Rs.....

For Insurance Coverage mentioned at A. in Annexure-I per Student for two categories:
i) approx. 600 students during April 2020 – March 2021 and of
ii) approx. additional 200 students during July 2020 – June 2021
The rate must be inclusive of all taxes.

Declaration:

This is to declare once against that we have gone through all the contents as available in the Annexure-I to the Tender Notice 'Students' Insurance/2020, dated 27/02/2020 and submitted by us as TECHNICAL BID/Financial Bid. This is to declare further that **we agree to abide by the contents in Annexure-I and Annexure-II as well.**

Date:

Signature of the authorized person of the Insurance Company
Office Seal:

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