



NOTICE INVITING TENDER (NIT)::NO.HRM /01/2022-23 Dated: 01.06.2022

NAME OF THE WORK :: INSURANCE OF GROUP MEDICLAIM POLICY

Sealed tenders are invited for the above mentioned work from IRDAI (Insurance Regulatory Development Authority Of India) registered Insurance Companies in two bid system.

1	Name of the work	Renewal of Group Mediclaim Insurance Policy of Banks Existing Staff and their Dependent Family Members (1+5)
2	Tender Details:	For details of RFQ, terms and conditions and other Information and queries pertaining to the policy, please collect the detailed Tender Documents from Mr. M . Sairam, Chief Manager (Personnel) / Mr. Vineeth Singh (Asst. Vice President Anand Rathi Insurance Brokers Ltd) as per contact Details Mentioned Below.
3	Time and last date of Submission of Tender	Up to 2.00 p.m. on 22.06.2022
4	Place & Address for submission of tender/ contact person/telephone no:	GENERAL MANAGER Saptagiri Grameena Bank (SGB), Head Office, P.B.17, Naidu Buildings, CHITTOOR – 517 001 (AP)
5	Date, Time and Place of opening of tenders (Tech. Bid& Price Bid)	Technical Bid on 22.06.2022@ 3.00pm . Opening Price Bid will be 22.06.2022@ 3.30pm
6	In case of any Query Contact Person Details:	Mr. M Sairam Chief Manager (HRM) Saptagiri Grameena Bank, Head Office, P.B. No.17, Naidu Buildings, CHITTOOR – 517 001 (AP) Email id: hrm@sgbank.in Mr. Vineeth Singh Asst Vice President Anand Rathi Insurance Brokers Ltd., 6-3-346/1, Sujatha Reddy Bldg., 3rd Floor, Road No:1, Banjara Hills , Hyderabad - 500 034. Tel No: +091 040 6684 0552/+919133300071 Email id: vineethsingh@rathi.com
7	Validity period of the tender.	30 Days from the date of opening of the Tender.
8	Mode of Payment	Payment will be made through Electronic mode only.
9	Insurance Broker	M/s. AnandRathi Insurance Brokers Ltd.,Banjara Hills,Hyderabad.



Tender Procedure for Submission:

Sealed Envelope to be placed in a single cover (sealed) and super scribed as **“Tender for Group Medical Insurance Policy for SGB Existing Staff and their Dependent Family Members and their Spouse** The sealed envelope should be dropped in the tender box placed in the office before the Tender due date and time. Those who send the tender documents by post, have to ensure that the documents reach the office on or before the prescribed time & date. The Bank will not take any responsibility under any circumstances for courier/ postal delays, if any.

ENVELOPE ‘A’:

This envelope should contain Technical Bid

- Annexure I : Declaration of acceptance from the Bidder
- Annexure II : Request for Quotation
- Annexure III : Medical Scheme for the Officers/ Employees of SGB
- Annexure IV : List of Diseases to be covered under Domiciliary Treatment
- Annexure V : List of Diseases to be covered under Day Care Procedures.

And super scribed as **“Technical Bid for Group Medical Insurance Policy for SGB Existing Staff and their Dependent Family Members and their Spouse”**

ENVELOPE ‘B’:

This envelope should contain only the Financial Bid

- Annexure VI : The Price Bid stating the Premium quoted

And super scribed as **“Price Bid for Group Medical Insurance Policy for SGB Existing Staff and their Dependent Family Members and their Spouse”**.

Qualification requirements:

- Only IRDAI (Insurance Regulatory Development Authority of India) registered Insurance Companies are eligible to participate in the Bid.
- The self attested copy of the IRDAI License should be submitted along with the Technical Bid by the bidder

Terms and conditions:

1. The Bidder has to submit the relevant & readable documents completely duly signed including covering letter as indicated in the tender document (including issued corrigendum if any). In case of any irrelevant or non-readable documents, the bid may be rejected.



2. SGB reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
3. SGB reserves the right to relax/ amend/ withdraw any of the terms and conditions contained in the tender document without assigning any reason thereof.
4. SGB reserves the right to modify/ change/ delete/ add any further terms and conditions prior to issue of purchase order.
5. The Technical bid will be opened first. The Price bids of the Companies, whose Technical bids are found correct and in order, will only be opened on designated day.
6. During the tender opening one authorized representative of the bidder must be present.
7. The rate/ commercial/ technical offer of the bidder should remain valid for 30 days.
8. Bids which are late/ vague/ conditional/ incomplete/ not confirming to the laid down procedure in any respect will be rejected.
9. Bids which are late/ vague/ sent by fax/ sent by email/ incomplete/ not confirming to the laid down procedure in any respect will be rejected.
10. In case of differences arising in the terms and conditions of the tender documents with the term(s), the decision of the SGB shall prevail.
11. Arbitration- All disputes and differences which may arise between the SGB and the Insurance Company shall be referred to Chairman of SGB whose decision shall be binding on all concerned.
12. SGB reserves the right to cancel or postpone the tenders at any stage without assigning any reason.
13. SGB may issue corrigendum to tender document before due date of submission of the bid. The bidder is required to read the tender document in conjunction with the corrigendum if any issued by SGB
14. Winning Bidder shall ensure that the Policy is issued incorporating all the terms, conditions & coverage's as per the RFQ and Medical scheme as in Annexures II,III,IV & V.


GENERAL MANAGER

