



**Saptagiri Grameena Bank**  
(Public Sector RRB : Sponsored by Indian Bank)

**సప్తగిరి గ్రామీణ బ్యాంక్**  
(ప్రభుత్వ రంగ సంస్థ : ఇండియన్ బ్యాంక్ వే ప్రాయోజితం)



**सप्तगिरि ग्रामीण बैंक**  
(सार्वजनिक क्षेत्र आरआरबी : इंडियन बैंक द्वारा प्रायोजित)

**NOTICE INVITING TENDER (NIT)**

**NAME OF THE WORK :: STAFF GROUP MEDICLAIM POLICY UNDER  
MEDICAL INSURANCE SCHEME**

Sealed tenders are invited for the above mentioned work from reputed Insurance companies in two bid system.

1	Name of the work and category	(A) Group Mediclaim Insurance of Banks Existing Staff and their Dependent Family Members (1+5) and (B) Retired Staff and their Spouse (1+1) in terms of the X Bipartite Settlement / Joint Note dt.25.05.2015 signed between Unions / Associations in lieu of hospitalization scheme.
2	Type of Proposal	Fresh
3	Cost of application/ tender document.	Free of Cost.
4	Tenders may be downloaded from the banks web site only	To be downloaded directly from website only Website: <a href="http://www.saptagirigrameenabank.in">www.saptagirigrameenabank.in</a>
5	Tender Floated on	<b>04.03.2017</b>
6	Place & Address for submission of tender	<b>GENERAL MANAGER</b> Saptagiri Grameena Bank, Head Office, P.B.17, Hotel Sri Durga Complex CHITTOOR – 517 001 (AP)
7	Contact person/telephone no: (In case of any queries)	Mr. Dayananda K R Senior Manager(HRM) Saptagiri Grameena Bank, Head Office, P.B. No.17, Hotel Sri Durga Complex CHITTOOR – 517 001 (AP) Tel No: 08572 222335/ +918886644008 Email id: <a href="mailto:hrm@sqbank.in">hrm@sqbank.in</a>  Mr. Jagveer Kumar B.S 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/+919949064554 Email id: <a href="mailto:jagveerkumar@rathi.com">jagveerkumar@rathi.com</a>

Signature & Seal of the Bidder



8	Last Date and Time for Submission of Tender	16.03.2017(Thursday) upto 5:30 PM
9	Date and Time of opening of Technical Bid	17.03.2017(Friday) at 2:30 PM
10	Date and Time of opening of Price Bid	17.03.2017(Friday) at 4:30 PM
11	Terms of payment of Bills, if any. Specify the minimum value of work for payment of running account bills.	One Single payment
12	Validity period of the tender.	30 Days.
13	Taxes	Premium Rates quoted should include all taxes, except Service Tax. This will be paid by the bank.
14	Mode of Payment	Payment will be made through Electronic mode only.
15	Insurance Broker	<b>M/s. Anand Rathi Insurance Brokers Ltd.</b>
16	Third Party Administration	<b>M/s. Medi Assist Health Care Services Pvt Ltd.,</b>

**Tender Procedure for Submission:**

**ENVELOPE '1' :** This envelope to be placed with below mentioned Annexures and superscribed as '**TECHNICAL BID**' for Tailor Made GMC Insurance Policy for (A) Existing Staff and their Dependant Family Members (B) Retired Staff and their Spouse of Saptagiri Grameena Bank

- Annexure I : Declaration of acceptance from the Bidder
- Annexure II (A & B) : Request for Quotation
- Annexure III : Medical Insurance Scheme for the Officers / Employees of Saptagiri Grameena Bank
- Annexure IV : List of Diseases to be covered under Domiciliary Treatment
- Annexure V : List of Diseases to be covered under Day Care Procedures.

**ENVELOPE '2' :** This envelope should contain only the Price Bid and superscribed as '**PRICE BID**' for Tailor Made GMC Insurance Policy for (A) Existing Staff and their Dependant Family Members (B) Retired Staff and their Spouse of Saptagiri Grameena Bank

**Signature & Seal of the Bidder**



- Annexure VI ( A & B ) : The Price Bid stating the Net Premium quoted

**Note** : The Price Bids for both the RFQ's should be placed in different envelopes and then placed in **ENVELOPE '2'**

Sealed Envelopes 1 & 2 (as stated below) to be placed in a single cover (sealed) and super scribed as **"(A)Tender for Group Medical Insurance Policy for SAPTAGIRI GRAMEENA BANK Existing Staff and their Dependent Family Members and (B) Retired Staff and their Spouse of Saptagiri Grameena Bank"**. The sealed envelope should be dropped in the tender box placed at our Head office, Chittoor (AP) 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.

**Eligibility Criteria:**

Only Public Sector companies i.e. M/s. National Insurance Co. Ltd., M/s. United India Insurance Co, Ltd., M/s. The New India Assurance Co. Ltd., and M/s. Oriental Insurance Co. Ltd., are invited to participate in the Tender.

**Terms and conditions:**

1. The Bidder has to submit the relevant & readable files 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 files, the bid may be rejected.
2. The Bank reserves the right to accept or reject any or all the tender in part or in full or may cancel the tender, without assigning any reason thereof.
3. The Bank reserves the right to relax / amend / withdraw any of the terms and conditions contained in the tender document without assigning any reason thereof.
4. The Bank 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, will only be opened on designated day.

