



HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

Tender for Group Health Insurance from Public Sector/ Government Insurance Company registered with Insurance Regulatory and Development Authority (IRDA)

NIT No.: 5/1-2022/PO/SS

Dated: 12.10.2022

Haryana School Shiksha Pariyojna Parishad
(Regd. Under Societies Registration Act, 2012)
Shiksha Sadan, 3rd & 4th Floor, Sector-5, Panchkula-134109
Website: www.hsspp.in
Email: pohsspp@gmail.com
Tel: 0172-2590505

This document is serially numbered from page number 01 to 34.

**INDEX**

Section	Subject	Page No.
1	Notice Inviting Tender from Public Sector/ Government Insurance Company registered with Insurance Regulatory and Development Authority (IRDA)	04-05
2	Bid Submission Form	06-07
3	Bidder's Profile	8-10
4	General Instructions to Bidder including Technical Eligibility	11-18
5	General Conditions of Contract (GCC)	19-24
6	Form of Articles of Agreement	25-28
7	Check list for preparation of Technical Bids	29-30
Appendix – A	Scope of Work	31-33
Appendix – B	Financial Template	34

**BRIEF INFORMATION ON BID DOCUMENT**

S. N.	Particular	Remarks
1	Tender No.	5/1-2022/PO/SS dated 12.10.2022
2	Group Health Insurance from Public Sector/ Government Insurance Company registered with Insurance Regulatory and Development Authority (IRDA)	Haryana School Shiksha Pariyojna Parishad
3	Bid preparation & submission	On or before 27.10.2022 submission upto 2:00 PM. The bid documents along with the required eligibility documents have to be submitted to the captioned address given below (through Diary Section of HSSPP). “The Procurement Officer O/o State Project Director, HSSPP, ShikshaSadan, Sector-5 Panchkula, 134109”
4	Date & Time of opening of Technical Bids	On 28.10.2022 at 2:00 PM.
5	Date & Time of opening of Financial Bids	To be decided later on



SECTION-1

NOTICE INVITING TENDER

**from Public Sector/ Government Insurance Company registered
with Insurance Regulatory and Development Authority (IRDA)**



NOTICE INVITING TENDER

Haryana School Shiksha Pariyojna Parishad (HSSPP) invites sealed "Notice inviting tender" for Group Health Insurance from Public Sector/Government Insurance Company registered with Insurance Regulatory and Development Authority (IRDA). The tender containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website www.hsspp.in.

Last date for submission of tender is 27.10.2022 upto 14:00 hrs. Sealed envelope containing technical bid along with financial bid may be submitted to the captioned address given below :

"The Procurement Officer O/o State Project Director, HSSPP, Shiksha Sadan, Sector-5 Panchkula, 134109" (through Diary Section of HSSPP at 3rd floor, Shiksha Sadan, Panchkula)

**State Project Director,
Haryana School Shiksha Pariyojna Parishad,
Shiksha Sadan, Sector -5, Panchkula, Haryana**



SECTION-2
BID SUBMISSION FORM



(To be printed on Bidder's letter head)

BID SUBMISSION FORM

Dated: _____

LETTER OF BID

To

State Project Director,
Haryana School ShikshaPariyojnaParishad,
3rd Floor, ShikshaSadan,
Sector 5, Panchkula.

Ref: Invitation for Bids for Tender No. 5/1-2022/PO/SS.

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents; including Addenda issued in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bidding Documents for Group Health Insurance.
3. Our bid shall be valid for a period of 6 months (180 days) after the deadline date for submission of bid document and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We also declare that any of the Government Department (Centre/State) /PSU /Board/Corporation/GovernmentInstitution/Local bodies/ Municipalities/Public Sector Undertaking etc. has never declared us ineligible or blacklisted on charges of engaging in corrupt, fraudulent, collusive or coercive practices or for any failure / lapses of serious nature.
5. We also accept all the terms and conditions of this bid document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid/lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory

Full Name and Designation



SECTION-3
BIDDER'S PROFILE



General:

- 1 Name of the bidder/company
 - 2 Name of the person/ authorized person submitting the Bid “Shri/Smt.....
 - 3 Designation of the person/ authorized person submitting the Bid.....
 - 4 Name, Designation, address and Mobile Number of Alternate person.....
 - 5 Address of the bidder/company.....
.....
 - 6 Tel no. with STD code (O) (Fax) (R)
 - 7 Mobile No. of the person submitting the Bid.....
 - 8 E-mail of the person submitting the Bid.....
 - 9 Organization's email ID.....
 - 11 Registration & Incorporation particulars of the Bidders/Companies:
Public Sector/ Government Insurance Company registered with Insurance Regulatory
and Development Authority (IRDA):- (Yes/No)
 - 12 Name of In-charge/ Authorized Person (s)
 - 13 Email ID of In-charge/ Authorized Person (s).....
 - 14 Mobile Number of In-charge/ Authorized Person (s).....
 - 15 Bidder’s bank, address and current account number.....
.....
 - 16 Name & Mobile Number of Bidder’s representative.....
 - 17 Permanent Account Number
- (Please attach copy of PAN)**
- 18 GST Number.....
- (Please attach copies of Goods & Service Tax Registration Number)**



(To be printed on Bidder's letterhead)

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bid document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for one year and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. I/We give the rights to the State Project Director, Haryana School Shiksha Pariyojna Parishad Shiksha Sadan, Sector -5, Panchkula to debar/blacklist me in case of breach of any condition of Contract and bid document.
4. I hereby undertake to Group Health Insurance as per the directions given in the bid document/contract agreement.

Place:

Date:

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal of the Bidder



SECTION-4

**INSTRUCTIONS TO BIDDERS INCLUDING
TECHNICAL ELIGIBILITY CRITERIA**



INSTRUCTIONS TO THE BIDDERS

1. INSTRUCTIONS:-

- i. While all efforts have been made to avoid errors in drafting of the tender document, the bidder is advised to check carefully. No claim on account of any errors detected in the tender document shall be entertained
- ii. All bidders are hereby explicitly informed that conditional offers or offers with deviation from the conditions of contract, the bid not meeting the minimum eligibility or any other requirements stipulated in the tender document are liable to be rejected.
- iii. The Bidder must fulfill the condition mentioned in **Clause 2 of Section-4**.
- iv. The parties to the Bid shall be the 'Bidders' and the office of the State Project Director, HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD, (HSSPP) Shiksha Sadan, Sector 5, Panchkula shall be the 'Client'.
- v. For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies change of address by a separate letter sent by registered post with acknowledgement due to the Office of the State Project Director, HSSPP, Shiksha Sadan, Sector 5, Panchkula. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- vi. The Parishad reserves the right to increase the newly appointed employees at any point of time as mentioned in the bid document during the policy.
- vii. The requirement of actual number of employees will be as per the Letter of Acceptance (LOA).
- viii. Canvassing of any kind is prohibited.
- ix. One bidder can submit only one bid. All costs of preparing tender including visits to client office and carrying out investigation and research are on the bidder's account.
- x. The Client shall have the authority to get the statements/submissions furnished by the bidders verified from the concerned officers/offices.



- xi. Bidders making false or misleading representations or submissions in the forms, Statements and attachments submitted in proof of qualification, requirement shall be debarred from future tendering.
- xii. The information will be evaluated/inspected by technical committee constituted by competent authority.
- xiii. The technical documents submitted by respective bidders shall be evaluated. The Financial Bid will be opened only for the bidders those are technically eligible.
- xiv. The rates should be quoted including all the expenditure.
- xv. Bidder has to quote annual rate as per financial template. Accordingly, L-1 will be decided on the basis of rates quoted by the bidder. The financial template for quoting rates is enclosed at Appendix-B and to be submit as per clause XVII (b) of section 4. Discount, if any applicable, should be mentioned in the quoted price list. Discount mentioned separately will not be considered. This should be a part of Financial Bid.
- xvi. Technical Envelope- Reference details as per Tender Document and hard copies of supporting the documents and technical criteria with proper index and page numbering on all documents have to be provided as per Checklist of this document.
- xvii. Venue, Deadline & Procedure for Submission of Bid Documents:
 - a. Complete Bid in all respects as specified in the Bid Document, must be submitted to HSSPP at the address specified below. In exceptional circumstances and at its discretion, HSSPP may extend the deadline for submission of Bid by issuing an amendment to be made available on the HSSPP website, in which case all rights and obligations of HSSPP and the bidders previously subject to the original dead line will thereafter be subject to the deadline as extended.
 - b. The Bid contain Technical Eligibility Criteria (Part-A) and Financial Proposal (Part-B) both. The Bid documents shall be placed in two separate envelopes for technical & financial and must be super scribed respectively as:
 - (Part-A) “For Technical Eligibility for Group Health Insurance”
 - (Part-B) “For Financial Proposal for Group Health Insurance”
 - c. The single envelope containing both the envelopes i.e. Part-A & Part-B



documents, must be super scribed as;

- “For Group Health Insurance” must be deposited to; (through Diary Section of HSSPP) “**The Procurement Officer O/o State Project Director, HSSPP, ShikshaSadan, Sector -5 Panchkula, 134109**”.

- xviii. If the tenders are cancelled or recalled on any grounds, the bidders will not claim anything.
- xix. The Bid cannot be submitted later than due date and time. However, the competent authority of the office of the State Project Director, Haryana School Shiksha Pariyojna Parishad, Shiksha Sadan, Sector- 5 Panchkula reserves the right to extend the date/time for receipt of bids, before opening of the Technical bids without giving any reasons thereof.

2. **MINIMUM ELIGIBILITY CRITERIA:-**

The following shall be the minimum eligibility criteria for selection of bidders technically.

i. **Legal Valid Entity:**

- a. The Bidder should be legally valid entity in form of a Public Sector/ Government Insurance Company registered with Insurance Regulatory and Development Authority (IRDA). Self-attested copy of documents issued by the respective authority and currently valid to be attached with.
- b. The Bidder should have GST Number. Self-attested copy of documents issued by the respective authority and currently valid to be attached with.

3. **VALIDITY OF BIDS:-**

- i. Bids shall remain valid and open for acceptance for a period **of 6 months (180 days)** from the last date of submission of Bids.
- ii. In case Client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the



bidder.

- iii. The Client may request for extension of validity period of bids for another period of 60 days, without any modifications and without giving any reasons thereof.

4. BID OPENING PROCEDURE:-

- i. The Technical Bids shall be opened on said date and time, as stipulated by the Committee authorized by the competent authority of the office of the State Project Director, Haryana School Shiksha Pariyojna Parishad.
- ii. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, time remaining unaltered.

5. CLARIFICATION ON TECHNICAL BID EVALUATION:-

- i. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Client shall not be considered. The Client's request for clarification or resubmission of any document and the response may be in writing.
- ii. If a bidder does not provide clarifications of its bid on the date and time set by the Client's request for clarification, their bid will be rejected.
- iii. Client also reserves right to seek confirmation/clarification from the issuing office, on the supporting documents submitted by the bidder mentioned in **clause 2 of section 4.**

6. TECHNICAL BID EVALUATION (SEGREGATED TYPE):-

- i. The Client shall follow two bid systems where the Technical bid and financial bid shall be evaluated separately.
- ii. The Technical bids basic evaluation shall be based on the following :



- a. Responsiveness of the bid i.e. forms/Information asked in the bid document are must be duly filled, signed and stamped in complete form including authorization letter.
- b. Documents in proof of meeting the minimum eligibility Criteria.
- c. Any other document as required to support to responsiveness of the bidder, as per the bid document.

7. RIGHT OF ACCEPTANCE:-

- i. The State Project Director, Haryana School Shiksha Pariyojna Parishad Shiksha Sadan, Sector -5, Panchkula reserves all rights to reject any bid including of those bidders who fail to comply with the instructions without assigning any reason whatsoever. The decision of the State Project Director, Haryana School Shiksha Pariyojna Parishad Shiksha Sadan, Sector-5, Panchkula in this regard shall be final and binding.
- ii. Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.
- iii. Haryana School Shiksha Pariyojna Parishad (HSSPP) reserves the right to award any or part or full contract to any successful bidder (s) at its discretion and this will be binding on the bidders.
- iv. In case of failure to comply with the provisions of the terms and conditions, by the successful bidder, the State Project Director, Haryana School Shiksha Pariyojna Parishad Shiksha Sadan, Sector -5, Panchkula shall terminate the contract and reserves the right to initiate action for blacklisting the Bidder.
- v. The State Project Director, Haryana School Shiksha Pariyojna Parishad Shiksha Sadan, Sector -5, Panchkula may cancel/terminate the contract if it is found that the Bidder is blacklisted on previous occasions by any of the Government Department (Centre/State) /PSU /Board /Corporation/ Government Institution/Local bodies/Municipalities/Public Sector Undertaking etc. for any reason and/ or had submitted any tempered/ false record.



8. NOTIFICATION OF AWARD BY ISSUANCE OF 'LETTER OF ACCEPTANCE'

- i. After determining the successful evaluated bidder, Client shall issue a Letter of Acceptance (LoA) in duplicate, who will return one copy to Client duly acknowledged, accepted and signed by the authorized signatory, within Three (3) days of receipt of the same by him.
- ii. The issuance of the Letter of Acceptance to the bidder shall constitute an integral part and it will be a binding to the contract.

9. NOTICE TO PROCEED:-

After the acceptance of the LoA from the Bidder who has awarded the contract the Client shall issue the notice to proceed to the Bidder authorizing him for Group Health Insurance.

10. SIGNING OF CONTRACT AGREEMENT:-

- i. The Bidder on award of a contract shall execute and sign the contract agreement within 5 days before commencement of services.
- ii. The Client shall prepare the draft Agreement in the Performa included in this bid document, including all the terms of agreement between the two parties and send the same in duplicate to the bidder to whom the contract has been awarded.
- iii. The successful Bidder shall return the copies of the draft Agreement duly printed on the correct amount of stamp paper of Haryana, duly adjudicated by the registrar of stamps where the contract is proposed to be executed. The Bidder shall submit the copy of the contract agreement duly attested by the Oath Commissioner or Notary Public.

11. AMENDMENT OF BIDDING DOCUMENTS:-

- i. At any time prior to the deadline for submissions of BIDs, the Parishad may amend the Bidding Document by issuing an addendum/ corrigendum on the portal only. No addendum/ corrigendum will be published in the Newspapers.



- ii. The amendment, if any, will be displayed on the portal. The amendment will be binding on all the bidders. Bidders are advised to keep themselves updated with the information displayed on the Parishad Portal and the Parishad shall not be responsible in case the bidder has not read such addendum/ corrigendum in the manner stated above.
- iii. In order to afford prospective bidders, reasonable time for taking the amendment into account in preparing their Bid, the Parishad may, at its discretion, extend the deadline for the submission of Bids by giving extended date on Parishad portal only.



SECTION-5

GENERAL CONDITIONS OF CONTRACT (GCC)



1. DEFINITIONS

i. GENERAL

In this Contract including the Schedules the following words and expressions shall (unless the context requires otherwise) have the meaning assigned to them in this Schedule.

"Agreement"	The word "Agreement" and "Contract" has been used interchangeably.
"Contractor /Bidder"	The word "Contractor" and the "Successful Bidder" has been used interchangeably.
Client	The word "Client" shall mean the Office of the State Project Director, Haryana School Shiksha Pariyojna Parishad, Shiksha Sadan, Sector -5, Panchkula
Party	The word "Party" means the Successful Bidder for Group Health Insurance.
Letter of Acceptance	Shall mean the intent of the Client to engage the successful bidder for Group Health Insurance.
Notice to Proceed	Shall mean the date at which Group Health Insurance is benefitted.
'Confidential Information'	Shall mean all information that is not generally known and which is obtained /received during the tenure of the contract and relates directly to the business/ assets of Client including the information having the commercial value.
Termination Date'	Shall mean the date specified in the notice of Termination given by either party to the other party, from which the Contract shall stand terminated.
Termination Notice	Shall mean the notice of Termination given by either party to the other party



ii. CONFIDENTIALITY

- a. The Bidder shall take all precautions not to disclose, divulge and/or disseminate to any third party any confidential information, proprietary information on the Client's business or security arrangements (including but not limited to the Assignment Instructions, Schedules and other subsequent Agreements) and/or business of the Client. The obligation is not limited to any scope and the Bidder shall be held responsible in case of breach of the confidentiality of Client's information.
- b. If the Bidder receives enquiries from Press/News/Media/Radio/Television or other bodies/persons, the same shall be referred by the Bidder to Client immediately on receipt of such queries.

2. SERVICES REQUIRED BY THE CLIENT:-

- i. The Successful Bidder shall commence Group Health Insurance on Letter of Acceptance issued on award of contract to the Bidder and it is the sole responsibility of the Bidder that the insurance is executed in all respects in accordance with the Bidder's obligations and agreement signed between the Client & Bidder **(as per section-6)**.
- ii. The successful bidder shall start the work of Group Health Insurance as per scope of work **(as per Appendix-A)**.

3. SUCCESSFUL BIDDER'S OBLIGATIONS:-

- i. The Bidder shall commence the work of Group Health Insurance as per Scope of work at **Appendix-A** which may be amended from time to time by the Client during the Agreement and it shall always form part and parcel of the Contract. The bidder shall abide by such assignments, as provided by the Client from time to time.
- ii. All rates quoted shall include all incidental charges include GST.



4. BIDDER'S LIABILITY:-

- i. The successful bidder shall completely indemnify and hold harmless the Client and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence or accident by the Bidder or any of its employees engaged in the Group Health Insurance to the Client. The Client is not responsible for any compensation under Motor Vehicle Act or otherwise.
- ii. The Bidder shall not be liable in anyway what so ever and the Client here by expressly waives any right to, any loss, injury, damage, cost or expense of what so ever nature directly or indirectly:
 - a. Caused by, resulting from or in connection with any Act of Terrorism or any Biological or Chemical Contamination or any Nuclear Risks;
 - b. Consisting of, caused by, resulting from or in connection with any loss, damage, destruction, distortion, erasure, corruption or alteration of Electronic Data from any cause whatsoever (including but not limited to Computer Virus) unless such loss, damage, destruction, distortion, erasure, corruption or alteration of Electronic Data was due to the negligence or default to the Contract or any of its employees engaged in the provision of items to the Client.
- iii. The successful bidder shall not Sub-Contract/Sublet, transfer or assign the contract or any other part thereof. In the event of the bidder contravening this condition, Client shall be entitled to place the contract elsewhere on the risk and cost of the successful bidder and the bidder shall be liable for the loss or damage which the client may sustain in consequence or arising out of such replacing/completion of the contract.

5. CLIENT'S OBLIGATIONS:-

- (i) Except as expressly otherwise provided, the Client shall, provide timely all the necessary information in regard to Group Health Insurance to enable the bidder



to carry out the assigned task.

- (ii) Client shall be entitled to deduct in accordance with Applicable Law, Income Tax at source (TDS) or withholding tax or other deductions (as the case maybe), from any payments made to the successful bidder, and the amount so deducted shall be deemed to be a payment made to the bidder. Client shall provide a certificate certifying the deduction so made.

6. VALIDITY OF CONTRACT:-

The contract, if awarded, shall be for a period of one year from the date of signing of Contract/ Agreement, In case of breach of conditions of contract or in the event of not fulfilling the minimum requirements/ statutory requirements, the client shall have the right to terminate the contract forthwith. The initial period of one year is further extendable/ renewable for another term/year(s) subject to satisfactory services and at the sole discretion of the client with or without amended terms & conditions.

- i. During the validity period of contract newly joined employees may be included.

7. TERMINATION:-

This Contract/Agreement may be terminated forthwith by the Client if:

- i. The bidder is in material breach of its obligations under this Agreement and or, in the case of such breaches capable of being remedied, fails to remedy that breach immediately of receiving notice of such breach.
- ii. The Contract may be terminated forth with by the Client, if:
- a. In case of breach of any of terms and conditions of the Contract by the bidder and in case the bidder does not work as per scope of work and terms & conditions as mentioned in the bid document the Client shall have the right to cancel/terminate the Contract.
- b. The bidder does not work as per the requirement to the Client or/and as per the Schedule of Requirements.
- c. Contract may be terminated without assigning any reason by giving written notice to bidder.



- d. In case Government Department (Centre/State)/ PSU/ Board/ Corporation/Government Institution/Samagra Shiksha has declared bidder as ineligible or blacklisted during the contract period then client has the right to terminate the contract agreement with the bidder.

8. GOVERNING LAWS AND SETTLEMENT OF DISPUTE:-

- i. Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the Authorized Representatives of the concerned parties.

However, if the disputes are not resolved amicably by the discussions as aforesaid within a period of 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (amended from time to time). The Sole Arbitrator shall be nominated/appointed by the Additional Chief Secretary School Education, Haryana. The venue for the Arbitration will be Panchkula Haryana and the decision of the sole arbitrator shall be final and binding on the parties.

- ii. **Jurisdiction of Court:** This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Panchkula/Chandigarh.

9. RISK & COST:-

In case the bidder fails to execute the work as per the Scope of work or left the work in between or shows his inability to complete the work as assigned by the HSSPP then HSSPP/Client shall terminate the contract and allot the work to other bidder on the risk and cost of the original bidder (To whom the contract was given earlier). In such a case, the amount incurred in excess of the sum which would have been paid to the original bidder that will be borne and paid by the original bidder.



SECTION-6
FORM - ARTICLES OF AGREEMENT



FORM
(Articles of Agreement)

CONTRACT AGREEMENT No.PO/SS_____ / DATED _____

THIS AGREEMENT is made on Between **State Project Director, Haryana School Shiksha Pariyojna Parishad, Panchkula** (here in after referred to as “Client” which expression unless excluded or repugnant to the context otherwise be deemed to include his successors and assigns), and whose principal place of office is at Panchkula.

AND

..... having its registered office at (here in after referred to as “the bidder”) which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns of the other part for Group Health Insurance.

NOW THIS AGREEMENT WITNESS has follows:

- I. **WHEREAS** the Client invited bids through tender, vide Notice Inviting Tender dated for “Bidder” for Group Health Insurance under Tender No.
- II. **AND WHEREAS** the bidder submitted his bid vide _____ in accordance with the procedure mentioned along with the bid documents and represented therein that it fulfils all the requirements and has resources and competence to provide the requisite services to the Client.
- III. **AND WHEREAS** the Client has Selected, the successful bidder (“the Bidder”) pursuant to the bidding process and negotiation of contract prices, awarded the **Letter of Acceptance (LoA) No.**, to the bidder on.....for a total sum of Rs._____
- IV. **AND WHEREAS** the Client desires that the said services (as defined in the Bidding Document) be provided, performed, executed and completed by the bidder with regard to Group Health Insurance.
- V. **AND WHEREAS** the bidder acknowledges that the client shall enter into contracts with other Bidders/Parties for _____ in case the bidder fails into breach of the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard.



- VI. AND WHEREAS** the terms and conditions of this Contract have been fully negotiated between the Client and the bidder as parties of competent capacity and equal standing.
- VII. AND WHEREAS** the bidder has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Document for providing _____ failing which the bidder is liable to be terminated at anytime, without assigning any reason by the Client.
- VIII. AND WHEREAS** the Client shall be responsible if applicable for payment of Goods & Service Tax with Central Excise and Taxation Department. The documentary proof of the same shall be provided to bidder.
- IX. AND WHEREAS** the validity period of the contract agreement is for a period of one year from the date of signing of Contract/ Agreement, In case of breach of conditions of contract or in the event of not fulfilling the minimum requirements/ statutory requirements, the client shall have the right to terminate the contract forthwith. The initial period of one year is further extendable/ renewable for another term/year(s) subject to satisfactory services and at the sole discretion of the client with or without amended terms & conditions.
- X. AND WHEREAS** Bidder shall ensure that Group Health Insurance will be done as per **Appendix-A** mentioned under Scope of Work.
- XI. AND WHEREAS** the Client and the successful bidder agree as follows:
1. In this Agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
 2. The following documents shall be deemed to form and be read and construed as part of this Agreement.
 - i. The Letter of Acceptance (LoA) issued by the Client.
 - ii. Notice to Proceed (NTP) issued by the Client.
 - iii. The complete Bid, as submitted by the bidder.
 - iv. The Addenda, if any, issued by the Client.
 - v. Any other documents forming part of this Contract Agreement till date.
 - vi. Supplementary Agreements (if any) executed from time to time.
 - vii. The bidder shall abide all the Instructions/letters/orders issued by the Client or Govt. from time to time.



3. Any changes/ modifications/ amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and the decision taken by the State Project Director, HSSPP shall be binding upon the bidder. Such decision shall form the part of this contract agreement.
4. This Contract shall be governed by and construed in accordance with the laws of India. Each Party hereby submits to resolve the disputes set out in the Dispute Resolution Procedure in the Conditions of Contract.

XII. IN WITNESS WHERE OF the parties here to have set their hands to this Agreement to be executed on the day, month and year indicated above.

Signed on behalf of the
Bidder

Signed on Behalf of
**State Project Director
HSSPP, Panchkula**

(Authorized Signatory)

(Authorized Signatory)

Witnesses

1.

2.



SECTION-7

CHECK-LIST FOR PREPARATION OF TECHNICAL BIDS

**CHECK-LIST FOR PREPARATION OF TECHNICAL BIDS**

Sr. No.	Particulars	YES/ NO
1	Have you attached signed Bidder Profile?	
2	Have you read and understood various conditions of the Contract and shall abide by them?	
TECHNICAL BID		
3	Have you taken prints of all the Sections of the DNIT signed and attached in the Technical folder?	
4	Have you attached proof of having met the following minimum eligibility criteria?	
4.1	Legal Valid Entity: Have you attached attested Certificate issued by the respective authority.	
4.2	Have you attached the copy of each Certificate with Government Bodies like GST, etc.: Have you attached a Registration copy of each of the certificate?	
5	Have you attached the proof of authorization to sign on behalf of the bidder in the Technical Bid ?	

**Appendix -A****Scope of Work**

Benefits of this Health Insurance Policy & details of coverage are as follows:

Insured	HSSPP Contractual Staff who are getting the medical allowance
Coverage	Reimbursement/Cashless settlement of hospital expenses. Ailments falling within the purview of Day Care to include treatments procedures like dialysis chemotherapy, eye surgery, etc. which do not require hospitalization and need not required to fulfill the 24 hrs hospitalization condition. Coverage is to be on Family Floater basis
Family Definition	Employee, Spouse & 3 Dependent children upto the age of 25 years and for girl child till marriage (details of families annexed herewith)
No. of employees	1308
Sum Insured	Rs. 5 lacs
Period of Insurance	12 Months



Features to cover in the Health Insurance Policy

- ▶ This policy is covered on Cashless basis in network hospitals. If there is no empanelled hospital under the scheme and the employee can go to non-empanelled hospital.
- ▶ Pre-existing exclusion Waiver for all years with no disease wise capping.
- ▶ Waiver of **30 days** Exclusions.
- ▶ Waiver of First year Exclusions.
- ▶ Maternity Benefit Extension **Rs. 50,000 for Normal and Rs. 60,000 for Cesarean section for first three children only.**
- ▶ Waiver of **9 months** waiting for maternity Benefit.
- ▶ Day one cover for **New born Baby.**
- ▶ Pre and Post cover of **30 days & 60 days** each.
- ▶ Emergency Ambulance cover - As per rates fixed by District Red Cross Society/ Registered Ambulance Union of the concerned district.
- ▶ Day Care procedures covered list enclosed.
- ▶ Room rent 1% of insured amount for normal room and **2% for ICU.**
- ▶ The policy should include treatment required for **Covid – 19** and any other pandemic or epidemic. 5
- ▶ Buffer **20 lacs** at the discretion of State Project Director. Maximum limits **5 lacs** for only particular disease (**Cancer, Heart / Kidney Transplant**)

Sum Insured on family floater basis

There will be a sum insured of INR 5 Lac on family floater basis. This



will cover medical, surgical and day care procedures up to the defined sum insured limit. There will be a buffer amount of INR 20 Lacs which can be used once the sum insured is exhausted and subject to approval by the department. Maximum amount that can be used for a particular incident is INR 4 Lac.

Payment of Premium

The HSSPP will pay the premium on behalf of the employees to the insurance company of the total premium amount, 50% will be paid at the time of signing of the contract and the balance 50% will be paid before the commencement of policy.

Healthcare Providers

The insurer will ensure to provide the empanelled hospitals for cashless service in all the districts of Haryana covering all kinds of specialties. The package rates for the treatment would be pre-defined to avoid any confusion at the time of admission and treatment.

Health identity card

The employees who enrolled for the Group Health Insurance Policy will be provided with a health identity card by the insurer which would contain a unique identity number. This card would be used at the provider network to access health insurance benefits.

Third Party Administrators (TPA)

The insurance company should establish a Third Party Administrators (TPA) for comprehensive process flow and mechanism for claims settlement under the scheme.

**Appendix B****Financial Template**

S. No	Particulars	Per Person Annual Rate (including all the taxes and expenditure)	Annual Rate for 1325 Employees (including all the taxes and expenditure)
1	Employee		
2	Employee + Spouse		
3	Employee + Spouse + 3 Children		
4	Employee + Spouse + 3 Children + Parents		

Age Group of employees

Groups	Total Employees
20-25	0
25-30	84
30-35	332
35-40	408
40-45	297
45-50	134
50-55	44
Above 55	9
Grand Total	1308