

DELHI METRO RAIL CORPORATION LTD.



TENDER NO.DMRC/HR/INSURANCE/2016

DMRC Group Personal Insurance (2016-2019) to cover

- (I) Accidental & Permanent/partial Disability**
- (II) Natural Death**

of DMRC employees.

NOTICE INVITING TENDER

Delhi Metro Rail Corporation Ltd. (DMRC) invites E- Tender from various Insurance Companies, duly licensed by Insurance Regulatory and Development Authority (IRDA) for Group Personal Insurance policy w.e.f. 1st October 2016 to 30th September 2019 for three years for DMRC employees numbering about 10,110. The premium will be paid on twelve-month basis for a sum assured of Rs. 10 Lacs (Maximum) per employee to cover the Accidental & Natural death, Permanent & Partial disability.

Brief details of the work are as under:-

Sr.No.	Item	Details
1.	Name of work	DMRC Group Personal Insurance to cover: 1. Accidental & Permanent/Partial Disability. 2. Natural Death, of DMRC employees.
2.	Contract Period	From 01-10-2016 to 30-09-2019 (3 Years)
3.	Tender available for online participation	From 10.08.2016 (Wednesday) onwards & up to 1700 hours on 01.09.2016 (Thursday). e-tendering website: http://eprocure.gov.in/eprocure/app Tender document can only be obtained after registration of tenderer on the website http://eprocure.gov.in/eprocure/app .
4.	Cost of Tender Form and EMD	NIL
5.	Date and Time of Opening of Tender	02-09-2016 at 15.00 Hours
6.	Authority and place for seeking clarifications	Office of the GM/HR, 6 th Floor, Metro Bhawan, Delhi Metro Rail Corporation Ltd, Fire Brigade Lane, Barakhamba Road, New Delhi-01 E-Mail: dmrchinsurance@gmail.com Phone: 011-23417910/12 Ext.: 534764, 534766

1.1 SUBMISSION OF TENDER

1.1 The intending tenderers must be registered on e-tendering portal <http://eprocure.gov.in/eprocure/app>. Those who are not registered on the e-tendering portal shall be required to get registered beforehand. After registration the tenderer will get user id and password. On login tenderer can participate in tendering process and can witness various activities of process.

- 1.2 Bidder can upload maximum 7 documents on e-tendering portal <http://eprocure.gov.in/eprocure/app>. Bidders can merge similar type documents in a single file. So, all required documents can be uploaded.
- 1.3 The authorized signatory of intending tenderer, as per Power of Attorney (POA), must have valid class-III digital signature. The tender document can only be downloaded or uploaded using Class-III digital signature of the authorized signatory.
- 1.4 The submissions will be made online after uploading documents as stated in the tender document.
- 1.5 The bid contains
- * Notice Inviting Tender
 - * Instructions to Bidders for online Bid Submission.
 - * Scope of Work.
 - * Terms & Conditions
 - * Form of Tender and Appendices thereof (Form A)
 - * Annexure-A
 - * Form of Agreement (Form B)
 - * General Information (Form T-1)
 - * Technical Bid (Form T-II)
 - * Bank account details of Bidder (Annexure 'B')
- 1.6 All documents mentioned in appendix I shall be uploaded by tenderer.
- 1.6 DMRC reserves the right to accept or reject any tender in part or full, without assigning any reason whatsoever.
- 1.7 The offer of the Bidder shall be valid for a period of 3 months from the date of submission of tender.
- 1.8 DMRC reserves the right to apportion the insurance policy sharing amongst the various insurance companies and decision of DMRC shall be final and binding on all insurers.
- 1.9 Successful tenderer shall have to enter into detailed agreement with DMRC as per terms and conditions notified through the tender notice.
- 1.10 Tenderer shall submit only one tender either himself or as a lead partner/lead constituent in a joint venture/consortium for the above scope of contract.
- 1.11 If at any time prior to the last date for submission of tenders, DMRC may at its own initiative or in response to clarification or query raised by the prospective bidders may modify tender documents by issuing addendum/corrigendum, the same shall be binding on them. Bidders shall take such addendum and corrigendum into consideration while submitting their bids.