



**CENTRAL UP GAS LIMITED**  
**(CITY GAS PROJECT IN KANPUR & BAREILLY)**

**BID DOCUMENT FOR THE GROUP  
MEDICLAIM INSURANCE POLICY FOR  
CUGL EMPLOYEES**

**BID DOCUMENT NO: CUGL/C&P/TEN2324/52**

**E-TENDER NO. : 55953**

**OPEN DOMESTIC COMPETITIVE BIDDING**

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**IFB**  
**(INVITATION FOR BID)**

**SECTION-I**

सेन्ट्रल यू.पी. गैस लिमिटेड  
(गैल (इंडिया) लिमिटेड एवं भारत पेट्रोलियम का संयुक्त उद्यम)



**Central U.P. Gas Limited**  
(A Joint Venture of GAIL (India) Limited and BPCL)

### INVITATION FOR BID (IFB)

Bid Document No.: CUGL/C&P/TEN2324/52

Date: 11.12.2023

To,

**Kind Attn: Mr.**

Dear Sir,

Central U.P. Gas Limited (CUGL), a joint Venture company between GAIL & BPCL, as part of its service to provide clean fuel to Kanpur & Bareilly city is currently executing City Gas Distribution Project to Supply Natural Gas to Industrial, Commercial and Domestic Consumers and CNG for Vehicles.

1.	<b>Project</b>	City Gas Distribution
2.	<b>Name of Work</b>	Group Mediclaim Insurance Policy for CUGL Employees
3.	<b>Scope of Work</b>	As per Tender Document
4.	<b>Contract Period</b>	As per Tender Document
5.	<b>Bid Validity</b>	120 days from the bid due date
6.	<b>Bid Security/EMD</b>	NA
7.	<b>Pre-Bid Meeting</b>	<u>NA</u>
8.	<b>Bid Due Date with Time</b>	<u>15.12.2023 up to 15:00 Hrs.</u>
9.	<b>Type of Bid</b>	Single Bid System
10.	<b>Basic of Evaluation</b>	Package Basis

Bidders to quote for complete items as per SOR. Please note that Owner intends to evaluate and finalize this Tender on Package Basis. Failure to quote for any of the items listed to rejection of bid.

CUGL has the right to award the job either in part or full.

For & on behalf of Central U.P. Gas Limited

(Shekhar Devidas Kankrej)  
Sr. Manager (C&P)

रजिस्टर्ड ऑफिस : सातवाँ तल, यूपीएसआईसी कॉम्प्लेक्स, ए-1/4, लखनपुर, कानपुर - 208 024 उ.प्र. • दूरभाष : 0512-2585001, 2583462 • फैक्स : 2582453 • वेबसाइट : www.cugl.co.in

Registered Office : 7th Floor, UPSIDC Complex, A-1/4, Lakhnpur, Kanpur- 208024, U.P. • Tel.: 0512-2585001, 2583462 • Fax : 2582453 • Website : www.cugl.co.in

CIN No. : U40200UP2005PLC029538

ISO 9001:2015, ISO 14001: 2015 & ISO 45001: 2018 Certified Organisation

**ITB**  
**(INSTRUCTION TO  
BIDDER)**

**SECTION-II**

## GENERAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING

1. Interested parties may download the tender from CUGL website (<https://cugl.co.in/>) or from the e-tendering website (<https://cugl.abcprocure.com>) and participate in the tender as per the instructions given therein, on or before the due date of the tender. The tender available on the CUGL website can be downloaded for reading purpose only. For participation in the tender, please fill up the tender online on the e-tender system available on <https://cugl.abcprocure.com>.
2. For registration on the e-tender site <https://cugl.abcprocure.com>, you can be guided by the “Instructions to Vendors” available under the download section of the homepage of the website. As the first step, bidder shall have to click the “Register” link and fill in the requisite information in the “Bidder Registration Form”. Kindly remember your e-mail id (which will also act as the login ID) and the password entered therein. Once you complete this process correctly, you shall get a system generated mail. Login in to the portal using your credentials. When you log in for the first time, system will ask you to add your Digital Signature. Once you have added the Digital Signature, please inform us by mail to the vendor administrator [sonu@abcprocure.com](mailto:sonu@abcprocure.com), [satabdi@abcprocure.com](mailto:satabdi@abcprocure.com) with a copy to [info@abcProcure.com](mailto:info@abcProcure.com) for approval. Once approved, bidders can login in to the system as and when required.
3. As a pre-requisite for participation in the tender, vendors are required to obtain a valid Digital Certificate of **Class III** and above (having both signing and encryption certificates) as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCIA), Controller of Certifying Authorities (CCA). **The cost of obtaining the digital certificate shall be borne by the vendor.**

In case any vendor so desires, he may contact our e-procurement service provider M/s. E-Procurement Technologies Limited, Ahmedabad (Contact no. Tel: +91 79 6120 0580 | 0567 & Mobile: +91 9099090830| 6353217080) for obtaining the digital signature certificate.

4. Corrigendum/ amendment, if any, shall be notified on the site <https://cugl.abcprocure.com>. In case any corrigendum/ amendment is issued after the submission of the bid, then such vendors who have submitted their bids, shall be intimated about the corrigendum/amendment by a system-generated email. It shall be assumed that the information contained therein has been taken into account by the vendor. They have the choice of making changes in their bid before the due date and time.
5. Price bid of only those vendors shall be opened whose Techno-Commercial bid is found to be acceptable to us. The schedule for opening the price bid shall be advised separately.
6. Directions for submitting online offers, electronically, against e-procurement tenders directly through internet:
  - (a) Vendors are advised to log on to the website (<https://cugl.abcprocure.com>) and arrange to register themselves at the earliest, if not done earlier.
  - (b) The system time (IST) that will be displayed on e-Procurement web page shall be the time considered for determining the expiry of due date and time of the tender and no other time shall be taken into cognizance.
  - (c) Vendors are advised in their own interest to ensure that their bids are submitted in e-Procurement system **well before the closing date and time** of bid. If the vendor intends to change/revise the bid already submitted, they shall have to withdraw their bid already submitted, change/ revise the bid and submit once again. **In case vendor is not able to complete the submission of the changed/ revised bid within due date & time, the system would consider it as no bid has been received from the vendor against the tender and consequently the vendor will be out of contention.** The process of change/ revise may do so any number of times till the due date and time of submission deadline. However, no bid can be modified after the deadline for submission of bids.
  - (d) Once the entire process of submission of online bid is complete, they will get an auto mail from the system stating you have successfully submitted your bid in the following tender with tender details.

(e) Bids/ Offers shall not be permitted in e-procurement system after the due date/ time of tender. Hence, no bid can be submitted after the due date and time of submission has elapsed.

(f) No manual bids/offers along with electronic bids/offers shall be permitted.

7. No responsibility will be taken by CUGL and/or the e-procurement service provider for any delay due to connectivity and availability of website. They shall not have any liability to vendors for any interruption or delay in access to the site irrespective of the cause. It is advisable that vendors who are not well conversant with e-tendering procedures, start filling up the tenders much before the due date/time so that there is sufficient time available with him/her to acquaint with all the steps and seek help if they so require. Even for those who are conversant with this type of e-tendering, it is suggested to complete all the activities ahead of time. It should be noted that the individual bid becomes viewable only after the opening of the bid on/after the due date and time. Please be reassured that your bid will be viewable only to you and nobody else till the due date/ time of the tender opening. The non-availability of viewing before due date and time is true for e-tendering service provider as well as CUGL officials.
8. CUGL and/or the e-procurement service provider shall not be responsible for any direct or indirect loss or damages and or consequential damages, arising out of the bidding process including but not limited to systems problems, inability to use the system, loss of electronic information etc.

In case of any clarification pertaining to e-procurement process, the vendor may contact the following agencies/ personnel:

**FOR SYSTEM RELATED ISSUES:**

M/s. E-Procurement Technologies Limited:  
Contact Numbers: 9081003339/7968136832  
E-mail id: [allocation@eptl.in](mailto:allocation@eptl.in)

**FOR TENDER RELATED QUERIES:**

(1) NAME, Designation, Department  
Phone: 0512 2582455 Mr. Shekhar D. Kankrej  
E-mail: [shekhar.kankrej@cugl.co.in](mailto:shekhar.kankrej@cugl.co.in)

(2) NAME, Designation, Department  
Phone: 0512- 2582455, Ms. Sushmita  
E-mail: [sushmita@cugl.co.in](mailto:sushmita@cugl.co.in)

## **INSTRUCTIONS TO BIDDERS**

### **A. GENERAL**

#### **1.0 SCOPE OF BID:**

- 1.1 The Employer/ Owner/ CUGL as defined in the "General Conditions of Contract [GCC]", wishes to receive Bids as described in the Bidding Document/Tender document issued by Employer/Owner/CUGL.
- 1.2 **SCOPE OF BID:** The scope of work/ Services shall be as defined in the Bidding documents.
- 1.3 The successful bidder will be expected to complete the scope of Bid within the period stated in Special Conditions of Contract.
- 1.4 Throughout the Bidding Documents, the terms 'Bid', 'Tender' & 'Offer' and their derivatives [Bidder/Tenderer, Bid/Tender/Offer etc.] are synonymous. Further, 'Day' means 'Calendar Day' and 'Singular' also means 'Plural'.

#### **2.0 ELIGIBLE BIDDERS:**

- 2.1 The Bidder shall not be under a declaration of ineligibility by Employer for Corrup & Fraudulent practices, as defined in "Instructions to Bidders [ITB], Clause No. 39"
- 2.2 The Bidder is not put on 'Holiday' by CUGL or banned/blacklisted by Government department/ Public Sector on due date of submission of bid. If the bidding documents were issued inadvertently/ downloaded from website, offers submitted by such bidders shall not be considered for opening/ evaluation/Award and will be returned immediately to such bidders.

In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to CUGL by the bidder.

It shall be the sole responsibility of the bidder to inform CUGL in case the bidder is put on 'Holiday' by CUGL or banned/blacklisted by Government department/ Public Sector on due date of submission of bid and during the course of finalization of the tender. Concealment of the facts shall tantamount to misrepresentation of facts and shall lead to action against such Bidders as per clause 39 of ITB.



- 2.3 The Bidder should not be under any liquidation court receivership or similar proceedings on due date of submission of bid.

In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to CUGL by the bidder.

It shall be the sole responsibility of the bidder to inform CUGL in case the bidder is under any liquidation court receivership or similar proceedings on due date of submission of bid and during the course of finalization of the tender. Concealment of the facts shall tantamount to misrepresentation of facts and shall lead to action against such Bidders as per clause no.39 of ITB.

- 2.4 Bidder shall not be affiliated with a firm or entity:

- (i) that has provided consulting services related to the work to the Employer during the preparatory stages of the work or of the project of which the works/services forms a part of or
- (ii) that has been hired (proposed to be hired) by the Employer as an Engineer/Consultant for the contract.

- 2.5 Pursuant to qualification criteria set forth in the bidding document, the Bidder shall furnish all necessary supporting documentary evidence to establish Bidder's claim of meeting qualification criteria.

### **3.0 BIDS FROM JOINT VENTURE/CONSORTIUM**

NA

### **4.0 ONE BID PER BIDDER**

- 4.1 A Firm/Bidder shall submit only 'one [01] Bid' in the same Bidding Process. A Bidder who submits or participates in more than 'one [01] Bid' will cause all the proposals in which the Bidder has participated to be disqualified.

- 4.2 Alternative Bids shall not be considered.

### **5.0 COST OF BIDDING**

5.1 The Bidder shall bear all costs associated with the preparation and submission of the Bid including but not limited to Bank charges all courier charges including taxes & duties etc. incurred thereof. Further, CUGL will in no case, be responsible or liable for these costs, regardless of the outcome of the bidding process.

## **6.0 SITE VISIT**

6.1 The Bidder is advised to visit and examine the site of works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid and entering into a Contract for the required job. The costs of visiting the site shall be borne by the Bidder.

6.1 The Bidder or any of its personnel or agents shall be granted permission by the Employer to enter upon its premises and land for the purpose of such visits, but only upon the express conditions that the Bidder, its personnel and agents will release and indemnify the Employer and its personnel, agents from and against all liabilities in respect thereof, and will be responsible for death or injury, loss or damage to property, and any other loss, damage, costs, and expenses incurred as a result of inspection.

6.3 The Bidder shall not be entitled to hold any claim against CUGL for non-compliance due to lack of any kind of pre-requisite information as it is the sole responsibility of the Bidder to obtain all the necessary information with regard to site, surrounding, working conditions, weather etc. on its own before submission of the bid.

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## **B BIDDING DOCUMENTS**

### **7.0 CONTENT OF BIDDING DOCUMENT**

7.1 The contents of bidding documents/Tender documents are those stated below and should be read in conjunction with any addenda/corrigendum issued in accordance with ITB clause no. 9.0

- Section –I : Invitation for bids (IFB)
- Section –II : Instruction to Bidders (ITB)
- Section-III : General conditions of Contract (GCC)
- Section-VI: Forms & Format
- Section-V : Scope of Work (SOW)
- Section –VI: Special Conditions of Contract (SCC)

➤ Section-VII: Price schedule/Schedule of Rates (SOR)

7.2 The bidder is expected to examine all instructions, forms, terms, specifications and drawings in the bidding documents. The Bidding Document together with all its attachment thereto, shall be considered to be read Understood and accepted by the bidder. Failure to furnish all information required by the Bid Documents or Submission of a bid not substantially responsive to the Bidding Documents in every respect will be at bidders risk and may result in the rejection of the Bid.

### **8.0 CLARIFICATION ON BID DOCUMENTS**

8.1 A prospective bidder requiring any clarification of the Bidding Documents may notify OWNER in writing or by fax or e-mail at the address indicated in the Invitation for Bids. OWNER will respond in writing to any request for clarification of the Bidding documents which it receives not later than 5 days prior to the deadline for the submission of bids prescribed by OWNER. Written copies of OWNER response (including an explanation of the query but without identifying the source of the query) will be sent to all bidders to whom the bidding documents were issued. Any Clarification or information required by the bidder and not received within the stipulated time period shall be liable to be considered as no clarification/information required.

8.2 In case pre-bid conference is envisaged, all quotations/queries should be referred to OWNER at least 3 days before scheduled date of pre bid conference. The questions/queries received by OWNER prior to pre-bid conference will be replied in the pre-bid conference.

### **9.0 AMENDMENT OF BID DOCUMENTS**

9.1 At any time prior to the deadline for submission of bids, the OWNER may, for any reason, whether on its own requirement or in response to a clarification requested by prospective bidders, modify the Bidding Documents by issuing addenda/corrigendum.

9.2 Any addendum thus issued shall be part of the Bidding Documents and shall be notified in writing by fax/post/email to all the bidders to whom the bidding documents were issued. Prospective bidders shall promptly acknowledge receipt of each addendum by fax/post/to the Owner/ Consultant and take the same in the account all such addendum before submitting their bids.

9.3 The OWNER/Consultant may, at its discretion, extend the date of submission of Bids in order to allow the bidders a reasonable time to furnish their most competitive bid taking into account the amendments issued.

## **C. PREPARATION OF BIDS**

## **10.0 LANGUAGE OF BID**

10.1 The bid prepared by the bidder, all correspondence/drawings and documents relating to the bid exchanged by the bidder with the OWNER/Consultant shall be written in English Language alone provided. Any printed literature furnished by the bidder may be written in another language so long as accompanied by an English translation duly authentication by the chamber of commerce of bidders country, in which case, for the purpose of interpretation of the bid, the English translation shall govern.

10.2 In the event of submission of any document/certificate by the bidder in a language other than English, the Bidder shall submit the English translation of the same duly authenticated by Chamber of Commerce of Bidder's country.

## **10.0 DOCUMENTS COMPRISING THE BID**

11.1 The bid prepared by the bidder shall comprise the following:

### **11.1.1 Part-I : TECHNO-COMMERCIAL UN-PRICED BID (PART-1)**

**Part-I:** Techno-commercial/un-priced Bid shall contain the following documents:

- a) 'Covering Letter' on Bidder's 'Letterhead' clearly specifying the enclosed contents.
- b) 'Bidder's General Information', as per 'Form F-1'.
- c) 'Bid Form', as per 'Form F-2'
- d) Copies of documents, as required in 'Form F-3'

- e) As a confirmation that the prices are quoted in requisite format complying with the requirements copy of Schedule of Rate (SOR) with prices blanked out mentioning quoted / not quoted (as applicable) written against each item.
  - f) 'Letter of Authority' on the Letter Head, as per 'Form F-5'
  - g) 'No Deviation Confirmation', as per 'Form F-6'
  - h) 'Bidder's Declaration regarding Bankruptcy', in 'Form F-7'
  - i) 'Certificate for Non-Involvement of Government of India ' from Bidder, as per 'Form F-8'
  - j) 'Agreed Terms and Conditions', as per 'Form F-10'
  - k) Duly attested documents in accordance with the "BID EVALUATION CRITERIA [BEC]" establishing the qualification.
  - l) Undertaking on the Letter head, as per the Form F-12.
  - m) Power of Attorney for authorized signatory in non-judicial stamp paper/copy of Board Resolution, the authorized signatory shall be signing the bid and any consequence resulting due to such signing shall be binding on the bidder.
  - n) Any other information/details required as per Bidding Document
  - o) All forms and Formats including Annexures.
  - p) EMD /Bid Security
  - q) Tender document duly signed by authorized signatory.
- r) All the pages of the Bid must be signed by the "Authorized Signatory" of the Bidder.

Further, Bidders are required to upload the scanned copy of EMD/ Bid Security on e-tender portal within due date & time, the hard copy of same must be received in CUGL office, in a sealed envelope, superscribing the details of Tender Document (i.e. tender number & tender for) within 5 days from the Bid Due Date.

Sr. Manager (C&P)  
Central UP Gas Ltd,  
UPSIDC Complex 7th Floor, A-1/4,  
Lakhanpur, Kanpur,  
Uttar Pradesh 208024

Bidders are required to submit the EMD in original by Bid Due Date and Time or upload a scanned copy of the same in the Part-I of the Bid. If the Bidder is unable to submit EMD in original by Bid Due Date and Time, the Bidder is required to upload a scanned copy of the EMD in Part-I of Bid, provided the original EMD, copy of which has been uploaded, is received within 5 days from the Bid Due Date, failing which the Bid will be rejected irrespective of their status/ranking in tendering process and notwithstanding the fact that a copy of EMD was earlier uploaded by the Bidder.

#### **11.1.2 PART-II : "PRICE BID – NOT TO OPEN WITH TECHNO-COMMERCIAL UN-PRICED BID"-PART-II**

##### **11.1.3 Part-II: PRICE BID**

Part-II of the BID shall contain Price Bid only. The Prices are to be submitted strictly in the Price Schedule/Schedule of Rate (SOR) format of the Tender Document. CUGL shall

not be responsible for any failure on the part of the bidder to follow the instructions given in the Note below:

Note

- i) Bidders are advised NOT to mention Rebate/Discount separately, either in the SOR format or anywhere else in the Bid. In case Bidder(s) intend to offer any Rebate/Discount, they should include the same in the item rate(s) itself under the “Price Schedule/Schedule of Rates (SOR)” and indicate the discounted unit rate(s) only.
- ii) If any unconditional rebate has been offered in the quoted rate the same shall be considered in arriving at evaluated price. However, no cognizance shall be taken for any conditional discount for the purpose of evaluation of the Bid.
- iii) In case, it is observed that any of the Bidder(s) has/have offered suo-moto Discount/Rebate after opening of unpriced bid but before opening of price bid, such discount/rebate(s) shall not be considered for evaluation. However, in the event of the Bidder emerging as the lowest evaluated Bidder without considering the discount/rebate(s), then such discount/rebate(s) offered by the Bidder shall be considered for Award and the same will be conclusive and binding on the Bidder.
- iv) In the event as a result of techno-commercial discussions or pursuant to seeking clarifications / confirmations from Bidder, while evaluating the un-priced part of the Bid, any of the bidders offers upward revised prices; such Bidder(s) will be requested to withdraw the revised prices failing which the bid will not be considered for further evaluation. In case, any of the bidders offers discount/rebate / downward revised prices, the same shall not be considered for evaluation and their bid will be evaluated as per the original price bid. However, in the event of the Bidder emerging as the lowest evaluated Bidder without considering the discount/rebate(s), then such discount/rebate(s) offered by the Bidder shall be considered for Award and the same will be conclusive and binding on the Bidder.
- v) In case any bidder does not quote for any item(s) of “Schedule of Rates” and the estimated price impact is more than 10% of the quoted price, then the bid will be rejected. If such price impact of unquoted items is 10% or less of his quoted price, then the unquoted item(s) shall be loaded highest of the price quoted by the other bidders . If such bidder happens to be lowest evaluated bidder, price of unquoted items shall be considered as included in the quoted bid price.

#### **11.1.4 NA**

## **12 BID PRICES**

12.1 Bidders shall indicate the following in the Price Schedule/SOR format:-

- A) Ex-works Price including packing and forwarding charges (such price to include all costs as well as duties and taxes paid or payable on components and raw materials incorporated or to be incorporated in the goods).
- B) GST (CGST & SGST/UTGST or IGST) on the finished goods including inland transportation (which will be payable on the finished goods, if this Contract is awarded).
- C) The Bidder shall indicate breakup of the quantum of imports involved for import of necessary raw materials and components giving CIF value of Import and included in bid price.
- 12.2 In case of import of raw material and components incorporated or to be incorporated in the finished goods (clause no. 12.1 (C) refers), the Bidder shall provide description of such material, quantity, rate, value, Import Duty considered etc. as per proforma provided in Price Schedule/ SOR.
- 12.3 It shall be the endeavour of the Purchase to arrange transit insurance (if applicable). For the purpose of arranging transit insurance of the goods dispatched / shipped, vendors are required to furnish the dispatch / shipping particulars to the Insurance Company giving complete details of dispatches along with Policy No. etc.
- 12.4 Prices must be filled exactly in the format for “Price Schedule/ Schedule of Rates (SOR)” enclosed as part of Tender Document. If quoted in separate typed sheets and any variation in item description, unit, quantity, any conditions of SOR etc., is noticed, the Bid is liable to be rejected.
- 12.5 The date of receipt of materials shall be considered as date of delivery. Other terms shall be interpreted as per INCOTERMS@2010 or its latest version.
- 12.6 All duties, taxes and other levies (if any) payable by the Seller under the Contract or for any other cause, except GST (CGST & SGST/UTGST or IGST) on finished product & on the incidental services, shall be included in the rates / prices and the total bid-price submitted by the Bidder. The quoted rate of GST (CGST & SGST/UTGST or IGST) on finished product & on the incidental services shall be indicated in F-10 and the bid prices. Bidders are required to quote the prices after carefully reading the provisions mentioned in tender document including SCC, GCC, Scope of work, etc.
- 12.7 Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account, whatsoever.
- 12.8 The Bidder shall quote the rates in ‘figures’ & ‘words’, as per Price Schedule /SOR format provided in the Tender Document. There should not be any discrepancy between the prices indicated in figures and in words. In case of any discrepancy, the same shall be dealt as per clause no. 32 of ITB.

12.9 Further, Bidder shall also mention the Harmonized System Nomenclature (HSN)/ SAC (Service application code) at the designated place in Price Schedule.

### 13 TAXES & DUTIES

13.1 Within the contractual delivery period, the statutory variation in applicable GST (CGST & SGST/UTGST or IGST) on supply and on incidental services, shall be to CUGL's account.

Beyond the contractual delivery period, in case CUGL is not entitled for input tax credit of GST (CGST & SGST/UTGST or IGST), then any increase in the rate of GST (CGST & SGST/UTGST or IGST) beyond the contractual delivery period shall be to Supplier's account whereas any decrease in the rate GST (CGST & SGST/UTGST or IGST) shall be passed on to the Purchaser.

Beyond the contractual delivery period, in case CUGL is entitled for input tax credit of GST (CGST & SGST/UTGST or IGST), then statutory variation in applicable GST (CGST & SGST/UTGST or IGST) on supply and on incidental services, shall be to CUGL' account.

The base date for the purpose of applying statutory variation shall be the Bid Due Date.

13.2 In case of statutory variation(s) in the taxes & duties mentioned at clause no. 13.1 above, the Supplier shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the Bid Due Date and on the date of revision. Claim for payment of Statutory variation should be raised preferably along with the Invoice. Any claim for arrears on account of statutory variation shall be submitted to Purchaser within two (02) months from the date of issue of such 'Government Notification', otherwise such claim may not be entertained.

13.3 With respect to clause no. 12.1 (C) and 12.2, the statutory variation in Import Duty (except component (s) for which input tax credit is available) on CIF value indicated, within contractual delivery period shall be to Purchaser's account against submission of the documentary evidence. However, any increase in the rate of Import Duty beyond the contractual delivery / completion period shall be to Bidder's account. In case of wrong classification, no variation including statutory variation of Import Duty will be payable to Supplier and any penalty due to the same shall be to Supplier's account. Any decrease in the rate of Import Duty shall be passed on to the Purchaser. Statutory variation on account of Import Duty will be allowed only on component for which input tax credit is not available.



13.4 New Taxes & duties: Any new taxes & duties, if imposed by the State/Central Govt. of India on the finished goods after the due date of bid submission but before the Contractual Delivery/Completion Date, shall be reimbursed to the Supplier on submission of copy of notification(s) issued from State/Central Govt. Authorities along with documentary evidence for proof of payment of such taxes & duties, but only after ascertaining its applicability with respect to the Contract.

13.5 Deemed Export benefits are not applicable and Bidder should furnish prices without considering the same.

13.6 Supplier shall ensure timely submission of correct invoice(s), as per GST rules/ regulation, with all required supporting document(s) without a period specified in Contract to enable CUGL to avail input credit of GST (CGST & SGST/UTGST or IGST). Further, returns and details required to be filled under GST laws & rules should be timely filed by Supplier of Goods/Services with requisite details.

If input tax credit is not available to CUGL for any reason not attributable to CUGL, then CUGL shall not be obligated or liable to pay or reimburse GST (CGST & SGST/UTGST or IGST) claimed in the invoice(s) and shall be entitled to deduct/setoff /recover such GST (CGST & SGST/UTGST or IGST) together with all penalties and interest, if any, against any amounts paid or payable by CUGL to the Suppliers.

13.7 The supplier shall mention the particulars of CUGL on the Invoice. Besides, if any other particulars of CUGL are required to be mentioned, under GST rules/ regulations on the date of dispatch, the same shall also be mentioned on the Invoice.

13.8 In case CBEC (Central Board of Excise and Customs)/ any equivalent government agency brings to the notice of CUGL that the Supplier has not remitted the amount towards GST (CGST & SGST/UTGST or IGST) collected from CUGL to the government exchequer, then, that Supplier shall be put under Holiday list of CUGL for period of six months.

13.9 CUGL will prefer to deal with registered supplier of goods/ services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet.

However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST (CGST & SGST/UTGST or IGST) during evaluation of bid. Where CUGL is entitled for input credit of GST (CGST & SGST/UTGST or IGST), the same will be considered for evaluation of bid as per evaluation methodology of tender document.

13.10 In case the GST rating of vendor on the GST portal / Govt. Official website is negative / black listed, then the bids may be rejected by CUGL. Further, in case rating of bidder is

negative / black listed, after award of work for supply of goods / services, then CUGL shall not be obligated or liable to pay or reimburse **GST (CGST & SGST/UTGST or IGST)** to such vendor and shall also be entitled to deduct / recover such **GST (CGST & SGST/UTGST or IGST)** along with all penalties/ interest, if any, incurred by CUGL.

#### 13.11 **Anti-profiteering clause**

As per Clause 171 of GST Act, it is mandatory to pass on the benefit due to reduction in rate of tax or from input tax credit to the consumer by way of commensurate reduction in prices. The Service Provider may not do the above and quote their prices accordingly.

#### 14.0 **BID CURRENCY**

Bidders must submit bid in Indian Rupees only.

#### 15.0 **BID VALIDITY**

15.1 The bid shall remain valid for acceptance for 4 (four) months from the bid due date. Owner/Employer shall reject a bid valid for a shorter period for being non-responsive.

15.2 In exceptional circumstance, prior to expiry of the original bid validity period, the Owner/Employer may request the bidders extend the period of validity for a specified additional period. The requests and the Responses thereto shall be made in writing (by fax/post / e-mail). A bidder may refuse the request without forfeiture of its bid security. A bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of its bid security for the period of the extension and in accordance with ITB clause in all respects.

#### 16.0 **EARNEST MONEY – NA**

16.1 Bids must be accompanied with '**Earnest Money / Bid Security**' in the form of '**Demand Draft**' [in favor of Central UP Gas Limited, payable at Kanpur] or '**Banker's Cheque**' or '**Bank Guarantee**' as per the format given in **Form -4 of the bidding documents**. Bidders shall ensure that 'Bid Security', having a validity of at least 'two [02] months' beyond the validity of the bid, must accompany the Bid in the format(s) made available in the Bidding Document. Bid not accompanied with 'Bid Security', or 'Bid Security' not in requisite form shall be liable for rejection. The Bid Security shall be submitted in Indian Rupees only.

Bidders can also submit MSME certificate for MSEs (Micro & Small Enterprises) for exemption from submission of EMD in accordance with the MSME act. This exemption is not extended to the traders/dealers/Distributors/stockiest /wholesalers.

In case Bidders registered with NSIC or District Industries Center (DIC) as small/Micro Category Enterprises are exempted from submission of EMD. The above exemption is not extended to the traders/dealers/Distributors/stockiest /wholesalers.

The documentary evidence/certificate in support of being registered with NSIC/DIC submitted by the bidder shall be duly certified by the statutory auditor of the bidder or a practicing Chartered Accountant (not being an employee or a director or not having any interest in the bidder's company/firm). The certificate should not older than 3 months from the bid due date and should indicate the Name of bidder, NSIC/DIC registration Number, Category of Enterprises, CA firm name, CA name and CA membership Number who is issuing the certificate.

- 16.2 The 'Bid Security' is required to protect CUGL against the risk of Bidder's conduct, which would warrant the 'Bid Security's' forfeiture, pursuant to provision of ITB.
- 16.3 CUGL shall not be liable to pay any Bank charges, commission or interest etc. on the amount of 'Bid Security'. In case 'Bid Security' is in the form of a 'Bank Guarantee', the same shall be from any Indian scheduled Bank or a branch of an International Bank situated in India and registered with 'Reserve Bank of India' as Scheduled Foreign Bank. However, in case of 'Bank Guarantee' from Banks other than the Nationalized Indian Banks, the Bank must be commercial Bank having net worth in excess of Rs. 100 Crores [Rupees One Hundred Crores] and a declaration to this effect should be made by such commercial Bank either in the 'Bank Guarantee' itself or separately on its letterhead. 'Earnest Money / Bid Security' shall be valid for 'two [02] months' beyond the 'Bid Validity Period'
- 16.4 Any Bid not secured in accordance with "ITB Clause 16.1 & 16.3" may be rejected by CUGL as non-responsive.
- 16.5 Unsuccessful Bidder's 'Earnest Money / Bid Security' will be discharged/ returned as promptly as possible, but not later than 'thirty [30] days' after finalization of tender.
- 16.6 The successful Bidder's 'Bid Security' will be discharged upon the Bidder's acknowledging the 'Award' and signing the 'Agreement' and furnishing the 'Contract Performance Security / Security Deposit' as per the provisions of tender document.
- 16.7 Notwithstanding anything contained herein, the 'Bid Security' may also be forfeited in any of the following cases:
  - (a) If a Bidder withdraws his Bid during the 'Period of Bid Validity'
  - (b) If a Bidder has indulged in corrupt/fraudulent /collusive/coercive practice
  - (c) If the Bidder modifies bids during the period of bid validity (after submission date).

- (d) Violates any other condition, mentioned elsewhere in the tender document, which may lead to forfeiture of EMD.
- (e) In the case of a successful Bidder, if the Bidder fails to:
  - (i) to acknowledge receipt the "Notification of Award" / "Fax of Intent [FOI]/ Fax of Acceptance[FOA]",
  - (ii) to furnish "Contract Performance Security / Security Deposit"
  - (iii) to accept 'arithmetical corrections' as per provision of ITB.

16.8 Bid Security should be in favor of Central UP Gas Limited and addressed to CUGL. In case Bid Security is in the form of 'Bank Guarantee' or 'Letter of Credit', the same must indicate the Bid Document No. and the Work for which the Bidder is quoting. This is essential to have proper correlation at a later date. The 'Bid Security' should be in the form provided in tender document.

## **17.0 PRE-BID MEETING**

17.1 As per IFB.

## **18.0 FORMAT AND SIGNING OF BID**

18.1 The bidder shall prepare one original of the document comprising the bid as per clause 11 of ITB marked "original" in addition, the bidder shall submit 1 copy of the bid clearly marked as "Copy". In the event of any discrepancy between the original and the copy, the original will govern.

18.2 The original and all copies of the bid shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by the person or persons duly authorized to sign on behalf of the bidder.

18.3 The name and position held by each person signing must be typed or printed below the signature. All pages of the bid except any catalogues/literatures shall be signed and sealed by the person or persons signing the bid.

18.4 The bid shall contain no alterations, omissions or additions, unless the person or persons signing the bid initial such corrections.

## **19 ZERO DEVIATION AND REJECTION CRITERIA**

19.1 ZERO DEVIATION: Deviation to terms and conditions of "Bidding Documents" may lead to rejection of bid. CUGL will accept bids based on terms & conditions of "Bidding Documents" only. Bidder may note CUGL will determine the substantial responsiveness of each

bid to the Bidding Documents pursuant to provision contained in clause 30 of ITB. For purpose of this, a substantially responsive bid is one which conforms to all terms and conditions of the Bidding Documents without deviations or reservations. CUGL's determination of a bid's responsiveness is based on the content of the bid itself without recourse to extrinsic evidence. CUGL reserves the right to raise technical and/or commercial query(s), if required, may be raised on the bidder(s). The response(s) to the same shall be in writing, and no change in the price(s) or substance of the bids shall be sought, offered or permitted. The substance of the bid includes but not limited to prices, completion, scope, technical specifications, etc. Bidders are requested to not to take any deviation/exception to the terms and conditions laid down in this "Tender Documents", and submit all requisite documents as mentioned in this "Tender Documents", failing which their offer will be liable for rejection. If a bidder does not reply to the queries in the permitted time frame then its bid shall be evaluated based on the documents available in the bid.

**19.2 REJECTION CRITERIA:** Notwithstanding the above, deviation to the following clauses of Tender document shall lead to summarily rejection of Bid:

- (a) BEC
- (b) Scope of work
- (c) Firm Price
- (d) Earnest Money Deposit / Bid Security (exempted for SME enterprises as clause no. 16.1)
- (e) Specifications & Scope of Work
- (f) Schedule of Rates / Price Schedule / Price Basis
- (g) Duration / Period of Contract/ Completion schedule
- (h) Period of Validity of Bid
- (i) Price Reduction Schedule
- (j) Contract Performance Bank Guarantee / Security Deposit
- (k) Guarantee / Defect Liability Period
- (l) Arbitration / Resolution of Dispute/Jurisdiction of Court
- (m) Force Majeure& Applicable Laws
- (n) Not submitting an undertaking that the bidder is not Holiday/ Blacklisted by CUGL or any other Govt. Dept./PSUs.
- (o) Any other condition specifically mentioned in the tender document elsewhere that non-compliance of the clause lead to rejection of bid

Note:Further, it is once again reminded not to mention any condition in the Bid which is contradictory to the terms and conditions of Tender document.

## **20.0E-PAYMENTS**

NA

## **21.0AGENT / CONSULTANT / REPRESENTATIVE / RETAINERS / ASSOCIATES**

21.1 NA

## **D. SUBMISSION OF BIDS**

### **22.0 Submission of bid Through Online**

22.1 WEB PORTAL FOR Bid Submission online <https://cugl.abcprocure.com> For More information please visit our Website and find the attached General Instruction for online bid submission.

Bid must be submitted through e-tender mode in the manner specified in Tender Document. No Manual/ Hard Copy (Original) Bid shall be acceptable.

### **23.0 DEADLINE FOR SUBMISSION OF BID**

23.1 The Bid must be submitted at the address as specified in clause 22.6 above not later than the time and date as specified in Section-I, IFB.

23.2 The Employer may, in exceptional circumstances and at its discretion, on giving reasonable notice by fax or any written communication to all prospective bidders who have been issued the bidding document, extend the deadline for the submission of bids. In which case all rights and obligations of the Employer and bidders, previously subject to the original deadline will thereafter be subject to deadline as extended.

23.4 In case any bid is submitted by bidder who is on Holiday' by CUGL or banned/blacklisted by Government department/ Public Sector on due date of submission of bid, such bid will not be opened /evaluated and such bids shall be returned to the party immediately

23.5 In case of the days specified in IFB happens to be a holiday in CUGL, the next working day shall be implied.

### **24.0 LATE BIDS**

24.1 Any Bid received after the Bid Due Date & Time of tenders will be treated as late bids. However, e-tendering system of CUGL shall close immediately after the Due Date & Time of Bid submission and no bids can be submitted thereafter.

In case the EMD /physical documents have been received but the Bid is not submitted by the bidder or submitted incomplete in the e-tender Portal within the stipulated time, such EMD/ bid security shall be returned and such bid shall not be considered.

24.2 EMD /physical documents received to address other than one specifically stipulated in the Tender Document will not be considered for evaluation/opening/award if not received to the specified destination within stipulated date & time.

### **25.0 MODIFICATION AND WITHDRAWAL OF BIDS**

- 25.1 The bidder may modify or withdraw its bid after the bid submission, but, before the due date of submission provided that written notice of the modification, including substitution or Withdrawal of the bid, is received by the Employer prior to the deadline prescribed for submission of bids.
- 25.2 The bidder's modification or withdrawal note shall be prepared, sealed, marked and delivered in accordance with the provisions of clause 22 of ITB with the outer envelopes additionally marked "modification" or withdrawal as appropriate. A withdrawal notice may also be sent by fax /post, but followed by signed confirmation copy, post marked not later than the deadline for submission of bids.
- 25.3 No bid shall be modified/withdrawn after the deadline for submission of bid.
- 25.4 No bid shall be allowed to be withdrawn/modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the bid form, Withdrawal/ modification of a bid during this interval shall result in the bidders forfeiture of its bid security, pursuant to clause 15 of ITB.
- 25.5 The latest bid hence submitted shall be considered for evaluation and all other bids shall be considered unconditionally withdrawn.

## **26.0 OWNER/EMPLOYER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

The Owner/Employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of the contract without thereby incurring any liability to the affected bidder or bidder or any obligations to inform the affected bidder or bidders of the ground for Owner/Employer action.

### **D. BID OPENING AND EVALUATION**

#### **27.0 BID OPENING**

##### ***27.1 Unpriced Bid Opening :***

CUGL will open bids, in the presence of bidders' designated representatives who choose to attend, at date, time and location stipulated in the tender document. The bidders' representatives, who are present shall sign a bid opening register evidencing their attendance.

##### ***27.2 Priced Bid Opening:***

CUGL will open the price bids of those bidders who meet the qualification requirement and whose bids is determined to be technically and commercially responsive. Bidders selected for opening of their price bids shall be informed about the date of price bid

opening. Bidders may depute their authorized representative to attend the bid opening. The bidders' representatives, who are present shall sign a register evidencing their attendance and may be required to be present on a short notice.

27.3 The price bids of those bidders who were not found to be techno-commercially responsive shall be unopened and returned unopened after opening of the price bids of techno-commercially responsive bidders.

## **28.0 PROCESS TO BE CONFIDENTIAL**

28.1 Information relating to the examination, clarifications, evaluation and comparison of bids, and recommendations for the award of a Contract, shall not be disclosed to bidders or any other person officially concerned with such Process.

28.2 Any efforts by a bidder to influence the Owner/Employer in any manner in respect of Preparation of Bidding document & further evaluation of bids will result in the rejection of that bid.

## **29.0 CONTACTING THE OWNER/EMPLOYER**

29.1 From the time of the bid opening to the time of the Contract award, if any bidder wishes to contact the Owner/Employer for any matter relating to the bid, it should do so in writing. Any effort by a bidder to influence the Owner/Employer in any manner in respect of bid evaluation or award will result in the rejection of that bid.

## **30.0 EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS**

30.1 The owner's determination of a bid's responsiveness is based on the content of the bid only. Prior to the detailed evaluation of Bids, the Employer will determine whether each Bid:-

- (a) Meets the "Bid Evaluation Criteria" of the Bidding Documents;
- (b) Has been properly signed;
- (c) Is accompanied by the required 'Earnest Money / Bid Security';
- (d) Is substantially responsive to the requirements of the Bidding Documents; and
- (e) Provides any clarification and/or substantiation that the Employer may require to determine responsiveness pursuant to "ITB: Clause-28.2"

30.2 A substantially responsive Bid is one which conforms to all the terms, conditions and specifications of the Bidding Documents without material deviations or reservations or omissions for this purpose employer defines the foregoing terms below:-

- a) "Deviation" is departure from the requirement specified in the tender documents.



- b) “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirement in the tender documents.
- c) “Omission” is the failure to submit part or all of the information or documentation required in the tender document.

30.3 A material deviation, reservation or omission is one that,

- a) If accepted would,
  - i) Affect in any substantial way the scope, quality, or performance of the job as specified in tender documents.
  - ii) Limit, in any substantial way, inconsistent with the Tender Document, the Employer’s rights or the tenderer’s obligations under the proposed Contract.
- b) If rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

30.4 The employer shall examine all aspects of the bid to confirm that all requirements have been met without any material deviation reservation or omission.

30.5 If a Bid is not substantially responsive, it may be rejected by the Employer and may not subsequently be made responsive by correction or withdrawal of the of material deviation, reservation or omission.

30.6 CUGL reserves the right to seek any clarification from the bidder, if required on the submitted document for evaluating their bid, the same shall be asked.

### **31.0 PRICE BID OPENING**

The Owner/Employer will open priced bids of all techno-commercially acceptable bidders.

### **32.0 ARITHMETIC CORRECTIONS & CORRECTION OF ERRORS**

32.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:

- (i) When there is a difference between the rates in figures and words, the rate which corresponds to the amount worked out by the contractor (by multiplying the quantity and rate) shall be taken as correct.
- (ii) When the rate quoted by the contractor in figures and words tallies but the amount is incorrect, the rate quoted by the contractor shall be taken as correct and not the amount and the amount corrected.
- (iii) When it is not possible to ascertain the correct rate, in the manner prescribed above, the rate as quoted in words shall be adopted and the amount worked out, for comparison purposes

32.2 The amount stated in the bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the bid security shall be forfeited.

### **33.0 CONVERSION TO SINGLE CURRENCY**

All bids to submitted in INR.

### **34.0 EVALUATION AND COMPARISON OF BIDS**

34.1 The evaluation & comparisons of the bids will be carried out for previously determined as substantially responsive pursuant to ITB Cl. No.28.

34.2 The evaluation & Comparison of all the responsive bids for supplies/works/services to be arrived at the lowest evaluated offer as Under (i) the evaluated price of bidders shall include the following:

- I. Total price quoted by the bidder (including Taxes & duties).
- II. Technical loading if any as per Technical specification.

34.3 In case more than one bidder is tied up at one position based on evaluated price, then lowest cost bidder shall be shortlisted using following tie breaker criteria in the order of sequence (i.e. criteria no. 2 will be applied only in case there is still a tie after criteria no.1):

Criteria No. 1 - The bidders who have got the higher turnover in any of the last 03 (three) Financial Year.

Criteria No. 2- The bidders who have got the higher working capital (without taking into consideration of letter of credit submitted from bank) in the last Financial Year.

- 34.4 In case it is observed that any bidder has not quoted for any item in the Schedule of Rates (such unquoted item not being in large numbers), the quoted price for the purpose of evaluation shall be considered as the maximum rate quoted by the remaining bidders for such items. If after evaluation, such bidder is found to be the lowest evaluated bidder, the rates for the missing item shall be considered as included in quoted bid price. If the estimated price impact of the unquoted items is more than 10% of the bidder's quoted price, the above provision shall not be applicable and such bid shall be rejected

#### **34.0 POST QUALIFICATION**

35.1 In the absence of prequalification, the Owner/Employer will determine to its satisfaction whether the bidder selected as having submitted the lowest evaluated, responsive bid is qualified to satisfactorily perform the contract.

35.2 The determination will take into account the bidders financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the bidders qualifications submitted by the Bidder, pursuant to ITB Clause-10, as well as such other information as the Owner/Employer deems necessary and appropriate.

An affirmative determination will be a prerequisite for award of the contract to the bidder. A Negative determination will result in rejection of the bidders bid.

### **F - AWARD OF CONTRACT**

#### **36.0 AWARD**

36.1 The Owner/Employer will award the contract to the successful bidder (s) whose bid has been determined to be Substantially responsive and/or have been determined as a lowest on least cost to Owner/Employer and is determined to be qualified to satisfactorily perform the Contract.

#### **37.0 NOTIFICATION OF AWARD/FAX OF ACCEPTANCE**

37.1 Prior to the expiration of period of bid validity, Owner/Employer (CUGL) will notify the successful bidder in writing by Post/Fax/E-mail to be confirmed in writing, that his bid has been accepted. The notification of award/Fax of Intent will constitute the formation of the Contract.

37.2 The Completion period shall commence from the date of notification of award/Fax of Acceptance (FOA).

37.3 The notification of award will constitute the formation of a Contract.

37.4 Upon the successful bidder's/ Contractor's CPBG/SD shall promptly discharge his EMD.

### **38.0 SIGNING OF AGREEMENT**

38.1 After the successful bidder has been notified for acceptance of his bid, the bidder is required to execute the Contract Agreement within 21 days of receipt of Fax of Acceptance in the form provided in the Bidding Documents. The Contract Agreement is to be executed on the non-judicial paper of appropriate value (the cost of stamp paper shall be borne by the Contractor/Service Provider).

38.2 In the event of failure on the part of the successful bidder to sign the AGREEMENT within the above stipulated period, the Bid Security shall be forfeited and the acceptance of the award shall be considered as cancelled.

### **39.0 PERFORMANCE GUARANTEE – NA**

39.1 Pursuant to clause no. 04 of GCC- works, bidder will provide performance Guarantee of appropriate value within 21 days of receipt of award from the Owner/Employer. The Performance Guarantee shall be in form of Bank Guarantee and shall be in the currency of the Contract.

39.2 Failure of the successful bidder to comply with the requirement of this clause shall constitute a breach of contract, cause for annulment of the award, forfeiture of the bid security and any such remedy the Employer may take under the Contract pursuant to Clause as per tender. Owner also reserves the right to debar the bidder in participating in the tenders for similar work for one year.

### **40.0 Repeat Order**

40.1 Prices and discounts, if any and other terms & conditions shall also remain valid up to twelve months from the placement of notification of award (Letter of Intent) for the purpose of placement of repeat order up to 100% ordered quantity.

### **41.0 CORRUPT AND FRAUDULENT PRACTICES**

41.1 The Owner/Employer requires that Bidders/contractors observe the highest standard of ethics during the execution of Contract. In pursuance of this policy, the Employer defines, for the purposes of this provision, the terms set forth below as follows:

a) "Corrupt Practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of public official in contract execution, and

b) "Fraudulent Practice" means a misrepresentation of facts in order to secure the contract or influence the execution of a Contract to the detriment of the Employer, and

includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition; The Employer will reject a proposal for award if it determines that the bidder recommended for award has engaged corrupt or fraudulent practices in competing for the Contract in question.

41.2 The Owner/Employer will declare a firm ineligible for a period pursuant to clause as per tender.

#### **42.0 INCOME TAX & CORPORATE TAX**

42.1 Income tax deduction shall be made from all payments made to the contractor as per the rules and regulations in force and in accordance with the Income Tax Act prevailing from time to time.

42.2 Corporate Tax liability, if any, shall be to the contractor's account.

#### **43.0 WAIVER OR TRANSFER OF THE AGREEMENT**

43.1 The successful bidder shall not waive the Agreement or transfer it to third parties, whether in part or in whole, nor waive any interest that is included in the Agreement without the prior written permission of the Owner/Employer.

#### **44.0 EVALUATION OF PERFORMANCE**

Performance of the contract awarded shall be evaluated as per vendors evaluation policy of CUGL which is available on CUGL website.

# **FORMS & FORMATS**

## **SECTION -III**

**F-1**

**BIDDER'S GENERAL INFORMATION**

To,  
Central UP Gas Limited,  
7<sup>th</sup> floor, UPSIDC complex  
A-1/4, Lakhanpur  
Kanpur-208024  
India \_\_\_\_\_

Bid Document No. : CUGL/C&P/TEN2324/52  
SUB : Group Medclaim Insurance Policy for CUGL Employees

1	Bidder Name	
2	Status of Firm	Proprietorship Firm/Partnership firm/ Limited/Others If Others Specify: _____ [Enclose certificate of Registration]
3	Name of Proprietor/Partners/Directors of the firm/company	
4	Whether supplier/ manufacturer / Dealer/ Trader/ Contractor	
5	Number of Years in Operation	
6	Address of Registered Office:  *In case of Partnership firm, enclose letter mentioning current address of the firm and the full names and current addresses of all the partners of the firm.	City: District: State: PIN/ZIP:
7	Operation Address (if different from above)	City: District: State: PIN/ZIP:

8	Telephone Number	_____ (Country Code) (Area Code) (Telephone No.)
9	E-mail address	
10	Website	
11	Fax Number:	_____ (Country Code) (Area Code) (Telephone No.)
12	ISO Certification, if any	{If yes, please furnish details }
13	Bid Currency	
14	Banker's Name	
15	Branch Name & IFSC Code	
17	Bank account number	
18	PAN No.	[Enclose copy of PAN Card]
19	EPF Registration No.	[Enclose copy of EPF Registration Certificate]
20	ESI code No.	[Enclose copy of relevant document]
21	GST No.	

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



**F-2**

**"NO DEVIATION" CONFIRMATION**

To,

Central UP Gas Limited,  
7<sup>th</sup> floor, UPSIDC complex  
A-1/4, Lakhanpur  
Kanpur-208024  
India

Bid Document No. : CUGL/C&P/TEN2324/52  
SUB : Group Medclaim Insurance Policy for CUGL Employees

**Dear Sir,**

We understand that any 'deviation / exception' in any form may result in rejection of Bid. We, therefore, certify that we have not taken any 'exception / deviation' anywhere in the Bid and we agree that if any 'deviation / exception' is mentioned or noticed, our Bid may be rejected.

Place: [Signature of Authorized Signatory of Bidder]  
Date: Name:  
Designation:  
Seal:

**F-3**

**DECLARATION REGARDING HOLIDAY/BANNING AND LIQUIDATION,  
COURT RECEIVERSHIP**

To,

Central UP Gas Limited,  
7<sup>th</sup> floor, UPSIDC complex  
A-1/4, Lakhanpur  
Kanpur-208024  
India

**Dear Sir,**

We hereby confirm that we are not on 'Holiday' by CUGL or banned by Government department/ Public Sector on due date of submission of bid.

We also confirm that we are not under any liquidation, court receivership or similar proceedings or 'bankruptcy'.

In case it comes to the notice of CUGL that the bidder has given wrong declaration in this regard, the same shall be dealt as 'fraudulent practices' and action shall be initiated as per provision of tender document.

Further, we also confirm that in case there is any change in status of the declaration prior to award of contract, the same will be promptly informed to CUGL by us.

Place: [Signature of Authorized Signatory of Bidder]  
Date: Name:  
Designation:  
Seal:

**F-4**

**UNDERTAKING ON LETTERHEAD**

To,

Central UP Gas Limited,  
7<sup>th</sup> floor, UPSIDC complex  
A-1/4, Lakhanpur  
Kanpur-208024  
India

Bid Document No. : CUGL/C&P/TEN2324/52  
SUB : Group Mediclaim Insurance Policy for CUGL Employees

Dear Sir

We hereby confirm that “The contents of this Tender Document No. \_\_\_\_\_ have not been modified or altered by M/s. ....( Name of the bidder with complete address). In case, it is found that the tender document has been modified / altered by the bidder, the bid submitted by M/s.....(Name of the bidder) shall be liable for rejection”.

Place: [Signature of Authorized Signatory of Bidder]  
Date: Name:  
Designation:  
Seal:

# **SCOPE OF WORK SECTION-IV**

### **Scope of Insurance Coverage/Benefits**

A group Insurance Mediciclaim policy is required for CUGL employees and their dependent family members on family floater basis & also to incorporate Corporate Floater of Rs. 20.00 Lacs. Sum Insurance per employees & their family shall be based on the designation, details are as under–

S. No.	Designation	No of employees	Sum Insured
1	Up to Chief Manager	70 employees & their families	Rs. 5,00,000/- per family
2	Dy. General Manager & above	02 employees & their families	Rs. 7,00,000/- per family

A. In case in promotion /re-designation of employee - midterm revision / updation of sum insured from Rs.5,00,000/- to Rs 7,00,000/- shall be allowed , difference premium will be paid by the CUGL.

B. Validity of Policy - one year from date of inception of policy, which can be extended further period of one year on mutual consent on same rate, terms and conditions.

1. Family Floater Extension: - Family (1+5) - Self + Spouse + 2 dependent children and combination of dependent parents/parents in laws.

Coverage age of dependent children – up to 21 year or 25 year if the child is in full time education.

2. Midterm inclusion –

- New employee & their dependent family members
- Dependents of existing employees, in case of marriage or birth of baby, due to retirement of parents.
- Midterm inclusion/deletion of members is allowed subject to the confirmation of CUGL Authority.

3. Coverage of Diseases

All diseased / illness including major / Critical illness i.e Cancers etc should be cover from very 1st day

4. Pre-Existing Diseases will be covered from day one.

*(All diseases under the scheme shall be covered from day one. A person suffering from any disease/having implants & internal congenital disease prior to the inception of the policy shall also be covered).*

5. Maternity Benefit Extension-

(Applicable for only Self + Spouse for first two deliveries only subject to spouse's coverage in the policy)

Rs. 75,000/- for Normal

Rs.1,25,000/- for Caesarean

6. 09 Months waiting period waived off for Maternity claims.

7. New born baby covered from day one irrespective of the Maternity Benefit.

8. New born baby covered from day one and 1st year Waiting Period waived off

9. Domiciliary Hospitalizations specially excluded.

10. Pre & Post Hospitalization expenses are covered for 30 & 60 days respectively.

11. Co-pay clause : No Co-pay.

12. Room rent restricted to 2% of Sum Insured for Normal and 4% of Sum Insured for ICU per day

13. Ambulance charges payable up to 1% of Sum Insured subject to max Rs.2000/- per claim for insured's transportation to nearest hospital on physician's advice.

14. Insurer should have his in house TPA to ensure proper & speedy settlement of the claims.

15. CUGL authority will decide/control the distribution/disbursement of the Corporate Buffer.

16. Insure should allow all Day Care procedure.

17. The insurer will have to credit the Corporate Floater amount approved by CUGL, without any restriction to diseases, employee and his/her dependents.

18. In case of employee leaving CUGL before expiry of the policy, premium paid for remaining policy period should be credited/refunded to CUGL on pro rate basis

# **SPECIAL CONDITIONS OF THE CONTRACTS (SCC)**

## **SECTION-V**

### SPECIAL CONDITIONS OF THE CONTRACT

- I. Insurer should provide the all coverage/ benefits as mentioned in the scope of work.
- II. Insurer should have valid registration certificate issue by IRDA to provide such policies.
- III. Only Insurance company can participate in the tender. Agent/ insurance Broker firms and any other firm/company are not eligible for the participation.
- IV. Insurer should submit the details of coverage and premium details on his letter head duly signed and stamped.
- V. Bid evaluation will be based on converge provided/quoted by the insurer as per scope of work. If any insurer provides any other / extra coverage, it will not be treated as coverage for Bid evaluation purpose.
- VI. The insurer shall quote premium as per SOR format attached. Insurer shall indicate applicable GST in a separate column. For evaluation purpose premium amount shall be considered
- VII. The premium quoted & agreed herein shall remain firm till date of expiry of the contract and the insurer shall not be entitled to increase or revise (statutory or otherwise) or any other rights or claim whatsoever.
- VIII. Insurer should provide Health Cards to all insured employees & their family member.
- IX. Insurer should provide assistance to settle the claims.
- X. Payment terms – the premium shall be paid in advance on annual basis or in case of any addition / deletion of employees and or their family or at the time of renewal of the policy if palpable.
- XI. As per requirement of CUGL insurer should add and delete the employees and or their family members in the existing policy.
- XII. In case of promotion of employees and As per requirement of CUGL , insurer should enhance the sum insured from Rs.5,00,000 to Rs.7,00,000/- for remaining period of policy.
- XIII. On written request/ advice from CUGL, insurer will extent the corporate floater to the insured persons without any restriction w.r.t. diseases, amount, employee and his/her dependents.



XIV. On intimation about the new joinees i.e. any addition / deletion, it is supposed that the insurer will provide the GST bill for premium amount such addition within 03 working days after considering the CD available to CUGL. On receipt and after due verification GUCL will release the payment within 07 working days.

XV. On intimation about the new joinees i.e. any addition / deletion, it is supposed that the coverage will start on the day of communication and insurer shall provide the insurance coverage from date of communication even if premium amount not released by CUGL.

INSURED LIST				
S. No.	INSURED_NAME	HEGIC_ID	DOB	INSURED_RELATION
1	Employee 1	EC2209191795-01E	xx/07/1991	Self
	Dependent for employee 1	EC2209191795-02U	xx/12/1992	Spouse
		EC2209191795-03F	xx/10/1964	Father
		EC2209191795-04M	xx/04/1970	Mother
2	Employee 2	EC2209191796-01E	xx/08/1991	Self
	Dependent for employee 2	EC2209191796-02F	xx07/1964	Father
		EC2209191796-03M	xx/07/1966	Mother
		EC2209191796-04U	xx/04/1990	Spouse
3	Employee 3	EC2209191797-01E	xx/06/1981	Self
	Dependent for employee 3	EC2209191797-02M	xx/01/1966	Mother
4	Employee 4	EC2209191799-01E	xx/06/1971	Self
	Dependent for employee 4	EC2209191799-02U	xx/10/1979	Spouse
		EC2209191799-03D	xx/02/2007	Daughter
		EC2209191799-04M	xx/09/1937	Mother
5	Employee 5	EC2209191821-01E	xx/02/1981	Self
	Dependent for employee 5	EC2209191821-02U	xx/04/1983	Spouse
		EC2209191821-03S	xx/01/2013	Son
		EC2209191821-04F	xx/01/1951	Father
		EC2209191821-05M	xx/01/1956	Mother
6	Employee 6	EC2209191822-01E	xx/05/1998	Self
	Dependent for employee 6	EC2209191822-02F	xx/10/1964	Father
		EC2209191822-03M	xx/01/1967	Mother
7	Employee 7	EC2209191823-01E	xx/09/1987	Self
	Dependent for employee 7	EC2209191823-02U	xx/02/1988	Spouse
		EC2209191823-03S	xx/08/2020	Son
8	Employee 8	EC2209191824-01E	xx/04/1987	Self
	Dependent for employee 8	EC2209191824-02U	xx/04/1990	Spouse
		EC2209191824-03D	xx/02/2018	Daughter
		EC2209191824-04F	xx/07/1956	Father
		EC2209191824-05M	xx/12/1962	Mother
9	Employee 9	EC2209191853-01E	xx/04/1979	Self
	Dependent for employee 9	EC2209191853-02F	xx/10/1940	Father
		EC2209191853-03U	xx/01/1988	Spouse
		EC2209191853-04S	xx/03/2014	Son
		EC2209191853-05S	xx/01/2018	Son
10	Employee 10	EC2209191854-01E	xx/03/1986	Self
	Dependent for employee 10	EC2209191854-02U	xx/04/1987	Spouse
		EC2209191854-03M	xx/01/1950	Mother

11	Employee 11	EC2209191840-01E	xx/07/1989	Self
	Dependent for employee 11	EC2209191840-02U	xx/07/1991	Spouse
		EC2209191840-03D	xx/08/2012	Daughter
		EC2209191840-04S	xx/03/2015	Son
		EC2209191840-05F	xx/02/1963	Father
		EC2209191840-06M	xx/05/1972	Mother
12	Employee 12	EC2209191841-01E	xx/11/1979	Self
	Dependent for employee 12	EC2209191841-02U	xx/08/1986	Spouse
		EC2209191841-03S	xx/02/2011	Son
		EC2209191841-04D	xx/02/2009	Daughter
		EC2209191841-05M	xx/11/1942	Mother
13	Employee 13	EC2209191857-01E	xx/01/1997	Self
	Dependent for employee 13	EC2209191857-02U	xx/01/1994	Spouse
14	Employee 14	EC2209191858-01E	xx/02/1991	Self
	Dependent for employee 14	EC2209191858-02F	xx/12/1956	Father
		EC2209191858-03M	xx/09/1957	Mother
15	Employee 15	EC2209191859-01E	xx/06/1972	Self
	Dependent for employee 15	EC2209191859-02U	xx/04/1980	Spouse
		EC2209191859-03S	xx/08/2014	Son
		EC2209191859-04D	xx/09/2007	Daughter
16	Employee 16	EC2209191860-01E	xx/12/1987	Self
	Dependent for employee 16	EC2209191860-02M	xx/09/1952	Mother
		EC2209191860-03U	xx/05/1990	Spouse
		EC2209191860-04D	xx/06/2018	Daughter
17	Employee 17	EC2209191861-01E	xx/11/1990	Self
	Dependent for employee 17	EC2209191861-03M	xx/08/1965	Mother
		EC2209191861-02F	xx/09/1954	Father
18	Employee 18	EC2209191805-01E	xx/09/1974	Self
	Dependent for employee 18	EC2209191805-02U	xx/06/1988	Spouse
		EC2209191805-03D	xx/10/2004	Daughter
		EC2209191805-04D	xx/01/2007	Daughter
		EC2209191805-05M	xx/01/1955	Mother
19	Employee 19	EC2209191807-01E	xx/04/1982	Self
	Dependent for employee 19	EC2209191807-02U	xx/02/1984	Spouse
		EC2209191807-03D	xx/11/2011	Daughter
		EC2209191807-04F	xx/07/1938	Father
		EC2209191807-06D	xx/07/2015	Daughter
20	Employee 20	EC2209191808-01E	xx/02/1972	Self
	Dependent for employee 20	EC2209191808-02U	xx/07/1974	Spouse
21	Employee 21	EC2209191809-01E	xx/11/1997	Self
22	Employee 22	EC2209191810-01E	xx/06/1990	Self
	Dependent for employee 22	EC2209191810-02F	xx/08/1960	Father

		EC2209191810-03M	xx/12/1961	Mother
23	Employee 23	EC2209191828-01E	xx/02/1974	Self
	Dependent for employee 23	EC2209191828-02U	xx/12/1980	Spouse
		EC2209191828-03S	xx/11/2015	Son
		EC2209191828-04F	xx/05/1946	Father
		EC2209191828-05M	xx/02/1958	Mother
24	Employee 24	EC2209191829-01E	xx/05/1987	Self
25	Employee 25	EC2209191830-01E	xx/05/1976	Self
	Dependent for employee 25	EC2209191830-02U	xx/08/1977	Spouse
		EC2209191830-03S	xx/02/2016	Son
		EC2209191830-04O	xx/08/1961	Mother-In-Law
		EC2209191830-05O	xx/07/1955	Father-In-Law
26	Employee 26	EC2209191837-01E	xx/04/1984	Self
	Dependent for employee 26	EC2209191837-02U	xx/06/1986	Spouse
		EC2209191837-03S	xx/06/2015	Son
27	Employee 27	EC2209191838-01E	xx/07/1967	Self
	Dependent for employee 27	EC2209191838-02U	xx/03/1969	Spouse
		EC2209191838-03S	xx/11/2000	Son
28	Employee 28	EC2209191839-01E	xx/02/1980	Self
	Dependent for employee 28	EC2209191839-02U	xx/07/1985	Spouse
		EC2209191839-03S	xx/11/2011	Son
		EC2209191839-04M	xx/05/1955	Mother
29	Employee 29	EC2209191844-02E	xx/10/1971	Self
	Dependent for employee 29	EC2209191844-03U	xx/08/1976	Spouse
		EC2209191844-04S	xx/01/2002	Son
		EC2209191844-05D	xx/08/2009	Daughter
		EC2209191844-01M	xx/07/1941	Mother
30	Employee 30	EC2209191845-01E	xx/03/1984	Self
	Dependent for employee 30	EC2209191845-02U	xx/06/1989	Spouse
		EC2209191845-03S	xx/10/2016	Son
		EC2209191845-04M	xx/01/1953	Mother
31	Employee 31	EC2209191862-01E	xx/07/1983	Self
	Dependent for employee 31	EC2209191862-02U	xx/05/1981	Spouse
		EC2209191862-03S	xx/08/2014	Son
		EC2209191862-04F	xx/11/1949	Father
		EC2209191862-05M	xx/07/1952	Mother
32	Employee 32	EC2209191863-01E	xx/06/1986	Self
	Dependent for employee 32	EC2209191863-02M	xx/07/1960	Mother
33	Employee 33	EC2209191864-01E	xx/04/1986	Self
	Dependent for employee 33	EC2209191864-02U	xx/11/1991	Spouse
		EC2209191864-03S	xx/11/2018	Son
34	Employee 34	EC2209191811-01E	xx/07/1993	Self

	Dependent for employee 34	EC2209191811-02U	xx/08/1994	Spouse
			xx/09/2023	Daughter
			xx/04/1962	Father
			xx/11/1968	Mother
35	Employee 35	EC2209191812-01E	xx/10/1985	Self
	Dependent for employee 35	EC2209191812-02F	xx/05/1956	Father
		EC2209191812-03M	xx/04/1956	Mother
		EC2209191812-04U	xx/05/1989	Spouse
		EC2209191812-05S	xx/09/2019	Son
36	Employee 36	EC2209191813-01E	xx/01/1997	Self
	Dependent for employee 36	EC2209191813-02F	xx/02/1972	Father
		EC2209191813-03M	xx/01/1976	Mother
37	Employee 37	EC2209191815-01E	xx/01/1982	Self
	Dependent for employee 37	EC2209191815-02D	xx/12/2017	Daughter
		EC2209191815-03D	xx/12/2017	Daughter
		EC2209191815-04U	xx/01/1983	Spouse
		EC2209191815-05F	xx/08/1949	Father
		EC2209191815-06M	xx/07/1952	Mother
38	Employee 38	EC2209191800-01E	xx/10/1992	Self
	Dependent for employee 38	EC2209191800-02F	xx/01/1965	Father
		EC2209191800-03M	xx/06/1966	Mother
39	Employee 39	EC2209191801-01E	xx/01/1992	Self
	Dependent for employee 39	EC2209191801-02U	xx/11/1992	Spouse
		EC2209191801-03M	xx/01/1964	Mother
40	Employee 40	EC2209191802-01E	xx/08/1975	Self
	Dependent for employee 40	EC2209191802-02U	xx/03/1979	Spouse
		EC2209191802-03S	xx/11/2007	Son
		EC2209191802-04D	xx/12/2008	Daughter
		EC2209191802-05M	xx/07/1952	Mother
41	Employee 41	EC2209191855-01E	xx/05/1971	Self
	Dependent for employee 41	EC2209191855-02U	xx/07/1971	Spouse
42	Employee 42	EC2209191856-01E	xx/07/1993	Self
	Dependent for employee 42	EC2209191856-02M	xx/01/1965	Mother
		EC2209191856-03U	xx/10/1990	Spouse
		EC2209191856-04F	xx/01/1962	Father
43	Employee 43	EC2209191816-01E	xx/06/1987	Self
	Dependent for employee 43	EC2209191816-02U	xx/12/1990	Spouse
		EC2209191816-03F	xx/10/1956	Father
		EC2209191816-04M	xx/07/1962	Mother
44	Employee 44	EC2209191817-01E	xx/08/1988	Self
	Dependent for employee 44	EC2209191817-02U	xx/07/1991	Spouse
		EC2209191817-03D	xx/02/2015	Daughter

		EC2209191817-04F	xx/10/1953	Father
		EC2209191817-05M	xx/10/1955	Mother
45	Employee 45	EC2209191846-01E	xx/11/1980	Self
	Dependent for employee 45	EC2209191846-02U	xx/09/1982	Spouse
		EC2209191846-03S	xx/01/2016	Son
		EC2209191846-04S	xx/10/2019	Son
		EC2209191846-05F	xx/09/1953	Father
		EC2209191846-06M	xx/01/1958	Mother
46	Employee 46	EC2209191847-01E	xx/01/1987	Self
	Dependent for employee 46	EC2209191847-02U	xx/01/1995	Spouse
		EC2209191847-03S	xx/06/2017	Son
		EC2209191847-04M	xx/02/1959	Mother
		EC2209191847-05D	xx/06/2022	Daughter
47	Employee 47	EC2209191848-01E	xx/03/1987	Self
	Dependent for employee 47	EC2209191848-02U	xx/04/1984	Spouse
		EC2209191848-03F	xx/01/1954	Father
		EC2209191848-04M	xx/01/1969	Mother
48	Employee 48	EC2209191803-01E	xx/03/1984	Self
49	Employee 49	EC2209191804-01E	xx/02/1993	Self
	Dependent for employee 49	EC2209191804-02U	xx/09/1995	Spouse
		EC2209191804-04S	xx/04/2023	Son
		EC2209191804-03M	xx/12/1972	Mother
50	Employee 50	EC2209191818-01E	xx/08/1985	Self
	Dependent for employee 50	EC2209191818-02D	xx/10/2018	Daughter
		EC2209191818-03F	xx/05/1948	Father
		EC2209191818-04M	xx/03/1948	Mother
51	Employee 51	EC2209191819-01E	xx/02/1991	Self
	Dependent for employee 51	EC2209191819-02F	xx/11/1958	Father
52	Employee 52	EC2209191820-01E	xx/02/1980	Self
	Dependent for employee 52	EC2209191820-02U	xx/09/1988	Spouse
		EC2209191820-03D	xx/10/2012	Daughter
		EC2209191820-04S	xx/02/2020	Son
		EC2209191820-05M	xx/01/1950	Mother
		EC2209191820-06F	xx/07/1950	Father
53	Employee 53	EC2209191850-01E	xx/09/1977	Self
	Dependent for employee 53	EC2209191850-02U	xx/04/1981	Spouse
		EC2209191850-03S	xx/06/2010	Son
		EC2209191850-04S	xx/09/2015	Son
		EC2209191850-05M	xx/01/1948	Mother
54	Employee 54	EC2209191825-01E	xx/03/1993	Self
	Dependent for employee 54	EC2209191825-02U	xx/05/1996	Spouse
		EC2209191825-03D	xx/07/2021	Daughter

		EC2209191825-04F	xx/06/1962	Father
		EC2209191825-05M	xx/01/1973	Mother
55	Employee 55	EC2209191826-01E	xx/12/1975	Self
	Dependent for employee 55	EC2209191826-02U	xx/06/1974	Spouse
		EC2209191826-03S	xx/05/2014	Son
		EC2209191826-04S	xx/11/2012	Son
56	Employee 56	EC2209191827-01E	xx/08/1970	Self
	Dependent for employee 56	EC2209191827-02U	xx/06/1971	Spouse
		EC2209191827-03S	xx/04/2008	Son
		EC2209191827-04D	xx/06/2002	Daughter
		EC2209191827-05O	xx/01/1945	Mother-In-Law
57	Employee 57	EC2209191831-01E	xx/03/1992	Self
58	Employee 58	EC2209191833-01E	xx/04/1996	Self
59	Employee 59	EC2209191834-01E	xx/07/1989	Self
	Dependent for employee 59	EC2209191834-02U	xx/11/1992	Spouse
		EC2209191834-05S	xx/03/2023	Son
		EC2209191834-03F	xx/03/1965	Father
		EC2209191834-04M	xx/07/1970	Mother
60	Employee 60	EC2209191835-01E	xx/01/1969	Self
	Dependent for employee 60	EC2209191835-02U	xx/03/1972	Spouse
		EC2209191835-03D	xx/02/2001	Daughter
		EC2209191835-04F	xx/05/1939	Father
61	Employee 61	EC2209191836-01E	xx/03/1993	Self
	Dependent for employee 61	EC2209191836-02M	xx/01/1961	Mother
62	Employee 62	EC2209191842-01E	xx/08/1982	Self
	Dependent for employee 62	EC2209191842-02U	xx/09/1982	Spouse
		EC2209191842-03M	xx/12/1965	Mother
63	Employee 63	EC2209191843-01E	xx/02/1988	Self
	Dependent for employee 63	EC2209191843-02U	xx/09/1991	Spouse
		EC2209191843-03S	xx/01/2016	Son
		EC2209191843-04O	xx/12/1964	Father-In-Law
		EC2209191843-05O	xx/01/1970	Mother-In-Law
64	Employee 64	EC2209191851-01E	xx/11/1983	Self
	Dependent for employee 64	EC2209191851-02U	xx/01/1987	Spouse
		EC2209191851-03D	xx/09/2012	Daughter
		EC2209191851-04D	xx/01/2020	Daughter
		EC2209191851-05O	xx/03/1958	Mother-In-Law
65	Employee 65	EC2212829631-04E	xx/10/1996	Self
	Dependent for employee 65	EC2212829631-05F	xx/07/1955	Father
		EC2212829631-06M	xx/03/1961	Mother
66	Employee 66	EC2211027560-01E	xx/01/1993	Self
	Dependent for employee 66	EC2211027560-02U	xx/08/1995	Spouse

		EC2211027560-03D	xx/01/2022	Daughter
67	Employee 67	EC2212922043-01E	xx/11/1984	Self
	Dependent for employee 67	EC2212922043-02U	xx/07/1990	Spouse
		EC2212922043-03S	xx/09/2015	Son
		EC2212922043-04D	xx/01/2019	Daughter
		EC2212922043-05M	xx/08/1960	Mother
68	Employee 68	EC2212922044-01E	xx/01/1998	Self
	Dependent for employee 68	EC2212922044-02M	xx/01/1964	Mother
69	Employee 69	EC2212831996-04E	xx/12/1996	Self
	Dependent for employee 69	EC2212831996-05F	xx/01/1960	Father
		EC2212831996-06M	xx/01/1968	Mother
70	Employee 70	EC2212831997-05E	xx/06/1979	Self
	Dependent for employee 70	EC2212831997-06U	xx/01/1987	Spouse
		EC2212831997-07D	xx/11/2012	Daughter
		EC2212831997-08D	xx/11/2012	Daughter
			xx/12/1947	Father
			xx/10/1949	Mother
71	Employee 71	EC2209913656-01E	xx/10/1988	Self
	Dependent for employee 71	EC2209913656-02U	xx/07/1992	Spouse
		EC2209913656-03D	xx/09/2020	Daughter
		EC2209913656-04S	xx/09/2021	Son
72	Employee 72	EC2209913657-01E	xx/12/1985	Self
	Dependent for employee 72	EC2209913657-02F	xx/08/1950	Father
		EC2209913657-03M	xx/06/1953	Mother



# **SOR**

## **(SCHEDULE OF RATES)**

### **SECTION-VI**

Following is the format of the SOR for reference. The bidders are supposed to fill in the details of the SOR on the e-tendering portal in the prescribed format on the portal.

<b>SCHEDULE OF RATE (SOR)</b>							
		No. of Insured Lives	Period	Sum Insured Per employee	Premium	GST (%)	Total Amount inclusive of all charges
Sr. No.	A	B	C	D	E	F	G=(E+F)
1	Employee (2) & Their dependents (Parent/Parent In Laws, Child & Spouse)	8	One Year	Rs. 7,00,000	<b>To be quoted our CUGL's e-tender portal</b>		
2	Employee (70) & Their dependents (Parent/Parent In Laws, Child & Spouse)	264	One Year	Rs. 5,00,000	<b>To be quoted our CUGL's e-tender portal</b>		
Total Amount (Rs.)							

**Note:**

1. The contractor/service provider/agency is required to quote premium and their service charges in term of rupees. However the value of the contract may increase during the currency of the contract depending upon addition & deletion of the employees & their dependents (i.e. 2 Parent/Parent in Laws, 2 Children & Spouse).
2. Insurance company should have valid registration certificate issue by IRDA to provide such policies
3. Only Insurance company can participate in the tender. Agent/ insurance Broker firms and any other firm/company are not eligible for the participation.
4. The bidder shall read these SOR (s) in conjunction with the Scope of Work detailed in this Bid Document and quote accordingly
5. Bidder to mandatory quote the taxes applicable above, the evaluation of the price bid shall be done accordingly (inclusive of GST).
6. In case the bidder does not indicate/quote the rate & amount of applicable taxes in the SOR or makes any other statement (e.g., "NIL" "Inclusive", Kept as Blank", "Extra at actual" etc.), their quoted price shall be considered inclusive of all applicable GST.

**DATE :**  
**PLACE:**

**Signature of**  
**Authorized signatory:**  
**NAME :**  
**DESIGNATION:**  
**SEAL :**