



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/TEN2021/20,219,027

LIMITED 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/TEN2021/20,219,027
To,

Date :23/11/2020

Contact No. :

Kind Attn :

Dear Sir,

Central UP 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.

- | | |
|----------------------------|---------------------------------------------------------------------------------------------------------------|
| 1.0 Project | : City Gas Distribution |
| 2.0 Name of Work | : Group Mediclaim Insurance Policy for CUGL Employees. |
| 3.0 Scope of Work | : As per Tender Document |
| 4.0 Time Schedule | : 01 year from the date of award |
| 5.0 Bid Validity | : 120 days from the bid due date |
| 6.0 Bid Security / EMD | : NA |
| 7.0 Pre-Bid Meeting | : 27/11/2020; 15:00 Hrs. IST |
| 8.0 Bid due Date with Time | : 05/12/2020 up to 15:00 Hrs. IST |
| 9.0 Designated Place | : CENTRAL U.P. GAS LIMITED,
Regd. Off. 7th Floor, UPSIDC Complex, A-1/4, Lakhanpur,
Kanpur-208024 India |
| 10.0 Type of bid | : Two Bid System |
| 11.0 Basic of Evaluation | : 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

Sr. Manager C&P

रजिस्टर्ड ऑफिस : सातवाँ तल, यूपीएसआईडीसी 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, Lakhanpur, Kanpur- 208024, U.P. • Tel.: 0512-2585001, 2583462 • Fax : 2582453 • Website : www.cugl.co.in
CIN No. : U40200UP2005PLC029538

An ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007 Certified Organisation

ITB

(INSTRUCTION TO BIDDER)

SECTION-II

INSTRUCTIONS TO BIDDERS

A. GENERAL

1.0 SCOPE OF BID:

- 1.1 The Employer/ Owner/ CUGL as defined in 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: Forms & Formats
 - Section-IV : Scope of work
 - Section –V : Special Conditions of Contract (SCC)
 - Section-VI: 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.

11.0 DOCUMENTS COMPRISING THE BID

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

11.1.1 ENVELOPE-I : SUPER SCRIBING TECHNO-COMMERCIAL UN-PRICED BID (PART-1)

Part-I: Techno-commercial/un-priced Bid (to be furnished in 1 original and 1 copy) and 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) 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.
 - d) 'No Deviation Confirmation', as per 'Form F-2'
 - e) 'Agreed Terms and Conditions', as per 'Form F-3'
 - f) Tender document duly signed by authorized signatory.
- r) All the pages of the Bid must be signed by the "Authorized Signatory" of the Bidder.

11.1.2 ENVELOPE-II : SUPERSCRIBING “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 be submitted in Envelope –II and 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.

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 indicated 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 (NOT APPLICABLE FOR THIS TENDER)

- 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**' or '**Letter of Credit**' **as per the format given in Form -4/4A 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.

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) Scope of work
- (b) Firm Price
- (c) Schedule of Rates / Price Schedule / Price Basis
- (d) Duration / Period of Contract/ Completion schedule
- (e) Period of Validity of Bid
- (f) Arbitration / Resolution of Dispute/Jurisdiction of Court
- (g) Force Majeure& Applicable Laws
- (h) Not submitting an undertaking that the bidder is not Holiday/ Blacklisted by CUGL or any other Govt. Dept./PSUs.
- (i) 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.

19.0 E-PAYMENTS

Through RTGS/NEFT

20.0 AGENT / CONSULTANT / REPRESENTATIVE / RETAINERS / ASSOCIATES

21.0 NA

D. SUBMISSION OF BIDS

22.0 SEALING AND MARKING OF BIDS

22.1 Bid shall be submitted in the following manner in separate sealed envelopes duly super scribed as below as per clause no. 11 of ITB:

Part-I –Techno-commercial /un-priced bid

- i. Covering letter with Bidder's offer Number (Ref.)
- ii. Signed & Stamped copy of Tender
- iii. Copy of SOR with Price Blank Marked as "Quoted" against all items
- iv. Copy of registration/approval letter or any proof of registration and approval of IRDA.
- v. Corrigendum to the Tender (if any) issued by CUGL duly signed and stamped.

Part-II –Priced bid

- i. This should contain the Original copy of SOR (Annexure-1 to tender) with quoted prices. Bidder should not modify the format.

22.2 Techno-Commercial Un-Priced : (Part-I) Original Bid of Techno - Commercial un-priced Bid (1 Original + 1 Copy) shall be sealed in one separate envelope super scribing "Techno-Commercial Un-Priced Bid".

- 22.3 **Price Bid** : (Part II) Original Priced Bid (1 Original + 1 Copy) shall be sealed in separate envelope super scribing “Priced Bid” (1 Original + 1 Copy) “Not to open along with Techno –Commercial Un-Priced Bid”.
- 22.4 All envelopes containing; Techno-Commercial un-priced Bids, Priced Bids and Bid security shall further be sealed in one outer envelope super scribing “ Bid for Group Mediclaim Insurance policy for City Gas Projects” bid document number and shall be addressed to Sr. Manager (C&P) at address mentioned below.
- 22.5 Bids must be submitted at the following Address:
- The Sr. Manager (C&P)
CUGL, 7th Floor UPSIDC Complex,
Lakhanpur, Kanpur-208024
Phone NO.0512-2582455
Email: kk Gupta@cugl.co.in / sbhatia@cugl.co.in
- 22.7 Each envelope shall indicate name and address of the bidder to enable the bid to be returned unopened, if required.
- 22.8 If the outer envelope is not sealed and marked as above, the Employer/Consultant will assume no responsibility for the misplacement or premature opening of the bid.
- 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
- 24.0 LATE BIDS**
- 24.1 Any bid received by the owner after the deadline for submission of bid prescribed by the Owner pursuant to clause 23 of ITB, will be declared “Late” & Rejected and shall be returned unopened to the bidder.
- 25.0 MODIFICATION AND WITHDRAWL 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 be 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 the 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 – (NOT APPLICABLE FOR THIS TENDER)

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 - (NOT APPLICABLE FOR THIS TENDER)

39.1 Pursuant to clause no. 29 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 and the Owner/Employer may resort to awarding the Contract to the next ranked bidder.

40.0 EXTENSION OF CONTRACT

40.1 As per Scope of works.

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 vendor's 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,
7th floor, UPSIDC complex
A-1/4, Lakhanpur
Kanpur-208024
India_____

RFQ NO:

SUB :

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:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:

F-2
"NO DEVIATION" CONFIRMATION

To,

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

SUB:

RFQ NO:

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,
7th 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,
7th floor, UPSIDC complex
A-1/4, Lakhanpur
Kanpur-208024
India

SUB:

TENDER NO:

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:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:

SCOPE OF WORK

SECTION-IV

Scope of Insurance Coverage/Benefits

A group Insurance Medclaim 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	66 employees & their families	Rs. 5,00,000/- per family
2	Dr. General Manager & above	01 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. 50,000.00/- for Normal

Rs.50,000.00/- 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. 10% co-payment on each and every claim.
12. Room rent restricted to 2% of Sum Insured for Normal and 4% of Sum Insured for ICU per day
13. Ambulance charges payable upto 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

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 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. Insure shall indicate applicable GST in a separate column. For evaluation purposed premium amount shall be considered
- VII. The premium quoted & agreed herein shall remain form till date of expiry of the contract and the insurer shall not be entitled to increase or revision (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 f 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. In written request/ advice from CUGL, insurer will extent the be corporate floater to the insured persons. The insurer will have to credit the Corporate Floater amount approved by CUGL, without any restriction to diseases, employee and his/her dependents.
- XIV. On intimation about the new joinees i.e any addition / deletion, it is supposed that the insure 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 insure shall provide the insurance coverage from date of communication even if premium amount not released by CUGL.

INSURED LIST				
S. No.	INSURED_NAME	DOB	INSURED_RELATION	Designation
1	Shailendra Kumar	03/08/1988	Self	Dy. Mgr
	Asha Tripathi	01/07/1991	Spouse	
	Malind Prasad Tripathi	22/10/1953	Father	
	Kailashi Devi	22/10/1955	Mother	
2	Prateek Tigga	09/02/1992	Self	Officer
	Ajit Tigga	04/08/1946	Father	
	Nirupama Tigga	06/06/1953	Mother	
3	Ranjan Kumar Patel	20/02/1995	Self	Officer
	Paras Nath Singh	01/01/1961	Father	
	Chunmun Devi	01/10/1961	Mother	
4	Mr. Vijai Shanker Mishra	14/03/1989	Self	Asst. Mgr
	Mr. Padum Nath Mishra	01/07/1954	Father	
5	Sunil Kumar Sangwa	20/01/1997	Self	GET
6	Shivanshu Pratap Singh	27/01/1997	Self	GET
	Ram Prakash Singh	11/02/1972	Father	
	Meena Devi	01/01/1976	Mother	
7	Neeraj Bajpai	03/01/1982	Self	Sr. E.A.
	Shraddha Bajpai	22/12/2017	Daughter	
	Surbhi Bajpai	22/12/2017	Daughter	
	Tripti Bajpai	03/01/1983	Spouse	
	Santosh Bajpai	15/08/1949	Father	
	Adesh Bajpai	07/07/1952	Mother	
8	Panch Lal Yadav	01/01/1969	Self	Jr. Engineer
	Shubhawati Devi	02/03/1972	Spouse	
	Shweta Kumari	11/02/2001	Daughter	
	Bibhuti Yadav	18/05/1939	Father	
9	Mr. Krishna Kumar Gupta	15/10/1978	Self	Sr. Mgr
	Mrs. Radha Gupta	01/05/1980	Spouse	
	Ms. Advika Gupta	11/11/2012	Daughter	
10	Tanu Agarwal	09/03/1993	Self	Officer
11	Mr. Kapil Deo Singh	05/02/1988	Self	Officer
	Mrs. Arpana Singh	24/09/1991	Spouse	
	Mr. Aaryav Singh	31/01/2016	Son	
	Ajay Kumar Singh	12/12/1964	Father-In-Law	
	Malati Devi	01/01/1970	Mother-In-Law	
12	S. Mohapatra	26/06/1971	Self	GM
	Sasmita Achaya	06/10/1979	Spouse	
	Anisha	26/02/2007	Daughter	

	Kshetramani Mohapatra	25/09/1937	Mother	
13	Mr. Pranay Yadav	24/04/1984	Self	Station In-Charge
	Mrs. Manisha Yadav	30/06/1986	Spouse	
	Master Agrim Yadav	04/06/2015	Son	
14	Anurag Srivastava	05/01/1967	Self	Ch. Mgr
	Mrs. Pratibha Srivastava	30/12/1970	Spouse	
	Mr. Sarthak Srivastava	21/02/2002	Son	
	Mr. Kartikey Srivastava	17/02/1998	Son	
	Mrs. Pushpa Srivastava	21/04/1938	Mother	
15	Sunil Kumar	01/06/1972	Self	Sr. Mgr
	Chandra Singh	20/04/1980	Spouse	
	Shantanu Singh	19/08/2014	Son	
	Shambavi Singh	16/09/2007	Daughter	
	Sushila Devi	30/07/1940	Mother	
16	Mr. Prakshyaa Dixit	10/10/1992	Self	Officer
	Mr. Rajiv Dixit	15/01/1965	Father	
	Mrs. Geeta Dixit	07/06/1966	Mother	
17	Preeti Singh	11/09/1983	Self	Manager
	Vivek Kumar Pandey	20/08/1982	Spouse	
	Master Arav	21/01/2017	Son	
	Mr. Jagpal Singh	01/01/1961	Father	
	Mrs. Usha Singh	01/07/1961	Mother	
18	Dinesh Chandra	15/02/1972	Self	Office Boy
	Laxmi Devi	10/07/1974	Spouse	
	Vimal Kumar	24/04/1999	Son	
	Kmani Vineeta	10/03/1996	Daughter	
19	Naveen Kumar Singh	18/12/1987	Self	Manager
	Sarla Singh	07/09/1952	Mother	
	Pragati Singh	22/05/1990	Spouse	
	Baby Of Pragati Singh	23/06/2018	Daughter	
20	Shashikant S Shahapurkar	09/06/1992	Self	Officer
21	Paramjit Kumar Singh	15/08/1988	Self	Officer
	Pooja Kumari	15/07/1998	Spouse	
	Omprakash	29/03/2020	Son	
	Satyabichar Singh	01/01/1960	Father	
22	S M Ali	04/12/1975	Self	Ch. Mgr
	Rubina S M Ali	02/06/1974	Spouse	
	Siddiqui Mohammed	08/05/2014	Son	
	Siddiqui Abdul Raafey	16/11/2012	Son	
23	Mr. Divyanshu Kapil	11/07/1991	Self	Officer
	Kajal Kalra	05/09/1993	Spouse	
24	Mr. Shivam Tripathi	16/01/1992	Self	Officer

	Mrs. Geeta Tripathi	08/01/1964	Mother	
25	Ms. Sushmita	25/11/1990	Self	Officer
	Hotilal	15/09/1954	Father	
	Rajkumari	27/08/1965	Mother	
26	Tapan Kumar Bhadra	05/07/1967	Self	Jr. Engineer
	Mrs. Shanta Bhadra	01/03/1969	Spouse	
	Soumen Bhadra	09/11/2000	Son	
27	Mr. Asheesh Agarwal	13/08/1970	Self	Ch. Mgr
	Mrs. Yavanica Agarwal	14/06/1971	Spouse	
	Mr. Dhruv Agarwal	03/04/2008	Son	
	Ms. Rhea Agarwal	11/06/2002	Daughter	
	Smt. Rajeshwari Gupta	01/01/1945	Mother-In-Law	
28	Mr. Deepak Bhasin	20/10/1981	Self	Manager
	Mr. Umesh Bhasin	05/07/1956	Father	
29	Abdul Muhi Khan	11/02/1974	Self	Manager
	Shama Khan	30/12/1980	Spouse	
	Jibran Khan	09/11/2015	Son	
	Mr. Abdul Hai Khan	31/05/1946	Father	
	Mrs. R. Khan	18/02/1958	Mother	
30	Mudit Singh Negi	07/07/1983	Self	Dy. Mgr
	Shah Noshi	09/05/1981	Spouse	
	Kabeer Negi	01/08/2014	Son	
	Shri Dheer Singh Negi	20/11/1949	Father	
	Smt. Sampti Negi	15/07/1952	Mother	
31	Mr. Pankaj Raj	30/08/1975	Self	Ch. Mgr
	Mrs. Pallavi Raj	31/03/1979	Spouse	
	Mr. Divyansh Raj	01/11/2007	Son	
	Ms. Vaisnavi Raj	11/12/2008	Daughter	
	Smt. Asha Srivastava	13/07/1952	Mother	
32	Etisha Srivastava	01/08/1985	Self	Jr. Officer
	Vinisha Rawat	17/10/2018	Daughter	
	P.C Srivastava	01/05/1948	Father	
	Sheel Srivastava	04/03/1948	Mother	
33	Ms. Prachi Tiwari	01/07/1993	Self	Officer
34	Mr. Amit Saxena	11/09/1983	Self	Dy. Mgr
	Mrs. Priyanka Srivastava	26/06/1985	Spouse	
	Mr. Rajesh Narain Saxena	02/02/1948	Father	
	Mrs. Chitra Saxena	07/10/1956	Mother	
	B/O Amit Saxena	12/09/2018	Son	
35	Akshay Kumar Gupta	02/11/1997	Self	Officer
36	Vipin Singh Rawat	09/06/1986	Self	Asst. Mgr
	Puspa Rawat	24/07/1960	Mother	

37	Shivani Singh	11/02/1991	Self	Asst. Mgr
	Anirudha Kumar Singh	02/11/1958	Father	
	Kiran Singh	02/11/1962	Mother	
38	Alok Verma	13/02/1980	Self	Sr. Mgr
	Kirti Verma	13/07/1985	Spouse	
	Avik Verma	15/11/2011	Son	
	Itradevi Verma	10/05/1955	Mother	
39	Ashok Kumar	05/02/1981	Self	Manager
	Hemlatha Devi	25/04/1983	Spouse	
	Sahitya	27/01/2013	Son	
	Haridas	01/01/1951	Father	
	Vidya Devi	01/01/1956	Mother	
40	Abhishek Pandey	15/09/1987	Self	Dy. Mgr
	Deepika Pandey	06/06/1993	Spouse	
	Avyant Pandey	29/08/2017	Son	
41	Akash	21/07/1980	Self	Jr. Engineer
	Kavita	22/10/1984	Spouse	
	Akshita Singh Sawant	02/11/2016	Daughter	
	Ishita	04/12/2008	Daughter	
	Bhagwan Singh	20/08/1955	Father	
	Sushila Devi	17/06/1960	Mother	
42	Mr. Jitendra	15/09/1977	Self	Manager
	Mrs. Pooja Singh	21/04/1981	Spouse	
	Akshat Gautam	04/06/2010	Son	
	Ayushman Gautam	20/09/2015	Son	
	Mrs. Sarla Devi	01/01/1948	Mother	
43	Rahul Gupta	18/04/1986	Self	Officer
	Priyanka Gupta	29/11/1991	Spouse	
	Shivay Gupta	26/11/2018	Son	
44	Saumya Swarup	30/10/1971	Self	Ch. Mgr
	Nimisha Khare	19/08/1976	Spouse	
	Utkarsh Swarup	24/01/2002	Son	
	Shreeparna Swarup	21/08/2009	Daughter	
	Sushma Saxena	10/07/1941	Mother	
45	Ram Shankar Yadav	11/05/1987	Self	Dy. Mgr
46	Mr. Mridul Kumar Srivastava	27/03/1984	Self	
	Mrs. Arti Srivastava.	16/06/1989	Spouse	Asst. Mgr
	Master Aadyant Srivastava	03/10/2016	Son	
	Mrs. Geeta Srivastava.	12/01/1953	Mother	
47	Mr. Amrit Pal Singh	06/07/1991	Self	Asst. Mgr
	Mrs. Navneet Kaur	30/12/1992	Spouse	

	Mr. Harjeet Singh	10/10/1964	Father	
	Mrs. Ranjeet Kaur	10/04/1970	Mother	
48	Sandip Kumar Pandey	05/07/1989	Self	Sr. E.A.
	Shweta Pandey	05/07/1991	Spouse	
	Samyak Pandey	03/03/2015	Son	
	Shristi Pandey	03/08/2012	Daughter	
	Tulsi Ram Pandey	24/02/1963	Father	
	Savitri Devi	12/08/1967	Mother	
49	Kamal Mittal	12/11/1980	Self	Manager
	Pooja Mittal	18/09/1982	Spouse	
	Arav Mittal	11/01/2016	Son	
	Baby Of Kamal Mittal	21/10/2019	Son	
	Bajrang Lal	25/09/1953	Father	
	Nirmala Devi	01/01/1958	Mother	
50	Rahamtul Hoda	15/02/1993	Self	Officer
	Salma Khatoon	26/12/1972	Mother	
51	Harsh Chadha	14/07/1993	Self	Officer
52	Vishal Samrat	13/05/1998	Self	GET
	Maharana Samrat	07/10/1964	Father	
	Neeta Gupta	31/01/1967	Mother	
53	Birendra Kumar Roy	07/09/1974	Self	Jr. Officer
	Naina Roy	05/06/1988	Spouse	
	Vaishnavi Roy	07/10/2004	Daughter	
	Aishwarya Roy	19/01/2007	Daughter	
	Mahasundri Devi	01/01/1955	Mother	
54	Shivam Bhatia	14/11/1983	Self	Dy. Mgr
	Jolly Bhatia	29/01/1987	Spouse	
	Saachi Bhatia	21/09/2012	Daughter	
	New Born Baby Of Shivam Bhatia & Jolly Bhatia	31/01/2020	Daughter	
	Radha Rani	12/03/1962	Mother In Law	
55	Mr. Abhishek Singh	31/10/1985	Self	Dy. Mgr
	Mr. Narottam Prasad Yadav	01/05/1956	Father	
	Mrs. Kanti Devi Yadav	01/04/1956	Mother	
	Mrs. Shruti Yadav	21/05/1989	Spouse	
	Baby Boy Of Abhishek Singh	27/09/2019	Son	
56	Deepa Srivastava	22/05/1976	Self	Jr. Officer
	Sudhir Srivastava	12/08/1977	Spouse	
	Sudeep Srivastava	03/02/2016	Son	
	Mrs. Pratima Srivastava	22/08/1961	Mother-In-Law	
	Mr. Sadan Srivastava	15/07/1955	Father-In-Law	

57	Nikhil Kumar	27/07/1993	Self	Officer
58	Brijesh Singh Gaur	06/04/1982	Self	Dy. Mgr
	Kavita Tomar	20/02/1984	Spouse	
	Deeksha Gaur	08/11/2011	Daughter	
	Saakshi Gaur	17/07/2015	Daughter	
59	Mudit Kanchan	25/04/1979	Self	Manager
	Mahendra Kumar Kanchan	23/10/1940	Father	
	Deepika Saxena	24/01/1988	Spouse	
	Anirudh Kanchan	01/03/2014	Son	
	Vihaant Kanchan	22/01/2018	Son	
60	Mohd. Wakeel	07/01/1987	Self	Dy. Mgr
	Arfa Faheem	01/01/1995	Spouse	
	Mohd. Arhaan	08/06/2017	Son	
	Anjum Ara	07/02/1959	Mother	
61	Mr. Rahul Srivastava	28/06/1990	Self	Asst. Mgr
	Mrs. Divyansha Srivastava	01/09/1991	Spouse	
	Riyanshi Srivastava	28/04/2018	Daughter	
62	Magan Singh	08/03/1987	Self	Jr. Engineer
	Alka Rani	10/04/1984	Spouse	
	Karan Singh	01/01/1954	Father	
	Kusum Devi	01/01/1969	Mother	
63	Pawan Kumar	11/11/1979	Self	Jr. Engineer
	Anuradha	09/08/1986	Spouse	
	Prabhanjan	28/02/2011	Son	
	Anshika Raj	28/02/2009	Daughter	
	Malti Devi	03/11/1942	Mother	
64	Abhishek Rehil	24/09/1987	Self	Dy. Mgr
	Soumya Rehil	22/02/1988	Spouse	
	BABY OF SOMYA REHIL	24/08/2020	Son	
65	Tushar Singh	26/03/1984	Self	Dy. Mgr
66	Shyam Nandan Mishra	22/02/1980	Self	Dy. Mgr
	Vibha Mishra	05/09/1988	Spouse	
	Yashi Mishra	31/10/2012	Daughter	
	Baby Boy Of Vibha Mishra W/O Shyam Nandan Mishra	26/02/2020	Son	

SOR

(SCHDULE OF RATES)

SECTION-VI

Schedule of Rate (SOR)

		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 (1) & Their dependents (Parent, Child & Spouse)	4	One Year	Rs. 7,00,000			
2	Employee (66) & Their dependents (Parent, Child & Spouse)	233	One Year	Rs. 5,00,000			
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.

**Signature of
Authorized signatory:**

**DATE :
PLACE:**

**NAME :
DESIGNATION:
SEAL :**