

**Bharatiya Reserve Bank Note Mudran Private Limited**  
No.3 & 4, 1<sup>st</sup> stage, 1<sup>st</sup> phase, BTM layout, Bannerghatta Road  
Bangalore-560029  
Phone Nos. 080-66602000

## **TENDER FOR FIRE INSURANCE & OTHER ALLIED INSURANCE FOR BRBNMPL**

(LIMITED DOMESTIC COMPETITIVE BIDDING)

<b>TENDER NO: 01/CO/INS/2017-</b>	<b>01/CO/INS/2017-18 Dt. 25.05.2017</b>
Due date and time for submission of the bid	Latest by 1300 Hrs ON 16.06.2017
Date and time of opening of Techno-commercial /Un-price Bid	At 1500 Hrs (IST) on 16.06.2017
Policy Period	One year (From 02.07.2017 to 01.07.2018), Renewable up to one /two more year at BRBNMPL's discretion on existing terms and conditions if performance is satisfactory.
Venue of Techno-commercial/ Un-price bid Opening	BRBNMPL, Corporate Office, No.3 & 4, 1 <sup>st</sup> stage, 1 <sup>st</sup> phase, BTM Layout, Bannerghatta Road, Bangalore-560029

**Contact Details:**

**Bharatiya Reserve Bank Note Mudran Private Limited**

No.3 & 4, 1<sup>st</sup> stage, 1<sup>st</sup> phase, BTM Layout,  
Bannerghatta Road, Bangalore-560029  
Phone Nos. 080-66602000  
Fax: 080-66602039

**Contact Person:**

Shri Ramesh Chandra/Shri K. R. Gupta  
E-mail [cobangalore@brbnmpl.co.in](mailto:cobangalore@brbnmpl.co.in)

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**SECTION 1**

**INVITATION FOR BIDS (IFB)**

# Invitation for Bids

**Bharatiya Reserve Bank Note Mudran Private Limited**  
**No.3 & 4, 1<sup>st</sup> stage, 1<sup>st</sup> phase, BTM layout, Bannerghatta Road**  
**Bangalore-560029**  
**Phone Nos. 080-66602000**

Ref: **01/CO/INS/2017-18 Dt. 25.05.2017**

To,

M/s.....

.....

.....

.....

.....

**SUB: TENDER FOR FIRE INSURANCE & OTHER ALLIED INSURANCE POLICIES FOR  
BRBNMPL**

**(BIDDING DOCUMENT No. : 01/CO/INS/2017-18)**

Dear Sirs,

1. BRBNMPL invites bids under single stage two-bid system (Techno-Commercial Bid and Price Bid) from eligible Indian bidders for above captioned services.
2. Bid evaluation Criteria for the above work is as under.

The bidder should be a registered Indian Insurer in accordance with the Insurance Act and approved by IRDA (Insurance Regulatory & Development Authority) as Non-life Insurer and should have a valid license to carry out Insurance Business in India under Non- life insurance sector.

AND

The bidder should have completed a Fire Insurance Policy for Sum Insured in excess of ₹ **1800.00 Crore** as Sole Insurer, of any Public Sector- Company / Corporation or of Government Organization during the last 5 years to be reckoned from the scheduled last date of submission of the bid. (A job executed by a bidder for its own concern shall not be considered as experience for the purpose of meeting BEC).

AND

The Bidder must quote their premium for all the insurance policies enumerated in Annexure-I

AND

The Bidder must submit all the documents as required as per this Tender terms & condition.

Bidder should furnish documentary evidence/ supporting papers (copies of policy clearly indicating sum insured for the Fire risk covered & copy of License/Registration duly notarized by notary public/Gazetted officer to substantiate their eligibility against the above evaluation criteria along with the bid). In the absence of such requisite documents, BRBNMPL reserves the right to reject the bid without any reference to the bidder.

All the above documents should be notarized/attested by Gazetted Officer / Officer of Public Sector Enterprises.

Non-compliance of above BEC shall lead to rejection of Bid.

### 3. DETAILS OF BID DOCUMENT

3.1	Bid Document no.	01/CO/INS/2017-18 Dt. 25.05.2017
3.2	Due date and time for submission of the bid	Latest by 1300 Hrs ON 16.06.2017
3.3	Date and time of opening of Techno-commercial /Un-price Bid	At 1500 Hrs (IST) on 16.06.2017
3.4	Policy Period	One year (From 02.07.2017 to 01.07.2018), Renewable up to one /two more year at BRBNMPL's discretion on existing terms and conditions if performance is satisfactory.
3.5	Venue of Techno-commercial/ Un-price bid Opening	BRBNMPL, Corporate Office, No.3 & 4, 1 <sup>st</sup> stage, 1 <sup>st</sup> phase, BTM Layout, Bannerghatta Road, Bangalore-560029

If day specified above for Techno-commercial/ Un-priced bid opening happens to be a holiday in BRBNMPL, the next working day is implied.

### 4. GENERAL

- 4.1 The bid document has been issued to bidders as per list available with BRBNMPL. In case any other bidder wishes to quote against the subject tender, then they have to download the Bidding Document from BRBNMPL's web-site [www.brbnmpl.co.in](http://www.brbnmpl.co.in) and they can submit the bid, along with an undertaking that the contents of the Bidding Document have not been altered or modified.

However, all the bidders have to meet Bid evaluation criteria as mentioned in the document elsewhere.

- 4.2 Bids complete in all respects should reach at the following address on or before the BID DUE DATE and TIME. Bids by Fax / Telegraphic / E-mail shall be rejected:

RECEPTION SECTION, FIRST FLOOR,  
Bharatiya Reserve Bank Note Mudran Private Ltd (BRBNMPL),  
No.3 & 4, 1<sup>st</sup> stage, 1<sup>st</sup> phase, BTM Layout, Bannerghatta Road,  
Bangalore-560029

- 4.3 BRBNMPL will not be responsible for cost incurred in preparation and delivery of bids.
- 4.4 This Invitation for Bids (IFB) is an integral and inseparable part of the enclosed Bid Document.
- 4.5 BRBNMPL reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.
- 4.6 The complete Bidding Document is also available on the website of Bharatiya Reserve Bank Note Mudran Private Ltd (BRBNMPL).

**THIS IS NOT AN ORDER.**

**Yours faithfully,  
for & on behalf of BRBNMPL.**

**(K.R.Gupta)  
Deputy General Manager**

**CUTOUT SLIP - 1**

**(OUTER ENVELOPE)**

**DO NOT OPEN - THIS IS A QUOTATION**

<b>PURCHASER</b>	<b>:</b>	<b>Bharatiya Reserve Bank Note Mudran Private Limited</b>
<b>WORK</b>	<b>:</b>	<b>TENDER FOR FIRE INSURANCE &amp; OTHER ALLIED INSURANCE POLICIES FOR BRBNMPL</b>
<b>BID DOCUMENT NO</b>	<b>:</b>	<b>01/CO/INS/2017-18 Dt.25.05.2017</b>
<b>DUE DATE OF SUBMISSION &amp; TIME</b>	<b>:</b>	<b>16.06.2017 at 13:00 Hrs. (IST)</b>

**TO,**

**MANAGING DIRECTOR**

Bharatiya Reserve Bank Note Mudran Private Ltd (BRBNMPL),  
FIRST FLOOR,  
No.3 & 4, 1<sup>st</sup> stage, 1<sup>st</sup> phase, BTM Layout, Bannerghatta Road,  
Bangalore-560029

**FROM :**

**NAME :**

**ADDRESS :**

**(To be pasted on the outer main envelope containing “Techno-Commercial / Un-price Bid (Part-I)” and “Price Bid (Part-II)”**

**CUTOUT SLIP – 2**

**DO NOT OPEN - THIS IS A QUOTATION**

**PART – I (Techno-Commercial/ Un-price BID)**

<b>PURCHASER</b>	<b>:</b>	<b>Bharatiya Reserve Bank Note Mudran Private Limited</b>
<b>WORK</b>	<b>:</b>	<b>TENDER FOR FIRE INSURANCE &amp; OTHER ALLIED INSURANCE POLICIES FOR BRBNMPL</b>
<b>BID DOCUMENT NO</b>	<b>:</b>	<b>01/CO/INS/2017-18 Dt. 25.05.2017</b>
<b>DUE DATE OF SUBMISSION &amp; TIME</b>	<b>:</b>	<b>16.06.2017 at 13:00 Hrs. (IST)</b>

**TO,**

**MANAGING DIRECTOR**

Bharatiya Reserve Bank Note Mudran Private Ltd (BRBNMPL),  
FIRST FLOOR,  
No.3 & 4, 1<sup>st</sup> stage, 1<sup>st</sup> phase, BTM Layout, Bannerghatta Road,  
Bangalore-560029

**FROM :**

**NAME :**

**ADDRESS :**

(To be pasted on the envelope containing “Techno-Commercial/ Un-price bid”)



### CUTOUT SLIP - 3

**DO NOT OPEN - THIS IS A QUOTATION**

#### **PART – II (PRICE BID)**

<b>PURCHASER</b>	<b>:</b>	<b>Bharatiya Reserve Bank Note Mudran Private Limited</b>
<b>WORK</b>	<b>:</b>	<b>TENDER FOR FIRE INSURANCE &amp; OTHER ALLIED INSURANCE POLICIES FOR BRBNMPL</b>
<b>BID DOCUMENT NO</b>	<b>:</b>	<b>01/CO/INS/2017-18 Dt. 25.05.2017</b>
<b>DUE DATE OF SUBMISSION &amp; TIME</b>	<b>:</b>	<b>16.06.2017 at 13:00 Hrs. (IST)</b>

**TO,**

**MANAGING DIRECTOR**

Bharatiya Reserve Bank Note Mudran Private Ltd (BRBNMPL),  
CENTRAL RECEPTION SECTION, FIRST FLOOR,  
No.3 & 4, 1<sup>st</sup> stage, 1<sup>st</sup> phase, BTM Layout, Bannerghatta Road,  
Bangalore-560029

**FROM :**

**NAME :**

**ADDRESS :**

(To be pasted on the envelope containing “Price” bid)

**SECTION II**

**INSTRUCTIONS TO BIDDERS**

## Section-II

### Instructions to Bidders

#### A. General

1. This invitation for bid is open to any bidder. The bidder is not put on holiday or black listed by any Government Department / Public Sector undertaking (Company/Corporation).
2. The bidder shall bear all costs associated with the preparation and submission of the bid, and BRBNMPL will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
3. The bids received within the scheduled time and date shall be eligible for bid opening and the same shall be opened at 15.00 Hrs on 16.06.2017 in the presence of available tenderers or their authorized representatives.
4. Bids received after the closing time and date will not be considered. BRBNMPL may issue clarifications/amendments in the form of addendum/corrigendum during the bidding period, BY UPLOADING ON ITS WEBSITE. Bidders shall take such addendum and corrigendum into consideration while submitting their bids.
5. The price bid should be unconditional. Conditional bid will be summarily rejected.
6. **Submission of false or incorrect information, reports of unprofessional conduct, among other things, shall be sufficient grounds for disqualification of technical bid.**
7. The bid should be submitted with respect to all policies as given in the **Annexure-I**, giving full details of premium calculation guided by GIC approved/pool rate , including for Terrorism cover also, in the same **Annexure-I**.
8. Details of medi-claim policy is being given separately (refer **Annexure II**).
9. The Company will have the option to increase / decrease the sum insured and include / exclude cover indicated in Annexure-I.
10. The bidder may inspect the risk at sites for detailed understanding of terms and conditions of existing policies. For this purpose, you may visit our Salboni Press and Mysore press during the period 05-June-2017 to 07-June-2017 (finally the programme of visit may be with concurrence of the contact officials as given below). No request for change in the date of inspection will be entertained, except emergency or force measure.

The Addresses and contact persons details are as under:

Mysore Press: Note Mudran Nagar Mysore-570 003 Contact Person: Shri DA Patil Asst. General Manager Ph: (0821) 2469002 Fax: 2582099	Salboni Press: P.O.RBNML, Salboni-721132 West Midnapore District (West Bengal) Contact Person: Shri S M Banerjee Asst. General Manager Ph: (03227) 280177 Fax: 280744
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#### 11. Secrecy:

- a) All the information, know-how, technical data, specification and drawing models or specimens furnished by BRBNMPL for the purpose of or in connection with this tender constitute the property of BRBNMPL and the tenderer shall keep them in strict confidence and he shall not divulge the same to anyone else except under the authority and for the purpose of BRBNMPL. All such documents, data, drawings, models and specimens are the property of BRBNMPL and shall be returned when demanded by BRBNMPL.
- b) BRBNMPL shall be entitled to prevent a breach of the above and to damages in case of breach.

#### 12. **Documents Comprising the Bid**

12.1 The bid prepared by the bidder shall comprise the following components:

##### 12.2 **Envelope -1:** Super scribing Techno-Commercial / Un priced Bids (PART-I)

Part-I: Techno-commercial /Un-price Bid shall contain the following:

- i) Covering Letter
- ii) Bidder's general details/information as per format F-1.

- iii) Bid validity as per format F-2.
- iv) Power of Attorney by the Head office of the Bidder in favour of person(s) signing the bid that such person(s) is/are authorized to sign the bid on behalf of the Insurance Company and any consequence resulting due to such signing shall be binding on the bidder as per format F-3.
- v) Letter of authority in favour of any one or two of bidder's executives having authority to attend the un-priced and price bid opening on specified dates and venue as per format F-4.
- vi) Confirmation of no deviation as per Format F-5.
- vii) Specific Experience and other details as called for in qualifying requirements (Copy of Insurance policy and completion certificates should be enclosed with the Current commitments) strictly as per format F-6.
- viii) Bidder's declaration that they are not under liquidation, court receivership or similar proceedings as per format F-7.
- ix) Agreed Terms & Conditions duly filled-in as per format F- 8.
- x) Confirmation of bid as per IRDA provisions as per format F-9.

Note: All pages of the bid to be signed and sealed by authorized person of the bidder.

### 12.3 **Envelope II:** Super scribing Price Bid – PART-II

#### Part-II Price Bid

- (i) Part-II Price Bid envelop shall contain Price bid as per Annexure-I, duly signed and stamped on each page.

### 13. Bid Currencies

- 13.1. Bidders has to submit bid in Indian Rupees only

### 14. Bid Validity

- 13.1 Bids shall be kept valid for 40 days from the last bid submission due date.

### 15. **Format and Signing of Bid**

- 15.1.** The bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. The name and position held by each person signing, must be typed or printed below the signature. All pages of the bid except for unamended printed literature where entries or amendments have been made shall be initialed by the person or persons signing the bid. **Correction fluid is not allowed to be used. In case there is any correction, the bidder shall cut the same neatly and put his signature and stamp with date near the place of each correction.**

### 16. Bid Opening

- 16.1. Techno-commercial/ Un-priced bid Opening: BRBNMPL will open bids, in the presence of bidders' designated authorized representatives who choose to attend, at date, time and location stipulated in the IFB. The bidders' representatives, who are present, shall sign a bid opening register evidencing their attendance.
- 16.2. Priced Bid Opening: BRBNMPL will open the price bids of those bidders who meet the qualification requirement and whose bids are determined to be technically and commercially qualified. Bidders selected for opening of their price bids shall be informed about the date & time of price bid opening. Bidders may depute their authorized representative to attend the opening. The bidder's authorized representatives, who are present shall sign a register evidencing their attendance.
- 16.3. The price bids of those bidders who were not found to be techno-commercially responsive shall be returned unopened after opening of the price bids of techno-commercially responsive bidders.

## **17. Process to be Confidential**

- 17.1. Information relating to the examination, clarification, evaluation, and comparison of bids, and recommendations for the award of a contract, shall not be disclosed to bidders or any other persons officially concerned with such process. Any effort by a bidder to influence the Employer's processing of bids or award decisions may result in the rejection of the bidder's bid.

## **18. Contacting BRBNMPL**

- 18.1. From the time of bid opening to the time of Contract award, if any bidder wishes to contact BRBNMPL on any matter related to the bid, it should do so in writing.
- 18.2. Any effort by the bidder to influence BRBNMPL in BRBNMPL's bid evaluation, bid comparison, or Contract award decisions may result in the rejection of the bidder's bid.
- 18.3. Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by bidders who resort to canvassing are liable to be rejected.

## **19. Award**

- 19.1. BRBNMPL will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the lowest, is determined to be qualified to satisfactorily perform the contract.

## **20. BRBNMPL's Right to Accept Any Bid and to Reject Any or All Bids**

- 20.1. BRBNMPL 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 contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders. Prior to the expiration of period of bid validity, BRBNMPL will notify the successful bidder in writing by fax or 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.
- 20.2. BRBNMPL will award the Contract to the successful bidder, who, within 05 days of receipt of the same, shall sign and return the acceptance copy to BRBNMPL (but before 29.06.2017 or earlier as required by BRBNMPL).

## **21. Governing Laws and Arbitration:**

- 21.1 Indian Laws will be applicable in every aspect of the bid / contract / tender. Further, if any disputes arise after the issue of insurance contract and during the execution of the contract which is not resolved within 30 days of their arising, they shall be referred to a sole arbitrator to be appointed by the Managing Director of BRBNMPL. The governing law in this regard will be The Arbitration and Conciliation Act, 1996 of India. The venue of the Arbitration will be Bangalore. Further, disputes if any, that may arise at any point of time, shall be subject to Bangalore jurisdiction only.

# **FORMATS**

**F-1**  
**BIDDER'S GENERAL INFORMATION**

To  
The Managing Director  
Bharatiya Reserve Bank Note Mudran Private Limited,  
Bangalore,

**Ref :- Tender No 01/CO/INS/2017-18 dated 25.05.2017**

1-1 Bidder Name:

1-1 (a) : IRDA licence no., with validity details :

1-2 Number of Years in Operation: \_\_\_\_\_

1-3 Registered Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1-4 Operation Address  
if different from above: \_\_\_\_\_  
\_\_\_\_\_

1-5 Telephone Number \_\_\_\_\_  
(Country Code) (Area Code) (Telephone Number)

1-6 E-mail address & Web Site \_\_\_\_\_

1-7 Telefax Number \_\_\_\_\_  
(Country Code) (Area Code) (Telephone Number)

1-8 ISO Certification, if any { If yes, please furnish details }

(SIGNATURE OF BIDDER WITH SEAL)

Name of the Officer :-

Designation :-

Name of the Insurance Company :-

F-2

**Bid Validity**

To

The Managing Director  
Bharatiya Reserve Bank Note Mudran Private Limited,  
Bangalore,

Dear Sir,

**Ref :- Tender No.: 01/CO/INS/2017-18 dated 25.05.2017**

**BID FORM**

We confirm that this bid is valid for a period of 40 days from the last due date of submission of the Bid, and it shall remain binding upon us and may be extended by any time before the expiration of that period.

Until a final Agreement is prepared and executed, the bid together with your written acceptance thereof in your notification of award shall constitute a binding Agreement between us.

We understand that Bid Document is not exhaustive and any action and activity not mentioned in Bid Documents but may be inferred to be included to meet the intent of the Bid Documents shall be deemed to be mentioned in Bid Documents unless otherwise specifically excluded and we confirm to perform for fulfilment of Agreement and completeness of the Work in all respects within the time frame and agreed price.

We understand that you are not bound to accept the lowest priced or any bid that you may receive.

SEAL AND SIGNATURE

DATE:

Duly authorized to sign bid for and on behalf of \_\_\_\_\_

(SIGNATURE OF WITNESS)

WITNESS NAME:

**ADDRESS:**

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<sup>1</sup> Strike out which ever is not applicable



F- 3

To

The Managing Director  
Bharatiya Reserve Bank Note Mudran Private Limited,  
Bangalore

**CERTIFICATE REGARDING AUTHORISATION BY HEAD OFFICE TO  
DEAL WITH BHARATIYA RESERVE BANK NOTE MUDRAN PVT LTD.**

We hereby authorize Mr.----- (Name and designation) and  
Mr. -----(Name and Designation) posted at the Divisional office  
(address of the office) to deal with Bharatiya Reserve Bank Note Mudran  
Private Limited for the complete insurance portfolio for Tender No. **Tender**  
**No. 01/CO/INS/2017-18 dated 25.05.2017** He / She is authorized to  
sign the quotations, tenders and deal with BRBNMPL as well as  
correspond with B R B N M P L on behalf of us i.e  
M/s..... (Name of the Insurance Company)

**Signed and stamped**

**General Manager or Officer just below the Level of Director**

**F-4**

**LETTER OF AUTHORITY**

**PROFORMA FOR LETTER OF AUTHORITY FOR ATTENDING BID OPENING AND  
SUBSEQUENT NEGOTIATIONS**

No.

Date:

The Managing Director  
Bharatiya Reserve Bank Note Mudran Private Limited,  
Bangalore

Dear Sir,

**Ref :- Tender No 01/CO/INS/2017-18 dated 25.05.2017**

We \_\_\_\_\_ hereby authorize following representative(s)  
to attend Techno-commercial/ Un-priced bid opening and price bid opening and for any other  
correspondence and communication against above Bidding Document:

- 1) Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_
- 2) Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_

We confirm that we shall be bound by all commitments made by aforementioned authorised  
representatives.

Yours faithfully,

Signature

Name & Designation

For and on behalf of

Note: This letter of authority should be on the letterhead of the bidder and should be signed  
by a person competent and having the power of attorney to bind the bidder.

Not more than two persons are permitted to attend techno –commercial un-priced and  
price bid opening.

**NO DEVIATION CONFIRMATION**

To

The Managing Director  
Bharatiya Reserve Bank Note Mudran Private Limited,  
Bangalore

Dear Sir,

**Ref :- Tender No 01/CO/INS/2017-18 dated 25.05.2017**

We understand that any deviation/exception in any form, from the terms and conditions of existing Insurance policy of the BRBNMPL( 2016-17) or the policy requirement mentioned in this tender for Mediclaim policy, may result in rejection of bid. Further our quoted premium for all the policies are as per GIC guided rate including for Terrorism cover (based on GIC pool rate).

We, therefore, certify that we have not made any exceptions/deviations anywhere in the bid and we agree that if any deviation/exception is mentioned or noticed, our bid may be rejected.

(SIGNATURE OF BIDDER WITH SEAL)

Name of the Officer :-

Designation :-

Name of the Insurance Company :-

The Managing Director  
Bharatiya Reserve Bank Note Mudran Private Limited,  
Bangalore

**Ref :- Tender No 01/CO/INS/2017-18 dated 25.05.2017**

**DETAILS OF FIRE INSURANCE CONTRACT DONE DURING PAST FIVE YEARS IN  
PUBLIC SECTOR -COMPANY/CORPORATION/ GOVERNMENT ORGANIZATION AS  
SOLE INSURER**

Description of the insurance contract AND POLICY NO.	Location of the insurance contract	Full Postal Address and phone nos of Client & Name of Officer-in-Charge	Value of sum insured	Date of Commencement of insurance policy	Date of expiry of insurance policy

Note: Copies of Letter of awards for the above insurance contracts to be enclosed.

The contract completed earlier than five years need not be indicated here

The list of insurance policies, not of similar nature need not be indicated here

Failing to comply with aforementioned instructions may lead to rejection of bid.

(SIGNATURE OF BIDDER WITH SEAL)

Name of the Officer :-

Designation :-

Name of the Insurance Company :-

**DECLARATION**

To

The Managing Director  
Bharatiya Reserve Bank Note Mudran Private Limited,  
Bangalore,

Dear Sir,

**Ref :- Tender No 01/CO/INS/2017-18 dated 25.05.2017**

- 1) We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.
- 2) We further confirm that, we have not been blacklisted or kept under holiday by any Public Sector Undertaking / Government Organization/Corporation.

We agree that if any noticed in future, our Bid may be rejected / terminated.

**Further, we hereby confirm that, if after becoming a successful bidder & awarding of the contract by BRBNMPL, we fail to execute the same, we may be blacklisted.**

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

**F-8**  
**Agreed Terms & Conditions**

The Managing Director  
Bharatiya Reserve Bank Note Mudran Private Limited,  
Bangalore

**Ref :- Tender No 01/CO/INS/2017-18 dated 25.05.2017**

We certify that the premium rate and discount considered by us in Price Bid (as per Annexure I) are as per GIC approved rate including for Terrorism cover as per GIC pool rate, for providing insurer cover as per the existing policy of 2016-17 or as per the Policy terms requirement mentioned in this tender for Medclaim policy and the same are offered legitimately to the Insured.

1. The Earthquake Zone considered for Earthquake Cover : Mysore/Bangalore - Zone IV and Salboni-Zone III
2. Policy Excess (i.e. Deductibles from the Claim Amount) is as per IRDA guidelines.
3. We hereby certify that the conditions and warranties as enumerated in your existing policies of 2016-17 and mentioned in this tender for Medclaim policy have been fully read/understood and the premium quoted is based on consideration of all the aspects without diluting the cover of insurance.
4. We confirm that we understood the terms and conditions of existing insurance policies for FY 2016-17 of BRBNMPL and we have quoted our premium to provide risk coverage accordingly.
5. In normal circumstances, the claim shall be settled within 30 days from the date of claim lodged, net of the time taken by BRBNMPL for responding to surveyor's/Insurance Company comments
6. In case of Claim, on account payment of 75% shall be released within 10 days of preliminary survey report and balance amount within 15 days after submission of all documents. In case of delay, the insurance company shall pay interest as per IRDA guidelines.

(SIGNATURE OF BIDDER WITH SEAL)

Name of the Officer :-

Designation :-

Name of the Insurance Company :-

**F- 9**  
**Conformity of Bid**

**To**

The Managing Director  
Bharatiya Reserve Bank Note Mudran Private Limited,  
Bangalore

It is hereby certified that the quotations given by us against tender no. **Tender No 01/CO/INS/2017-18 dated 25.05.2017** are as per IRDA provisions and that there is no violation of the IRDA provisions whatsoever. Premium has been quoted as per GIC approved/pool rate including for Terrorism cover( based on GIC pool rate). In case of any violation of the tariff provisions by the insurance company, in the quotation, BRBNMPL would not be liable for any differential premium in any case. Also there would be no effect on the settlement of the claims. However, in case there is any downward movement of the tariff provisions, which are applicable to BRBNMPL, the insurance company would ensure that the same is passed on to BRBNMPL.

On Behalf of the Insurer

Authorised Signatory

Place

Date

1. **EVALUATION OF BIDS:**

**Ref :- Tender No 01/CO/INS/2017-18 dated 25.05.2017**

We understand that Evaluation of bid shall be done on following basis: -

- a) **Evaluation of the techno-commercial bid will be done first.**
- b) **Only bidders meeting the Bid Evaluation Criteria and other terms & conditions as defined in the tender document shall be considered for price bid opening**
- c) **Premium for all the policy types shall be consolidated and bidders having lowest overall premium amount by adding all the premium amounts quoted for each category shall be worked out for the purpose of ranking.**
- d) **Thereafter, the bidder(s) identified as quoted lowest overall premium amount among all the bidders will be declared the overall L1 bidder and accordingly rest of the bidders will also be rated as L2, L3...Ln in ascending order depending upon their quoted cumulative premium amount in the price bid.**
- e) **In case of tie in quoted premium rates, at any stage between/among bidders, the bidder having higher turnover in the last Financial Year **2016-17** (in case Accounts for the **FY 2016-17** are not finalized, Net Worth for **FY 2015-16** shall be considered) shall be declared lowest between/among them.**
- f) **In case of a 'Single techno-commercially acceptable bid' situation, BRBNMPL reserves the right to either cancel the tender or allocate 100% or part of the policies to the "Single techno- commercially acceptable' bidder.**
- g) **BRBNMPL reserves the right to reject any or all bids without assigning any reason thereof and BRBNMPL's decision in this regard shall be final and binding on all the bidders.**
- h) **We agree to sign & abide by the pre-contract integrity pact as per the format (Section XX - Pre Contract Integrity Pact (PM/SBD/010) available in website [www.brbnmpl.co.in](http://www.brbnmpl.co.in) under section "Downloads".**
- i) **BRBNMPL reserves the right to share the business with the leader with any other co-insurer at its discretion.**

Accepted

(Authorised signatory of Insurance Company)



## **GROUP MEDICLAIM POLICY**

**Different aspects and features for a Comprehensive Group Health Insurance Policy for the BRBNMPL employees & their dependents :-**

To facilitate a hassle free medical treatment in time at the best available destinations in and around the BRBNMPL offices or on a extended geographical spread on pan India basis, a comprehensive Group Mediclaim Insurance Package for the total gamut of the BRBNMPL employees & their dependents.

### **OBJECTIVES**

1. Ensuring the best available medical benefits mainly to all BRBNMPL employees & their dependants cutting across all categories and groups to cater the indoor medical treatments at the best available medical destinations on a pan India basis without limiting their choices.
2. Since no referral system would be needed to be in force in the proposed scheme of things, hence the treatment can be effectively advanced and put on first track requiring the emergency.
3. The policy administration will be rested on the Insurer where the facilities can be extended by their nominated TPA.
4. For ensuring the effective Claim Management Services so that all the claims are duly honoured and processed in least possible time within the framework of the policy terms & conditions in a convenient way, Portfolio Management Services is to be extended for redressal of grievances/complaints lodged by the beneficiaries through interaction with all concerned for ironing out the differences, if any, for smooth functioning of the policy.

### **POLICY BENEFITS:**

The policy should extend all the facilities for indoor medical benefit along with the daycare procedures to be made available in the listed Hospitals/Nursing Home & other centre as per the existing network being facilitated by the insurer on cashless basis where there is a direct tie up arrangement with the respective insurer/TPA or will provide reimbursement within a reasonable period of time based on the actual expenditure undertaken by BRBNMPL employees & their dependants as applicable for hospitalization / domiciliary hospitalization pertaining to illness/diseases contracted, injury sustained as applicable during the policy period in force for an expenditure not exceeding to the limit of their individual sum insured to be rotated among the applicable members of the family on a floater basis. The treatment should cover all types such as planned or emergency requiring regular, invasive, non-invasive, surgical covering all types of critical illnesses.

The policy benefit to be made available to all the members with respect to their category as per the individual sum insured designed for the purpose including the room rent. However all charges relating to the treatment of the diseases inclusive of Doctor's fees/consultation/visit should be made at actual and **not to be charged in any circumstances as per their respective Room Rate Category.**

In case a member goes for a higher category room, the consultation charges/investigation charges/procedural charges/package rates etc. shall be limited to actual and again not to be charged in any circumstances as per their respective Room Rate Category.

Since the subject Medclaim policy has been configured on a tailor made platform and not to be guided on the standard terms & conditions as per the prevailing Medclaim policy on a standalone basis, hence it would cover all the diseases etc. of the insured/s and also to incorporate likely some other features for reaping the benefit of the package policy to a maximum possible extent.

There are certain benefits which though generally figure in the exclusion schedule but have been included under the purview of the proposed GMC policy to be treated as admissible as has been detailed below. Accordingly, we have customized all these aspects to be included within the scope of our proposed policy for extending medical benefits to the members with a view to maximising the gain to the beneficiaries.

**(a).PRE EXISTING DISEASES:**

Coverage of all pre-existing diseases from day one of operation of the policy with respect to all categories of members is mandatory.

In general, diseases which are already existing with the beneficiaries are slated not to be covered for a continuous period of 3 years from the operationalisation of the policy in the individual covers but the same is being customized in this case and would be applicable for our purposes from the day one of the proposed policy after awarding of the contract.

**(b) 30 DAYS COMPULSORY WAITING PERIOD:**

As per this clause the minimum period of 30 days from the date of inception of the policy is generally treated as a mandatory waiting period. But in our policy, all sorts of benefit would be accrued from the day one of the formulation/award of policy.

**(c) FIRST/SECOND/THIRD YEAR EXCLUSION :**

Generally there is a list of diseases such as Cataract, Hernia, Hydrosil, Urinary Stones, Tonsils and the other types of diseases etc. the risk of which are generally covered after completion of a certain period of the policy. However all such diseases are to be customized in such a way and to be incorporated in our policy terms in such a manner out of which benefits may be derived from the Day One of the cover for all types of diseases.

**(d) DOMICILIARY HOSPITALISATION:**

Under these category treatments for a period exceeding 3 days for illness which normally requires for hospitalization but are actually treated whilst confined at home under certain acute conditions. In our policy this benefit would also be covered specially to come handy for treatment of the ailing persons not capable of being shifted or could not be shifted due to some other compelling reasons to any medical establishment.

**(e) PRE & POST HOSPITALISATION EXPENSES:**

All medical expenditure undertaken for a period of 30 days before hospitalization and subsequent to undergoing of procedures at hospitals up to a period of 60 days generally needed to be covered in our policy for extending benefits to our beneficiaries on this account as per following details.

**Pre-hospitalisation:** Relevant medical expenses incurred during the policy period, up to 30 days prior to the hospitalization specifically for that particular disease /illness for which hospitalization has taken place, shall be considered as part of claim under hospitalization . However, during pre-hospitalisation period, medicines prescribed under regular OPD treatment for diseases/illness not related to the said hospitalization, shall not be reimbursable under hospitalization claims.

**Post -hospitalization:** Relevant medical expenses incurred during the policy period and up to 60 days after the hospitalization specifically for that particular disease/illness for which hospitalization had taken place, shall be considered as part of claim under hospitalization. However, during post-hospitalisation period, medicines prescribed under regular OPD treatment for diseases/illness not related to the said hospitalization , shall not be reimbursable under hospitalization claims.

**(f)** Hospitalization expenses including pre-hospitalization expenses directly related to the ailment such as consultation fees, cost of diagnosis tests, medicines etc. incurred upto 60 days after the date of discharge from the hospital are covered under the policy upto the overall grade-wise monetary ceiling limit.

**(g)** Coverage under Group Medi-claim Policy may be extended to surcharge levied by the hospital.

**(h)** Charges towards physiotherapy undergone during hospitalization period and for a period of 180 days after discharge from the hospital / removal of plaster subject to overall ceiling per hospitalization.

**(i) DAY CARE SYSTEM:**

Generally there are different diseases which are normally treated under the Day-Care procedures being provided by different Medical Establishments which normally includes 140 types of diseases (App.). However, for our sake this cover would also be brought under the purview of our policy for extending benefit to all our beneficiaries and would be treated to be covered under the purview of indoor medical benefits for all purposes.

**(j) MATERNITY BENEFITS:**

Generally maternity benefits are to be excluded from the scope of the GMC policy which would be covered in our case both for normal and Caesarean delivery and to be extended for the existing employees only.

**(k) DAY ONE COVER TO THE NEW BORN BABIES:**

All the new born babies relating to our existing employees only would be covered from the Day One of their respective age and will be treated as an automatic inclusion as a new member towards natural extension of the existing policy.

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**POLICY BINDING TERMS & CONDITIONS**

Besides the above, for facilitating the operationalization of the policy successfully at the floor level, following points also need to be given due priority viz.

**1. Mode of Operation of the Policy:** A contract will be awarded to a General Insurance Company where the risk would be underwritten and absolved completely by them along with shouldering the post contractual liability also ensuring necessary day to day policy administration.

The liability of risk will be solely and entirely rested on the insurer's shoulder and they will have to bear the responsibility for honoring the claim from the beneficiaries as and when triggered under the scope of the policy mainly on cashless basis from their listed facilities under their existing networking arrangements with the Hospitals & Nursing Homes through their TPA.

**2. General Expectation from Policy:** Under the scope of the policy, here the employees will plan out his/her treatment or for their spouses/ family members on their own focused on a pan India basis as per their preferred medical destination. In other words he may face any eventuality arising out of any medical emergency for getting the benefit of indoor medical treatment as against this policy.

Since the policy is to be made for each year hence the limit of Sum Insured will get automatically reinstated which may act as a fresh lease of life for them with opportunity for getting them treated continuously under the ambit of new policy.

**3. Limit of Sum Insured:** Differential Sum Insured for different category of personnel joining in the scheme have been designed wherein the Indoor Medical Benefits would be extended up to an amount as detailed below: -

- a) All Industrial Workman - Rs.5.00 lac per family on floater basis (Total- 1376 families)**
- b) Officers up to the rank of AGM - Rs.6.00 Lac per family, on floater basis (Total- 304 families)**
- c) Officers in the rank of DGM & above -Rs.7.5 lac per family, on floater basis (Total- 19 families).**

The risk will be rotated amongst all the dependent family members excluding dependent parents/parents in law up to the threshold limit of the sum insured as envisaged above in normal cases. The risk will be rotated amongst dependent parents/parents in law up to 50% of the threshold limit of the sum insured as envisaged above in normal cases

### **Corporate Buffer:**

a) **For Employees, Spouse and their Dependent Children** :- There would be a Corporate Buffer of Rs.50.00 lakh for effective enhancement of the limit of Sum Insured. This is to be extended only on exhausting the family floater limit. The insurance by this policy extends to cover employees, spouse and their dependent children up to Rs.5 lakh per head.

#### **Major Illness Clause:**

- 1) The term Major Illness shall mean Cancer, Heart Surgery, Organ Transplant, Multiple sclerosis, Kidney Failure, Paralysis/Stroke , Liver failure.
- 2) In addition to the above, any other major illness/disease at the discretion of BRBNMPL as considered necessary.

b) **For Parents/Parents in law** :- There would be a Corporate Buffer of Rs.20.00 lakh for effective enhancement of the limit of Sum Insured. This is to be extended only on exhausting the 50% of the family floater limit. The insurance by this policy extends to cover parents / parent in laws up to Rs.2 lakh per head.

#### **Major Illness Clause:**

The term Major Illness shall mean Cancer, Heart Surgery, Organ Transplant, Multiple sclerosis, Kidney Failure, Paralysis/Stroke , Liver failure.

In addition to the above, any other major illness/disease at the discretion of BRBNMPL as considered necessary

Quote for corporate buffer facility shall be submitted separately.

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### **10. Wellness programme through Value Added Services :**

Free executive medical checkup facility up to a sum of Rs.5000/- **per head of Industrial Work men** is also to be provided to all the members > 50 years of age at least once in a year (provided there is no claim in this family group for the last 4 years) to ensure proper preventive disease management for promoting general wellness of all concerned.

### **CAPPING FOR LIMITATION OF EXPENDITURE FOR ROOM RENT:**

- i. Room rent limit 1% of the SI per day for normal hospitalization, subject to maximum Rs.7000/- & 2% limit per day , subject to maximum Rs.14000/ per day for ICU charges.
- ii. For Maternity Benefit Extension claims the individual sum insured opted by the member of the group will be applicable or subject to a maximum of Rs. 50, 000/- whichever is less for both normal & caesarean cases and eligible for first two children only. No pre-natal and post-natal expenses are covered.
- iii. New Born baby cover from day one is up to family floater SI limit subject to sufficient balance available in cash deposit account. Baby has to be declared within 90 days for future cover under the policy.
- iv. Pre & post hospitalization of 30 days and 60 days covered.
- v. Ambulance charges: As per actual basis.

## **RESPONSIBILITY OF THE INSURER**

It may, however, be clearly understood that the Insurer shall be solely and legally responsible to BRBNMPL for effective execution of the Policy including coordination with the TPA & the Portfolio Manager, for providing of all sorts of services by them or through their respective agencies, prompt claim settlement pertaining to indoor medical treatment of all the members and claims to be settled & payment to be released thereby.

## **REGULATOR's COMPLIANCE**

The Insurer will have to comply with all the existing applicable provisions as has been laid down by the IRDA from time to time with respect to the level of services and other features to the extent not having been customized with our own requirement and otherwise should be in accordance with the existing guidelines of IRDA, the regulatory body.

## **NAME OF TPA & PORTFOLIO MANAGER**

The Insurer has to intimate the names of the TPA & Portfolio Service Provider during submission of the tender. Full Contact details should also be provided.

## **CHECK LIST**

Necessary nitty gritty relating to papers and documents to be submitted for general hospitalization as well as for the emergency hospitalization both for planned and non-planned categories where the cashless facilities could not be extended, an exhaustive list for paper and documents are to be submitted during the tender.

The standard checklist of documentation required for cashless treatment as well as reimbursement claims where cashless facilities cannot be offered for early settlement of all such claims and the time frame for each and every step has to be submitted during the tender for religious compliance and for necessary guidance of all concerned.

## **POLICY PERIOD**

The subject policy will be in force for a period of 1(one) year with effect from **00.00 Hrs of 02.07.2017 to 12 Midnight of 01.07.2018.**

## **Prohibition against some new procedures**

Some cutting edge precision medical technology has recently been evolved with respect to certain medical procedures but since these are found to be very exorbitant and may push up the overall cost of our premium, hence the following procedures are being kept outside the purview of this policy for necessary risk optimization where stresses would be given to follow the conventional procedure.

- (a) Femtolaser ( The conventional procedure is MICS/Phaco)
- (b) Bio Absorbable Scaffolding Stent ( The conventional procedure is Drug Eluting Stents)
- (c) Minimal Access/Key Hole CABG ( The conventional procedure is CABG)
- (d) Balloon Kyphoplasty (The conventional procedure is Laminectomy/Plasty)
- (e) Robotic Surgeries (The conventional procedure is Lap Surgeries)

Applicability of IRDA Circular vide Ref. No. IRDA/HLT/CIR/036/02/2013 dt. 20.02.2013 or updated circular/s

Apart from the customization having been made with regard to the Tender Terms & Conditions as well as the policy benefits specially to be made available to all ranges of our total beneficiaries, all the terms that has been duly explained by the IRDA vide their above referred circular would be applicable for due compliance with regard to the standard nomenclature and procedures for physical illness, standard definition for 46 commonly used terms in Health Insurance policy along with Standardized pre-authorization claim form etc.

The explained terminologies should also extend to Day Care treatment, Domiciliary hospitalization, emergency care, hospital, ICU, potential care, medical practitioner, network hospitals, pre-existing diseases, qualified nurse, surgery etc.

These will also include OPD treatments, Illness, including both acute and chronic diseases, day-care centre, pre-hospitalization and post hospitalization medical expenses, injury, cashless facilities, standard nomenclature and procedures to be followed for critical illness, kidney failure requiring dialysis, Heart attack, Coma of specified nature resulting in permanent disability symptoms, major organ transplantation etc.

## **EXTENSIONS**

New born babies taking birth after the inception of the policy with relation to the existing employees only would be covered from day one of their birth as a natural extension of the existing policy for which further premium would be deducted by Insurer from the CD account maintained by BRBNMPL with them and all the policy benefits would be extended to them as and when needed and will have to issue the health cards after providing necessary information to them.