

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF LAW, JUSTICE & LEGISLATIVE AFFAIRS
8TH LEVEL, C-WING, DELHI SECRETARIAT, NEW DELHI-110002**

No. F. 5 (621)/Lit./LJ & LA/2022/

Dated:

NOTICE INVITING TENDER FOR GROUP TERM INSURANCE POLICY FOR ADVOCATES.

The Government of the National Capital Territory of Delhi invites online notice inviting tender (**e-Tender**) from IRDAI accredited Insurance Companies/Corporations for providing Group (Term) Life Insurance Policy for tentatively 33800* Advocates enrolled with the Bar Council of Delhi and are also in the voters' list of Delhi.

Interested companies/corporations may submit sealed Tender as per the attached format.

Important Dates & Time:

| S.I No. | Particulars | Date | Time |
|----------------|--|---|-----------------|
| 1 | Date and time of availability of e-tender | 07/03/2022 | 6:00 PM |
| 2. | Last date & time for submission of tender | 26/03/2022 | 01:00 PM |
| 3. | Pre-bid meeting and place | 14/03/2022 in the Conference room of Pr. Secretary(Law, Justice & LA), Department of Law, Justice & LA, Government of NCT of Delhi, 8th Level, C-Wing, Delhi Secretariat, Delhi-110002 | 5:00 PM |
| 4. | Date & Time of opening of Technical Bids | 28/03/2022 | 5:00 PM |
| 5. | Date & Time of opening of Financial Bids | Will be intimated to the technically qualified bidders at a later date. | |

The bids/offers received after the due date and the time mentioned above will not be entertained under any circumstances. Incomplete and unsigned bids or bids not submitted in the prescribed format will be rejected without assigning any reason.

-Sd-
Principal Secretary (Law, Justice & LA)

*Note: The total number of beneficiaries may vary and the exact number of beneficiaries will be made available at the pre-bid meeting.

PROCEDURE FOR SUBMISSION:

The eligible agencies shall submit their technical and financial bids on Delhi Government e-procurement portal i.e. <https://govtprocurement.delhi.gov.in/nicgep/app>

The tender document is also available on the website of this department at www.law.delhigovt.nic.in

No manual submission of the same shall be entertained.

Scanned copies duly signed and stamped of the following documents must be uploaded with the bids.

- (A) Duly completed Covering Letter as per Annexure-II, printed on the official letterhead of the bidder.
- (B) Technical Bid as per Annexure-I, Annexure-III and the terms and conditions duly signed.
- (C) Relevant supporting documents for the Technical Bid, if any.
- (D) Financial Bid as per Annexure- IV.
- (E) Scanned copy of EMD/Bid Security
- (F) Copy of Authority letter issued by the Insurance Company in favour of the signatory of tender document.
- (G) Copy of documents mentioned at (A) to (F) in following terms and conditions.

TERMS AND CONDITIONS:

1. The companies/ corporations should have a valid and subsisting license for providing Group Term Insurance from the appropriate government authorities e.g. IRDAI etc.
2. The companies/ corporations should have a net reserve equivalent to at least 50% of the Term Life coverage for which the tenders are invited.
3. The companies/corporations should not have been blacklisted by any government organization in the last 10 years.
4. The companies/corporations should have experience of handling at least 3 group-term insurance policies, each covering 15000 beneficiaries or more for a minimum period of 2 years.
5. Term Life coverage of INR 10 Lakhs per member must be provided for all the Advocates upto 75 years of age enrolled with the Bar Council of Delhi and are also in the voters' list of Delhi.
6. The companies/ corporations shall submit bid for the basic premium rate and GST, if applicable, and other applicable taxes in prescribed format as contained in ANNEXURE-IV.
7. Only one authorized representative of the bidder may be present at the time of pre-bid meeting and at the time of opening the tender.
8. Financial bids of technically qualified parties shall be opened at a subsequently notified later date.
9. The Technical Evaluation Committee constituted by the Government of NCT of Delhi

shall assess the ability of the agencies to render the requisite services based on the company profile, rating and on such other criteria as it may fix and furthermore, the Financial Bids of only those companies/corporations qualifying the technical evaluation shall be considered.

10. Bids which are late / vague/conditional/incomplete /not conforming to the procedure laid down hereunder, in any respect whatsoever, will be rejected.
11. Bids sent by fax & e-mail will not be accepted,
12. The bidder must sign on each page of all the bid documents.
13. In case of any dispute arising from the interpretation of the terms and conditions of the tender documents, the decision of the Government of NCT of Delhi shall prevail as final and binding on all concerned.
14. The scheme proposed by the bidder must have provisions for new enrollment of Advocates registered with Bar Council of Delhi and also in the voter's list of Delhi to get coverage within 24 hours of communication from the Government of NCT of Delhi.
15. Reports including the claims of individuals and the details of settlement are to be furnished on a monthly basis to the BAR COUNCIL OF DELHI or as and when required by the GNCTD.
16. The successful bidder shall, at its own cost, comply with all the provisions, orders and notifications as may be issued by the IRDAI, the Government and the competent authorities from time to time.
17. In case of any unsatisfactory service, suitable penalties as decided by the Government of NCT of Delhi shall be levied after issuing notice.
18. In case of failure in settlement of claims within the time frame provided, penalty will be enforced as per applicable norms.
19. The Courts of New Delhi alone will have the exclusive jurisdiction to try any matter, dispute or reference arising out of this service between the bidders and the Government of NCT of Delhi.
20. The Government of NCT of Delhi reserves the right to modify/change/delete/add any further terms and conditions prior to issuing the contract. Further the Government of NCT of Delhi also reserves the right to cancel/withdraw the tender at any stage of tender process without assigning any reasons.
21. Arbitration- All disputes and differences which may arise between the GNCTD and the Insurance Company shall be referred to an Arbitrator appointed by the Delhi International Arbitration Centre, whose decision shall be final and binding on all concerned.
22. The bidders shall deposit earnest money of **Rs. 15,00,000/-(Rupees Fifteen Lakh only)** in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Banker's Cheque or Bank Guarantee from any of the Commercial Banks in favour of Principal Secretary, Department of Law, Justice & Legislative Affairs, Government of NCT of Delhi. EMD/Bid Security should be valid for a period of forty five days beyond the final bid validity period. Companies seeking exemption are required to submit the copy of such relevant Government notification issued in their favour for such exemption.
23. The successful bidder shall also deposit Performance Security for an amount of Five per cent (5%) of the value of the contract as specified in the bid documents in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Banker's Cheque or Bank

Guarantee from any of the Commercial Banks in favour of Principal Secretary, Department of Law, Justice & Legislative Affairs, Government of NCT of Delhi. Performance security should remain valid for a period of sixty days beyond the date of completion of all the contractual obligations of the successful bidder. Companies seeking exemption are required to submit the copy of such relevant Government notification issued in their favour for such exemption.

24. In addition to the submission of scanned copy of EMD/bid security, original physical copy of EMD/Bid security is required to be submitted in the tender box kept in room no. C-806 at 8th Level, C-Wing, Delhi Secretariat of Department of Law, Justice & LA, Government of NCT of Delhi. **Last date of Submission of physical copy of EMD is 26/03/2022 up to 1:00 PM.** Companies seeking exemption are required to submit the copy of such relevant Government notification issued in their favour for such exemption.

The Companies/ corporations should also furnish the copies of following documents in addition to the documents asked for in the tender document:

- A. IRDAI Accreditation Certificate.
- B. Details of the Government / Semi-Government / Government of India Undertaking/Autonomous Body or Private Body for which such Insurance Scheme has previously been provided covering at least 15000 beneficiaries or more for a minimum period of 2 years, along with proof thereof.
- C. Declaration asseverating that the company has a net reserve equivalent to at least 50% of the term life coverage for which the tenders are invited, along with proof thereof,
- D. Affidavit declaring that the company has not been blacklisted by any government organization in the last 10 years.
- E. A dummy copy of the Group Term Insurance policy as applicable with detailed terms and conditions.
- F. The turn over certificate of the company for the financial years 2018-2019 and 2019-2020 relating to insurance business of the company duly certified by the Chartered Accountant.

(Signature of the Authorized Person)

Date:

Name -----

Mobile No. -----

ELIGIBILITY CRITERIA

| Technical Requirements | Complied Yes / No | Supporting documents enclosed Yes / No |
|--|----------------------|---|
| IRDAI Accreditation Certificate | | |
| Adequate experience in providing at least 3 Group-Term Insurance Policies, each covering at least 15000 beneficiaries or more for a minimum period of 2 years. | | |
| Declaration that the company has a net reserve equivalent to at least 50% of the term life coverage for which the tenders are invited. | | |
| Affidavit declaring that the company has not been blacklisted by any government organization in the last 10 years. | | |
| A dummy copy of Group Term Life Insurance policy. | | |

(Signature of the Authorised Person)

Date:

Name _____

Mobile No. _____

Annexure- II

(On office letter head)

Date.

To

The Principal Secretary,
Department of Law, Justice & LA
Government of NCT of Delhi,
8th Level, C-Wing, Delhi Secretariat,
Delhi-110002.

Dear Sir,

Sub: Notice Inviting Tender for "Group (Term) Insurance Policy for Advocates who are enrolled with the Bar Council of Delhi and are also in the voters' list of Delhi."

No. F. 5 (621)/Lit./LJ & LA/2022/

Dated:

With reference to the above, I am/We are enclosing our Notice Inviting Tender for "Group (Term) Insurance Policy for Advocates who are enrolled with the Bar Council of Delhi and are also in the voters' list of Delhi."

I/We hereby confirm and declare that I / We have carefully read and understood the above referred Tender document, including all the instructions, terms & conditions and all the contents stated therein, as well as any/all the subsequent corrigenda published on the GNCTD website.

Thanking you

Yours faithfully,

(Signature of the Authorized Person)

Name

Mobile No.

| TECHNICAL BID FOR "GROUP (TERM) INSURANCE POLICY FOR ADVOCATES WHO ARE ENROLLED WITH THE BAR COUNCIL OF DELHI AND ARE ALSO IN THE VOTERS' LIST OF DELHI" | | |
|---|--|----------------|
| | | |
| Technical Details | | Remarks |
| Group name | | |
| Location | Delhi | |
| Commencement Date : | | |
| Period : | | |
| | | |
| | | |
| Insured Group Details | | |
| No. of Advocate | 33800 (approx.) Age-wise breakup of data supplied by the Bar Council of Delhi is enclosed herewith as Appendix 'I'). | |
| Total Nos. of Lives | 33800 (approx.) | |
| Advocate Definition | Advocates who are enrolled with the Bar Council of Delhi and are also in the voters' list of Delhi. | |
| Maximum Age | Upto 75 years | |
| Type of Policy | Individual | |
| Sum Assured | INR. 10 Lakhs | |
| Other Conditions | Monthly declaration shall be given for deletions, if any | |
| | Pro rata Premium to be adjusted in case of deletion, if any. | |
| | Premium benefits, bonus and discounts will be adjusted in the subsequent year premiums if the total collection of premiums exceeds the claim disbursed on the yearly basis by the insurance company. | |

Name and Signature of Authorised Person

APPENDIX-I
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AGE WISE DATA OF ADVOCATES UP TO THE AGE OF 75 YEARS
ENROLLED WITH BAR COUNCIL OF DELHI AS ON 01.12.2019* (AS
PROVIDED BY BAR COUNCIL OF DELHI ON 23.06.2020.)

| Age Group | No. |
|--------------|--------------|
| 21-25 | 1614 |
| 26-30 | 6928 |
| 31-35 | 5447 |
| 36-40 | 4592 |
| 41-45 | 3943 |
| 46-50 | 3632 |
| 51-55 | 2624 |
| 56-60 | 1868 |
| 61-65 | 1346 |
| 66-70 | 1082 |
| 71-75 | 661 |
| TOTAL | 33737 |

- Figures may vary as on date.

FINANCIAL BID

For

"Group (Term) Insurance Policy for Advocates who are enrolled with the Bar Council of Delhi and are also in the voters' list of Delhi."

GROUP (TERM)INSURANCE POLICY FOR ADVOCATES WHO ARE ENROLLED WITH THE BAR COUNCIL OF DELHI AND ARE ALSO IN THE VOTERS' LIST OF DELHI

| Sr. No. | Particulars | Total Premium |
|---------|---|---------------|
| 1. | Premium for coverage of INR 10 lakhs per Advocate for a period of 1 year. | |
| 2. | GST | |
| 3. | Other applicable Taxes | |
| 4. | Total premium inclusive GST and other applicable taxes etc. | |
| 5. | Total figure in words | |

Note:

- All terms & Conditions as stated in the Tender Documents are to be complied with.
- Conditional bids are not acceptable.
- Bids submitted in the above format only are acceptable.
- ***** In case the bid offer given by two or more companies contains same amount, the company having more turn over in related insurance field for the last two F.Y. i.e. 2018-2019 and 2019-2020 shall be preferred while awarding tender.***

Name and Signature of Authorised Person Seal