

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF LAW, JUSTICE & LEGISLATIVE AFFAIRS
8th LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI
law-gnctd@delhi.gov.in

No. F.5 (755)/LJ&LA/Lit./2024/

Dated:

**NOTICE INVITING e-TENDER FOR GROUP TERM INSURANCE UNDER
CHIEF MINISTER ADVOCATE WELFARE SCHEME FOR ADVOCATES.**

The Government of the National Capital Territory of Delhi invites online **e-Tender** from IRDAI accredited Insurance Companies/Corporations for providing Group Term Insurance Policy for practicing advocates enrolled with the Bar Council of Delhi, who are also voter of Delhi.

Important Dates & Time:

Sl. No.	Particulars	Date from	Time
1	Date and time of availability of e-tender	20.09.2024 (Friday)	From 11:00 AM
2.	Last date & time for submission of tender	11.10.2024 (Friday)	Upto 06:00 PM
3.	Date & Time of opening of Technical Bids	14.10.2024 (Monday)	At 11.00 AM
4.	Date & Time of opening of Financial Bids	15.10.2024 (Tuesday)	At 12.15 PM

The bids/offers received after the due date and 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. Partial bids shall also not be accepted.

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

PROCEDURE FOR SUBMISSION:

The eligible companies/corporations 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 **<https://law.delhi.gov.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-I, printed on the official letter head of the bidder.
- B. Technical Bid as per Annexure-II, 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 of 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 10000 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 eligible advocates below 75 years of age enrolled with the Bar Council of Delhi and who are also registered in 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 opening the tender.
- 8. Financial bids of technically qualified parties shall be opened at a subsequently notified later date.
- 9. The Technical Evaluation Committee/standing committee constituted by the Government of NCT of Delhi shall assess the

eligibility of the companies/corporations 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 eligible advocates on pro-rata basis during the term of policy.
15. Age of eligible advocate must be below 75 years on the day of awarding contract to L-I bidder.
16. 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.
17. 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.
18. The settlement of claims shall be strictly in accordance with the provisions of the Insurance Regulatory and Development Authority of India (Protection of Policy Holders Interest) Regulations, 2017 as amended upto date or any other notifications/guidelines/regulations/rules etc. that may be made in this regard.
19. The Courts of New Delhi alone shall 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 period of contract will initially be for one year and the same may be extended further on yearly basis by the competent authority of Govt. of NCT of Delhi on mutually agreed existing terms and conditions. Furthermore, the Contract is liable to be terminated with one month's notice, if any lapse or unsatisfactory performance of the company is noticed.
21. 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.
22. A.D.R.: All disputes shall be initially referred to mediation through a mediator appointed by Delhi Dispute Resolution Society. In case the parties are unable to amicably settled their dispute(s) through mediation then the dispute/differences shall be referred to an Arbitrator appointed by the Delhi International Arbitration Centre, whose decision shall be final and binding on all concerned parties.

23. The bidders shall deposit earnest money of **Rs. 32,00,000/- (Rupees Thirty Two 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.
24. 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.
25. 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-812 at 8th Level, C-Wing, Delhi Secretariat of Department of Law, Justice & L. A., Government of NCT of Delhi. **Last date of Submission of physical copy of EMD is up to 11/10/2024 6:00 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 shall also be required to 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 10000 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/Declaration 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 or Balance Sheets of the company/corporation for the financial years 2022-23 and 2023-24 relating to insurance business of the company.

(Signature of the Authorized Person)

Date:

Name -----

Mobile No. -----

Annexure-I

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 10000 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 Authorized Person)

Date:

Name _____

Mobile No. _____

Annexure- II

(On office letter head)

No.

Dated:

To

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

Dear Sir,

Sub: Notice Inviting Tender for "Group Term Insurance under Chief Minister Advocate Welfare Scheme for advocates who are enrolled with the Bar Council of Delhi and also a voter of Delhi."

With reference to the above, I am/we are enclosing our Notice Inviting Tender for "Group (Term) Insurance under Chief Minister Advocate Welfare Scheme 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.

Annexure- III

TECHNICAL BID FOR "GROUP TERM INSURANCE UNDER CHIEF MINISTER ADVOCATE WELFARE SCHEME FOR ADVOCATES WHO ARE ENROLLED WITH THE BAR COUNCIL OF DELHI AND ALSO A VOTER OF DELHI"		
Technical Details		Remarks, if any
Company/Corporation Name		
Location	Delhi	
Commencement Date :		
Period :		
Insured Group Details		
No. of Advocate	32344 (approx.)	
Total Nos. of Lives	32344 (approx.)	"In case, the exact data of registered advocates to be covered under Group (Term) Insurance is required by the company, the same maybe provided on receipt of specific request from the company/corporation to Department of Law, Justice & L.A.".
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.	
	In case of addition of any eligible advocates into the existing policy, pro-rata premium shall be applicable.	
	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 Authorized Person

FINANCIAL BID

For

"Group Term Insurance under Chief Minister Advocate Welfare Scheme for advocates, who are enrolled with the Bar Council of Delhi and also a voter of Delhi."

GROUP TERM INSURANCE UNDER CHIEF MINISTER ADVOCATE WELFARE SCHEME FOR ADVOCATES WHO ARE ENROLLED WITH THE BAR COUNCIL OF DELHI, AND ALSO A VOTER OF DELHI.

Sr. No.	Particulars	Total Premium
1.	Premium for coverage of ₹10 lakhs per advocate for a period of 1 year.	Don't mention price here. Price should be submitted in only in BOQ (price bid)
2	GST, if any.	
3	Other applicable Taxes, if any	
4.	Total premium including GST and other applicable taxes, if any.	
5.	Total premium amount 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. 2022-23 and 2023-24 shall be preferred while awarding tender.***

Name and Signature of Authorised Person Seal

APPENDIX-I

AGE WISE DATA OF ADVOCATES UP TO THE AGE BETWEEN 21 TO BELOW 75 YEARS, ENROLLED WITH BAR COUNCIL OF DELHI,WHO IS ALSO A VOTER OF DELHI AS ON 20.10.2024 (AS PROVIDED BY THE APPLICANTS DURING FILING OF APPLICATION UNDER CMAWS)

Age Group	Number of advocates
21-25	2270
26-30	5990
31-35	5015
36-40	3880
41-45	4200
46-50	3650
51-55	2289
56-60	1750
61-65	1300
66-70	1200
71-75	800
Total*	32344

*** Total figure may vary as on date.**