

REQUEST FOR PROPOSAL -RFP


Reference No. RKCL/16-17/604.

Dated

18.10.2016

Unique Bid No: - RKCL/16-17/Medicaid/49

RKCL invites proposal from Star Health & Allied Insurance Company Limited for Renewal of **existing Medicaid Policy** for their employees and family members through Single Source Procurement process U/s 31 of RTTP Act 2012 and Rules thereunder .

Name & address of procuring entity	Rajasthan Knowledge Corporation Limited 7-A, Jhalana Institutional Area, Behind R.T.O. , Jaipur
Name & address of OIC	Mrs. Sujata Jain , Manager- HR & Admin.
Nature of Services	Renewal of Existing Medicaid Insurance Policies of Employees and their Family members of RKCL under Floater Policy in Employer-Employee Scheme through Single Source Bidding Process.
Estimated Cost	1.50 Lakhs . (Excluding Service Tax)
Earnest Money Deposit(EMD)	Not Required
Bid submission End Date / Time	28-10-2016 Time 01.00 PM
Bid opening End Date / Time	28-10-2016 Time 02.00 PM
Website for downloading Tender Document, Corrigendum's, Addendums etc.	<a href="http://rkcl.in">http://rkcl.in</a> <a href="http://sppp.rajasthan.gov.in">http://sppp.rajasthan.gov.in</a>
Bid Validity	30 Days from the last date of bid submission
Date: 18-10-2016	 Managing Director Rajasthan Knowledge Corporation Ltd. (RKCL) Jaipur (Rajasthan)



Note~

- 1) Bid Procedure: Single-stage: Single envelop Bid procedure
- 2) Bidder (Authorized Signatory) shall submit financial bid in prescribed format.
- 3) RKCL will not be responsible for delay in submission due to any reason. For this, bidder is requested to Submit complete bid well advance in time so as to avoid any other unforeseen problems
- 4) The procuring entity reserves the complete right to cancel the bid process and reject any or the entire Bid
- 5) No contractual obligation whatsoever shall arise from the bidding document bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.
- 6) Procurement entity disclaims any factual! or other errors in the bidding document (the onus is purely on the individual bidder to verify such information) and the information provided therein are intended only to help the bidder to prepare a logical bid-proposal
- 7) The provisions of RTPP Act 2012 and RTPP Rules 2013 thereto shall be applicable for this procurement Furthermore in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules thereto, the latter shall prevail.

Managing Director



Rajasthan Knowledge Corporation Limited



**Bidder's details**

<b>NAME OF BIDDER</b> (Hereinafter referred to as "Bidder", which expression shall unless it be repugnant to the subject, context or meaning thereof be deemed to mean and include their successors and permitted assigns)	
<b>ADDRESS of Registered Office</b> <b>Address of Branch Office( if applicable)</b>	
<b>TELEPHONE NOS.</b>	
<b>MOBIL</b>	
<b>FAX</b>	
<b>EMAIL</b>	
<b>LAST DATE AND TIME OF SUBMISSION OF THE BID</b>	_October , 28, 2016 at 01.00_P.M.
<b>BID No.</b>	

### **RFP for Renewal of Existing Floater Mediclaim Policy-Terms**

RKCL invites Bid from M/s Star Health & Allied Insurance Company Limited for renewal of **Existing** Floater Mediclaim Policy for covering RKCL's Employees along with their family members. .

#### **Procedure for submitting Bid**

The Proposal shall be submitted in sealed envelope under with the words "Proposal for Renewal of Floater Mediclaim Policy" on or before 29<sup>th</sup> October, 2016 1 PM at RKCL Office situated at 7-A, Jhalana Institutional Area, Behind R.T.O., Jaipur. The same shall be opened at 2 P.M. on same date.

Following Declaration should be submit with bidding documents

1. Declaration on letterhead of the Proposer that its contract in the past was not terminated during the contract period due to unsatisfactory performance, nor it refused to continue the services for RKCL after the contract was awarded by the RKCL in the past;
2. Declaration on letterhead of the Proposer that they have not been put in negative list by any Nationalized bank/ Central /State Govt. Organization / Financial Institution / Reputable/Large Corporate Houses, for breach of applicable Laws or violation of regulatory prescriptions or breach of agreement

#### **Terms**

##### **Instructions for Bidders**

1. Before filing Bid Documents and making applications in this regard, the Bidders should carefully examine the Bid Documents. Bid shall be deemed to have been submitted after careful study and examination of this Bidding document with full understanding of its implications. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP.
2. Brokers/ Agents / Representatives of the Insurance Companies shall not be permitted to participate in the bid on behalf of the Insurance Company.
3. Failure to furnish all information required by this RFP or submission of a Bid not responsive to this RFP, in every respect, will be at the Bidder's risk and may result in rejection of the Bid and for which RKCL shall not be responsible.

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4. The bid shall be signed / executed along with Form of Bid by a person or persons duly authorized by the Bidder. The representative of the Bidder should have the proper documentary evidence (power of attorney, board resolution, other corporate authorization) authorizing him to execute any documents on behalf of the company. In case of power of attorney, the same has to be duly stamped, properly executed, notarized and witnessed and supported by relevant corporate authorizations.
5. The Bidder, irrespective of its participation in the Bid process, shall treat the details of the Bid Documents as secret and confidential at all times.
6. The Bidder shall bear all costs for the preparation and submission of the Bid Documents. RKCL shall not be responsible or liable for reimbursing/compensating these costs, regardless of the conduct or outcome of the bidding process.
7. The Bidders shall submit their offers strictly in accordance with the terms and conditions of the Bid Documents as stated therein/herein. Any Bid, which stipulates conditions contrary to the conditions given in the Bid Documents, shall be rejected forthwith. The decision of RKCL in this regard shall be final, conclusive and binding on the Bidder(s)
8. The Bidder shall have complied with all requirements of law for submitting this Bid and for performance of obligations
9. The Bidder is expected to examine and follow all instructions, forms, terms & conditions, and scope of work in the Bid Document. Failure to furnish complete information in all respects required by the Bid Document or submission of a Bid not substantially responsive to the Bid Document in every respect will be at the Bidder's risk and may result in the rejection of the Bid by RKCL. Any decision in this regard by RKCL shall be final, conclusive and binding on the Bidder.
10. List of Employees along with their family members are given hereby by the RKCL.
11. During the validity of the current policy, no revision in premium shall be considered by RKCL on the basis of actual claim ratio or any enhancement in the premium pointed out by any statutory or other authority.
12. The Company should be Approved Insurance Company from IRDA.



FORMAT FOR SUBMITTING FINANCIAL BID BY

Cover Opted	Total Premium including Service tax	Amount in words
Base Policy- 5 Lacs (Recharge Cover 1.50Lcs & Re-store Cover 5 Lacs)		

Note- The above figures have to be given in consolidation basis for all employees as per attached list.

