



TEZPUR UNIVERSITY

(A Central University (2016 Visitor's Best University Award, 2016

OFFICE OF THE REGISTRAR

Tezpur: 784028: Assam

Ref No: TU/11-24/Pur/Qtn(ET)/2022-23/ 1163

Date: 18-07-22

EXPRESSION OF INTEREST

GROUP TERM INSURANCE SCHEME (GTIS) FOR EMPLOYEES

Expression of Interest (Eol) are invited from Life Insurance companies registered with IRDA (both public and private) for providing Group Term Insurance service for regular employees of the University. The detailed Eol document with all relevant terms and conditions is enclosed as below. The requisite participation documents completed in all aspects (**as mentioned in the Eol**) should reach the below mentioned address **on or before 4th August 2022**. The University's role shall only be that of a facilitator and the contract of insurance will be between the insured and the insurance providers.

"The Joint Registrar (General Administration)
Tezpur University
Napaam, Tezpur, District: Sonitpur, Assam-784028"

For any further information the undersigned may be contacted through the following e-mail: snp@tezu.ernet.in.

Joint Registrar
General Administration
Tezpur University

Expression of Interest (EoI) for

IMPLEMENTATION OF GROUP TERM INSURANCE SCHEME(GTIS) FOR
REGULAR EMPLOYEES OF TEZPUR UNIVERSITY



Tezpur University

(A Central University established by an act of Parliament)

Tezpur-784028: Assam

NIT NO.....E.T.-EoI-1163.....DATED-18-07-2022

Dated..18-07-2022....

Tezpur University (TU) invites sealed quotations/Expression of Interest from the Life Insurance Companies registered with IRDA, having adequate financial resources and healthy track record in handling business of large magnitude in respect of group life insurance policies to offer a Group Term Insurance Scheme for the regular employees of the University with the following life coverage.

Category as per coverage	Sum to be Assured (Rs. in Lakh)
Category – A	75.00
Category – B	50.00
Category – C	25.00

The employees shall have the option to opt for higher or lower slab of coverage.

1.0 Minimum Eligibility Criteria

1. The bidder should be a registered under Insurance Act, 1938/IRDA and should have a valid license to carry out life insurance business (documentary evidence to be submitted)
2. The Bidder should have valid PAN, Goods and Service Tax registration number business (documentary evidence to be submitted).
3. The bidder should have at least one operational group term insurance scheme of at least 300 members (documentary evidence to be submitted).
4. The Bidder should not have a record of poor performance such as abandoning of any contract, inability to complete any contract, unreasonable delay in settlement of claims.
5. The Bidder should not have been black listed by any Government or its organizations in the past three years.

2.0 About Tezpur University

Tezpur University, one of the Premier Higher Education Institutions of India was established on **January 21, 1994** as per the Tezpur University Act, 1993. The University, which is fully residential and unitary in nature, is currently offering 69 academic programmes through 26 departments under the Schools of Engineering, Humanities & Social Sciences, Management, and Sciences. The University also offers 06 programmes in Open and Distance mode under its Centre for Distance and Online Education.

No of Departments-26

Schools of Studies- 04

Total No of Students-4564

NRI/Foreign students-13

3.0 Employee Statistics

3.1 The employee breakup is detailed as follows:

Category as per Cover	Employee type	No. of Employees
	Faculty	276
	Group A officers	33
	Other than Group A officer but not included in Multi-Tasking Staff	160
	Multi-Tasking Staff	72
	Total	541

N.B – The above numbers may differ due to new joining or leaving/superannuation of employees.

3.2 Age wise employee break up is summarized as follows:

Year of birth	Age range	No. of employee	Type of employment
1954-58	61-65	4	Regular
1959-63	56-60	17	Regular
1964-68	51-55	71	Regular
1969-73	46-50	99	Regular
1974-78	41-45	108	Regular
1979-83	36-40	111	Regular
1984-88	31-35	85	Regular
1989-93	26-30	37	Regular
1994-95	29-30	9	Regular
	Total	541	

Information regarding employees with gross salary may be seen at the following link:
http://www.tezu.ernet.in/rti/Basic_Information/Pay-Structure_jan2021.pdf

3.3 Normal retirement age is 65 years for faculty members and 62 years for Registrar, Librarian and Controller of Examinations. 60 years for other Staff members. Superannuation age-wise data break up is detailed below:

Age of superannuation	No. of employees
65	278
62	3
60	260
Total	541

3.4 Employee Deaths (from 01.01.2018 to till date)

SI	Designation	Date of Death	Age at Death	Cause of Death
1	Upper Division Clerk	31-07-2019	42	Illness
2	MTS	07-01-2020	42	Illness
3	Professor	06-04-2020	56	Illness
4	Assistant Professor	05-06-2020	52	Accident
5	MTS	11-11-2020	54	Pressured Stroke
6	MTS	29-11-2020	46	Illness
7	Section Officer	06-02-2021	52	Heart Attack
8	Lower Division Clerk	16-02-2021	48	Accident
9	MTS	26-06-2021	43	Illness
10	Senior Technical Assistant	11-07-2021	32	Accident
11	Associate Professor	07-04-2022	658	Illness

4.0 Employees Lifestyles

Tezpur University is located at Napaam, Tezpur about 4 hours drive from Guwahati. The 262-acre meticulously planned campus of the University provides an excellent ambience for pursuit of education and research. The campus provides and an ideal setting for learning and living.

Since the basic mandate of Tezpur University is to provide quality education and carry out cutting-edge research in Schools of Engineering, Humanities & Social Sciences, Management, and Sciences, the employees are working in a nonhazardous work environment and have almost zero life risk in their work place.

Tezpur University has state-of-the-art sport facilities in the campus for its students and employees which include

- Two Football/cricket grounds (with flood light)
- Two Basketball courts
- Two Volleyball courts
- One Tennis court
- One Badminton court with night playing facility
- One indoor stadium
- A modern gymnasium
- Table Tennis Hall for two tables.
- One Archery Range.

5.0 Medical Facilities

Tezpur University has its own Health Centre within its campus with qualified doctors on roll and also visiting consultants. The Health Centre facilitates OPD services to all the regular employees with the provision of stock of regular/emergency medicines and dressing materials. The health Centre conducts periodic health checkup camps.

6.0 Period of Contract

The Insurance policy shall be One Year Policy commencing at **00:00:00 AM** of.....till the **midnight of**

Terms and Conditions

1. The Policy shall cover all kinds of death cases including unnatural death (Suicide) from Day 1 of commencement of policy.
2. The GTIS shall be mandatory for all the regular employees.
3. There shall not be **“Active at Work”** clause in the policy as all of the regular employees are covered by Group Term Insurance Scheme.
4. There should not be any **Negative list of countries** in the policy.
5. The death Claims shall be settled within 30 days from the date of submission of all documents.
6. The Premium shall be paid on monthly basis within 15th of the concerned month.
7. There shall be a grace period of 15 days from the due date of premium.
8. **The coverage of the mid joiners shall be from Day-1 (Date of joining) irrespective of immediate payment of premium. The premium shall accordingly be calculated on pro rata basis and will be deposited in the following month. All regular employees of Tezpur University (TU) shall be covered under the policy including persons on Lien/deputation.**
9. **The coverage for the mid leavers shall be till the date of leaving the University. The premium shall accordingly be calculated on pro-rata basis.**
10. The excess premium if any, paid by the University shall be refunded by the Insurance Company at the end of the contract period within three months.
11. The bid shall remain valid up to a period of three months from the date of opening of the bid.
12. The maximum entry age shall be 64 years.
13. **There shall not be any clause of “Medical Test” in the policy as all the regular employees will be covered under Group Term Insurance Policy.**
14. The policy must also cover the employees who are on lien or deputation. The premium will be paid by the University, subject to remittance of the premium amount by the borrowing Dept. to the University in due course.
15. The rate of premium must be inclusive of all taxes, stamp duty etc. However, the Goods and Service Tax has to be separately quoted. No subsequent increase in premium rates (except taxes, if so required due to change in the Govt. policy) will be allowed under any circumstances.
16. The bidders shall quote the rates both in English words as well as in Figures. In case of difference in rates between words and figures, the lesser of the two shall be treated as valid rate.
17. In case of calculation errors, the decision of the University will be final and binding on the bidders and may even lead to rejection of the tender.
18. Bidders are required to give written confirmation as mentioned above as per Appendix – II.
19. Bidders are required to quote their rates as per the Appendix – III (Financial Bid).

20. More than one bid from the same company shall disqualify the insurance provider.
21. The decision of Tezpur University will be the final in all respects.
22. All the pages of the Tender document including the Appendix and copy of certificates **should be signed by the authorized person of the Insurance company**, along with common seal of the Insurance company.
23. The documents as sought under Appendix I & II and the financial bids per Appendix III duly signed & stamped by the authorized signatory of the Insurance Company must be submitted in a two bid form, i.e. the documents as sought under Appendix I & II must be submitted in a separate sealed envelope super scribing **"Documents for of N.I.T.**

No. ET-E01-1163dated.....18-07-2022....." and the financial bid must be placed in a separate sealed envelope super scribing **"Financial Bid for N.I.T. No. ET-E01-1163dated.....18-07-2022....."**

Both the parts must be sent together in a separate sealed envelope super scribing the following: **"Reference No. of N.I.T., Date & Time of opening of Bid"** and should reach the following address on or before **4th August 2022** :-

**"The Joint Registrar (General Administration)
Tezpur University
Napaam, Tezpur, District: Sonitpur, Assam-784028"**

The purchase committee after scrutiny of all the documents submitted under Annexure I&II, shall upload the list of qualified bidders in Tezpur University website and shall notify the date of opening of financial bid. Financial bids of only qualified bidders shall be opened. The qualified bidders may depute their authorized representative to remain present during the financial bid opening. Any quotation received after closing time shall not be considered.

24. In case of a tie in the financial bid, the claim settlement ratio of the last three financial years shall be the decider.
25. Tezpur University reserves the right to accept / reject any quotation(s) either in full or in part without assigning any reasons thereto. In the event of any ambiguity in the policy proposal with regard to any aspect, the interpretation of Tezpur University shall be final and binding on the "Insurer". Financial bids of qualified bidders as mentioned in Sl no 23, will be evaluated on the basis of lowest quote of total monthly premium (including taxes) per thousand of sum assured.
26. Offers made by fax or e-mail will not be accepted, nor any subsequent changes in quotation will be entertained.
27. Any clarification/further information regarding this tender may be sought by sending an e-mail at the following email ID: **snp@tezu.ernet.in**

"Canvassing/ marketing/ offering promotional services etc. in any form will be disqualification for the bidder".

FINANCIAL BID

I. For coverage of Sum Assured of Rs.75 lakhs/Rs.50 lakhs/Rs.25 lakhs for employees of Tezpur University (TU).

Sl. No	Monthly Premium per employee <u>per thousand</u> (Rs.)			Total Monthly Premium per employee <u>per thousand</u> (in words)
	Basic	GST	Total	
1.				

(Signature & seal of Authorized signatory)

**SPECIMEN OF DOCUMENTS TO BE SUBMITTED ALONG WITH TENDER
IN INSURANCE COMPANY'S LETTER HEAD.**

UNDERTAKING

1. We solemnly affirm that (Name of Insurance Company) _____ Insurance Company Limited has not been debarred from any other Govt. Companies/Autonomous Body & PSU for participating in any of their Tenders.
2. We undertake if we are awarded the contract as mentioned in the NIT Ref. No. _____, we undertake to settle all the claims of Tezpur University (TU) within 30 days and non-settlement would attract an interest at State Bank of India lending rate for cash credits. We understand that failure to do so might affect our business prospects with Tezpur University (TU) adversely.
3. We undertake that Insurance Policies shall cover all kinds of death cases including unnatural death (suicide) and "Actively in work clause" will not be applicable for Tezpur University (TU).
4. We undertake that we have received the IRDA approval for Group Term Insurance Policy (The photocopy of the same is attached herewith).
5. We undertake that the bank account details are attached herewith.
6. We undertake that there will be no subsequent increase in premium rates during the contract period.
7. We undertake that the secrecy of Tezpur University (TU) information/documents will be ensured at all times.
8. We undertake to comply with all the terms and conditions of this Notice inviting Tender.
9. We undertake that we do not have any record of poor performance such as abandoning of any contract, inability to complete any contract, unreasonable delay in settlement of claims.
10. We undertake that we have not been black listed by any Government or its organizations in the past three years.

(Signature & seal of Authorized signatory)

DOCUMENT CHECK LIST

Sl. No.	Name of the Document	Copy enclosed (write Yes or No)
1	Copy of Firm's Registration under Insurance Act, 1938/IRDA	
2	Copy of license to carry out life insurance business.	
3	Copy of valid PAN.	
4	Copy of Goods and Service Tax Registration Certificate	
5	Proof of at least one operational group term insurance scheme of at least 300 members.	
6	Claim Settlement Ratio of last three financial years	

**** In case of a tie, the claim settlement ratio shall be the decider. ****

(Signature & seal of Authorized signatory)