

INDUSTRIAL TRAINING DEPARTMENT
(KERALA STATE)



Directorate of Training,
Labour Complex, P.M.G,
Vikas Bhavan.P.O,
Thiruvananthapuram-33

No.DT/3622/2023-I2

Dated:01-08-2023

NOTICE INVITING e-TENDER
e-Government Procurement
e-Tender No.DT/3622/2023-I2

Sub:- Competitive e-Tenders are invited from **Public Sector Insurance Companies** for providing Group Insurance to the trainees (2023 Admission) studying in Industrial Training Institutes (ITIs) .

Competitive Re-e-tenders are invited from Public Sector Insurance Companies for providing Group Insurance to the trainees studying in Industrial Training Institutes (ITIs).

1.	Requirement	Providing Group Insurance to ITI Trainees for 2023 Admission
2.	Earnest Money deposit (EMD)	Rs.9600/-
3.	Re-e-Tender submission Fee	2242/-(including 18% GST)
4.	Tender Documents	Can be downloaded from the website www.etenders.kerala.gov.in
5.	Bid Submission start date	02/08/2023
6.	Last Date of Receipt of tenders	02/09/2023
7.	Date of Opening of tenders	05/09/2023

Bidder's Eligibility:

- The bidder shall be a public sector Insurance Company registered under

Insurance Regulatory and Development Authority of India (IRDAI). The bidder shall not be an Insurance marketing firm or an Insurance broker or an agent.

- The bidder shall have Ten years experience in the Life/Health insurance field.

General Information:

- Tender Documents and Tender Schedule can be downloaded free of cost from the e-GP website www.etenders.kerala.gov.in
- A Bid submission fee of Rs.2242/- (including 18% GST) shall be remitted as on line payment (Non refundable). The cost of tender form, and its terms and conditions are as per respective positions SPM.
- All bid tender documents are to be submitted through online only and no manual submission of the same shall be entertained.
- Scanned copies of (1) Valid registration certificate issued by Insurance Regulatory and Development Authority of India(IRDAI).(2) Scanned copy of PAN Card.(3) GST Registrations (4) Proof of minimum 10 years experience in the Life/Health insurance field are to be uploaded in the e-procurement Portal.
- Online tenders for bids are to be accompanied with a preliminary agreement executed in Kerala Stamp Paper worth Rs.200/-. (Performa attached as annexure-I)
- Tenders/bids received online without the (1)Valid registration certificate issued by Insurance Regulatory and Development Authority of India(IRDAI). (2) Scanned copy of PAN Card.(3) GST Registrations (4) Proof of minimum 10 years experience in the Life/Health insurance field shall be summarily rejected.
- Further details can be sought from the Directorate of Training, 5th Floor, Labour Complex, Thiruvananthapuram-33.
- The Department of Industrial Training is not responsible for any error like missing of schedule while downloading by the bidder.
- If not otherwise specified all conditions of tenders in Kerala Government will be applicable to this tender also.
- In the event of any question of dispute arising these conditions or any special conditions of this contracts or in connection with this contract, the same shall be referred to the Additional Chief Secretary (Labour and Skills) and his/her decisions shall be final and conclusive and binding on both the parties(the Department of Industrial Training and the contractor).

General Tender Terms and Conditions for e-Procurement :

This Tender is an e-Tender and is being published online for the **Group Insurance Scheme for the ITI Trainees**. The tender is invited in TWO Cover system from the registered and eligible firms through e-Procurement Portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidder's willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

A. Online Bidder Registration Process:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on www.cca.gov.in. Once, the DSC is obtained, bidders have to register on www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088/188/388 or 0484-2336006, 2332262 or 0497-2764788, 2764188 or 0483-273294 or through email: etendershelp@kerala.gov.in or helpetender@gmail.com for assistance in this regard.

B. Online Tender Process:

The tender process shall consist of the following stages:

- i. **Downloading of tender document:** Tender document will be available for free download on www.etenders.kerala.gov.in. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. **Pre-bid meeting:** No pre bid meeting.
- iii. **Publishing of Corrigendum:** All corrigenda shall be published on www.etenders.kerala.gov.in and shall not be available elsewhere.
- iv. **Bid Submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on www.etenders.kerala.gov.in. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- v. **Opening of Technical Bid and Bidder short -listing:** The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical

qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.

- vi. **Opening of Financial Bids:** Bids of the qualified bidder's shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

C. Documents Comprising Bid:

- i. The First Stage (Pre-Qualification or Technical Cover based on 1 cover or 2 cover tender system):

Pre-Qualification or Technical proposal shall contain the scanned copies of the documents which every bidder has to upload as per NIT

The Scanned copies of the following documents which every bidder has to upload

1. Registration Certificate issued by Insurance Regulatory and development Authority of India (IRDAI)
2. Scanned copy of PAN Card
3. A Proof of minimum ten years experience in the field of Life/Health Insurance Schemes.
4. Scanned copy of GST Registration

The Department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

- i. **The Second Stage** (Financial Cover or as per tender cover system):

The bidder shall complete the Price bid as per format given for download along with this tender.

Note: The blank price bid should be downloaded and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

Fixed Price: Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/variable price quotation will be treated as non-responsive and rejected.

D. Tender Document Fees and Earnest Money Deposit (EMD):

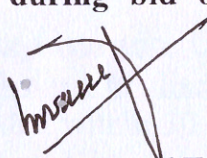
The Bidder shall pay, a tender document fees of Rs. 2242/- including GST@18% and Earnest Money Deposit of Rs.9600/-. The EMD is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

Online Payment Modes: The tender document fees and EMD can be paid through e-Payment facility provided by e-Procurement system.

E. SUBMISSION PROCESS:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Financial bid online on www.etenders.kerala.gov.in along with online payment of tender document fees and EMD.

It is necessary to click on "Freeze bid" link/icon to complete the process of bid submission other wise the bid will not get submitted online and the same shall not be available for viewing/opening during bid opening process.


Additional Director of Training

Terms and Conditions of providing Group Insurance Coverage to ITI Trainees.

The proposed Group Insurance coverage is envisaged for ITI Trainees who are studying in Government Industrial Training Institutes (24 hours coverage)

The sum assured for each trainee will be a maximum of 3 lakh Rupees

The tenderer should quote the premium amount per student and for a total of around 24000 trainees. The quoted rate should be inclusive of all taxes including GST, Service Tax etc., if any, to be paid.

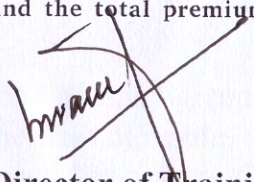
The trainees in the admission roll of all Government ITIs, under the Industrial Training Department, should be covered against the following misfortunes, due to any unforeseen accidental events that may occur either inside or outside the campus. (24 hours coverage)

Sl.No	Benefit	Sum insured In Rs.
1	Death	3,00,000

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2	Loss of two eyes or two limbs	3,00,000
3	Loss of one eye or one limb	1,50,000
4	Permanent Total disablement from injuries other than loss named above (PTD)	3,00,000
5	Permanent partial disablement from injuries other than loss named above (PPD)	Based on % certified by the treating Doctor
6	Treatment as inpatient for the hospitalization of each student due to accident	75,000
7	Outpatient treatment for each student due to accident.	30,000

- The Policy shall cover all the students of Government ITIs under this department. The list of students will be handed over by the For all claims, all documents will be submitted to the Insurance Company directly by the concerned ITI Principals within 14 days of discharge of student from the hospital. Principal's of ITIs concerned and the premium will be paid by the Department to the selected insurance company.
- **For all claims, all documents will be submitted to the Insurance Company directly by the concerned ITI Principals within 14 days of discharge of student from the hospital.** Such claims are to be settled within 30 days and the payment should be made directly to the insured and intimated to this office.
- If any claim arise, the claim details will be submitted by the concerned ITI Principals with the medical certificate, discharge summary and other relevant documents.(if the trainee is being hospitalized)
- The insurance company should quote the premium per student and the total premium per year


Additional Director of Training

ANNEXURE -1 STATUTORY PRELIMINARY AGREEMENT

Articles of agreement executed on this the day of Two Thousand and Twentythree between the The Director of Training (hereinafter referred to as "First Party") of the one part and Shri.

4/2023

.....
..... (Name and address of the Bidder) (hereinafter referred to as “the Second Party”) of the other part.

WHEREAS in response to the Notification No..... dated the Second Party has submitted to the First Party a tender for the specified therein subject to the terms and conditions contained in the said tender;

WHEREAS the Second Party has also deposited with the First Party a sum of Rs..... as earnest money for execution of an agreement undertaking the due fulfilment of the contract in case his tender is accepted by the First Party.

NOW THESE PRESENT WITNESS and it is hereby mutually agreed as follows:

1. In case the tender submitted by the Second Party is accepted by the First Party and the contract for is awarded to the Second Party, the Second Party shall withindays of acceptance of his tender execute an agreement with the First Party incorporating all the terms and conditions under which the First Party accepts his tender.
2. In case the Second Party fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, the First Party shall have power and authority to recover from the Second Party any loss or damage caused to the First Party by such breach as may be determined by the First Party by appropriating the earnest money deposited by the Second Party and if the earnest money is found to be inadequate the deficit amount may be recovered from the Second Party and his properties movable and immovable in the manner hereinafter contained.
3. All sums found due to the First Party under or by virtue of this agreement shall be recoverable from the Second Party and his properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such other manner as the First Party may deem fit.

In witness whereof
Shri.....(H.E. Name and designation) for and on behalf of the Director of Training and Shri.
.....For and on behalf of the Second Party have hereunto set their hands the day and year shown against their respective signatures.

4/2023

Signed by Shri. (date)

..... In the

Presence of Witnesses:

1.

2.

Signed by Shri. (date)

..... In the

presence of witnesses:

1.

2.