



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

PREBID CLARIFICATION ON TENDER NUMBER -IISER/PUR/1970/21

GROUP TERM INSURANCE POLICY FOR IISER PUNE EMPLOYEES

Refer tender published on Institute website www.iiserpune.ac.in and on CPP Portal on 07/06/2022.

Pre-Bid meeting was held on 14/06/2022 at 3.00 PM and minutes of meeting is as under:

At the outset, the Chairman welcomed all the Members and the representative of the Prospective Bidders and briefed in general the scope of the tender and thereafter requested Assistant Registrar (S&P) to brief the bidders on the salient features of the tender.

The representatives present were satisfied with the replies given and it was informed that the corrections / additions / clarifications given, as discussed during the Pre-Bid Conference would be hosted on the website of IISER Pune and all the Prospective Bidders are required to take cognizance of the proceedings of the Pre-Bid Conference before submitting their bids as stipulated in the Bidding Documents.

The other terms & conditions of the notice issued on our IISER website www.iiserpune.ac.in will remain unchanged. No more correspondence in this regard will be entertained

The meeting ended with vote of thanks to the Chair

14/06/2022

Sd/-
Assistant Registrar (S&P)

IISER PUNE
PRE-BID CONFERENCE FOR PREBID CLARIFICATION ON TENDER NUMBER -IISER/PUR/1970/21

GROUP TERM INSURANCE POLICY FOR IISER PUNE EMPLOYEES

QUERIES AND CLARIFICATION

S. No	Query/Clarification Sought	Clarification / Amendment
1	Designation, salary details in data	Will be provided. Please send an email to purchase@iiserpune.ac.in with subject line of Group Term Insurance Policy.
2	Number of members in last 5 years	It is a fresh policy.
3	Do client have any other GTL policy apart from the one they are seeking now	No existing Group term policy.
4	Is it takeover or fresh scheme? If takeover, please provide Policy Copy.	It is a fresh policy.
5	Is this an additional policy that client is seeking	It is a fresh policy.
6	Since when do they have a GTL policy and what is benefit structure in last 3 years	It is a fresh policy.
7	In case of graded cover check whether members with same designation are covered for same SA.	Please refer sr.no.1
8	Individual claim details with date of death, cause of death, date of intimation, claim amount	Please refer sr.no.1
9	Claim confirmation - Please provide the confirmation from the client that there are__ deaths in last policy year till	Please refer sr.no.1
10	Covid details from 01/04/2020 till date with bifurcation recovered/active/deceased and if possible date of diagnosis and date of recovery	Please refer sr.no.1

11	Top level, middle level and lower level management employees are included in data	Yes
12	Vaccination details of the members in data if possible (1st dose and 2nd dose) to evaluate risk	Please refer sr.no.1
13	Are all the employees being covered or only part of the group is covered? If only a part is being covered, provide reason why not the whole group of employees.	Institute has initiated 'Group Term Insurance Policy' proposal on voluntary basis for the first time.
14	Are there contractual and permanent employees in this group, provide bifurcation in data.	Please refer sr.no.1
15	Update details of Active At Work for all members in member details file	Please refer sr.no.1
16	<p>Contract staff can be covered under this compulsory Employer Employee GTL scheme provided all the below conditions are satisfied. Please check and provide below points for these employees.</p> <p>a) Employment Status: Contract employees/consultant should be employed on full time basis</p> <p>b) Nature of Work: Nature of work for contract employees/consultant should be similar to that of permanent employees of same grade/band</p> <p>c) Coverage Structure: Contract employees/consultant should be provided similar coverage structure to that of permanent employees of same grade/band</p> <p>Further Employment: Contract employees/consultant should not be employed elsewhere</p> <p>d) Duration of Contract: Duration of contract should be minimum of six (06) months for a given financial year. Cover shall be co-terminus with the expiry of contract i.e.</p>	<p>a) Institute has few faculty members on Contract basis (appointed on tenure basis). They work full time. Please note this is voluntary scheme and not compulsory.</p> <p>b) Yes</p> <p>c) Yes. Same coverage is being considered for the respective 'Group' of employees irrespective of their status i.e. Regular/Contractual. They work full time at the Institute</p> <p>d) Duration of contract is always more than 6 months. In exceptional cases, at the close of expiry of contract, pending the final decision</p>

	<p>if contract expires or gets terminated before the expiry of scheme year for members then those members shall be excluded from the scheme for the remaining duration till expiry of scheme.</p>	<p>for further extension, employees are given contract for less than 6 months also.</p> <p>Note: Coverage may remain for the duration of the premium paid. Institute will have cases of contract expiry / superannuation etc. during the duration of premium paid.</p>
17	<p>If institute will accept quotation from insurance companies through insurance broker?</p>	<p>No</p>
18	<p>Page 10 Point 7</p> <p>Payment of claim should be settled for all kinds of deaths, within 1(one) week from the date of submission of request letter from IISER Pune/Family Member with a Death Certificate only, no other documents will be submitted. The claim will be put for settlement as and when they submit death certificate.</p> <p>Page 10 Point 9</p> <p>All new recruits/ additions to the workforce shall be automatically covered from the date of their joining the Institute's service. The claim in case of a newly appointed recruit will not be rejected merely on the premise that the premium has not been deposited by the Institute in time.</p> <p>Page 22 Point 8.</p> <p>Settlement of Claim and Payment of sum assured</p> <p>Query: Claims shall be settled as per turnaround time prescribed under SBI Life's Board approved Policy for Protection of Policyholders Interest. Further, SBI Life may call for any other document which is necessary in support of the claim as prescribed in the policy document.</p>	<p>Tender terms and conditions prevails</p> <p>The claim in case of a newly appointed recruit shall start immediately after the payment of the first premium.</p> <p>Tender terms and conditions prevails</p>
19	<p>Page 10 Point 8</p>	<p>Tender terms and conditions prevails.</p>

	<p>List of employees would be provided by Institute initially and subsequently the updated list would be shared to Agency by 15th day of every month by Administration Section. Premium due for the policy period shall be paid as agreed.</p> <p>Page 10 Point 9</p> <p>All new recruits/ additions to the workforce shall be automatically covered from the date of their joining the Institute's service. The claim in case of a newly appointed recruit will not be rejected merely on the premise that the premium has not been deposited by the Institute in time.</p> <p>Page 11 Point 10</p> <p>Kindly calculate the premium based on the above data and information ("Scope of Work-Section-A"). However, the premium will be paid only on actual number of employees enrolled. For addition/deletion during the insurance period, the additional/excess amount of premium will be paid/withdrawn on pro-rata basis.</p> <p>Query: Please clarify how would compliance with Section 64VB of Insurance Act, 1938 be ensured.</p>	
20	<p>Page 11 Point 20</p> <p>All terms and conditions as mentioned in "TERMS AND CONDITIONS OF AGREEMENT" will be binding on all insurance providers.</p> <p>Page 12 Point 22</p> <p>AWARD OF CONTRACT: L1 bidder would be selected on the basis of the total premium. However, the Institute reserves the right to cancel any or all the bids, if not found according to the proposal made. The selected bidder will abide by all the Terms</p>	Tender terms and conditions prevails.

	<p>& Conditions of the Tender Document. The Insurance policy would be taken initially for a period of one year.</p> <p>Page 15 COVERING LETTER</p> <p>I / We have carefully gone through the requirements, evaluation criteria, terms and conditions and prescribed formats carefully and I / We accept the same without any alterations/modifications.</p> <p>Page 12 Point 23</p> <p>PAYMENT TERMS: The agreed monthly premium amount of the concerned month would be paid in advance on the 1st day of the said month. Grace period of 15 days to be considered for any technical issues in transferring the said premium amount including GST.</p> <p>Page 17</p> <p>ACCEPTANCE CERTIFICATE Have read and understood and hereby accept the terms and conditions of the tender and agreement for the group term insurance policy for IISER Pune employees.</p> <p>Query: Product terms and conditions are specified in the Master policy shall prevail. Please note the grace period as mentioned in the policy document in covering letter shall be prevail.</p>	
21	<p>Page 10 Point 3</p> <p>The decision of the Director, IISER Pune with regard to the determining of quality of work/services done by the Agency/Company shall be final and acceptable to the contractor. The Director, IISER Pune reserves the right to get the work/services so rejected done/replaced at his own level at the risk and cost of the agency after giving him a notice in writing and the expenditure incurred on this count shall be recovered from the Agency from his outstanding dues. Once the premium is paid according to sum assured, the total sum assured and</p>	Tender terms and conditions prevails.

	<p>premium should not be changed in any circumstances during policy period.</p> <p>Query: Change in premium rates will be as per terms and conditions governed in the policy.</p>	
22	<p>Page 21 Point i</p> <p>It is expressly agreed by the parties that the amount of sum assured and amount of premium to be paid per month per lakh of sum insured per employee shall not be changed in any circumstances during policy period. If the GST rate is changed during the policy, then Customer shall pay to the Agency premium amount as per new GST rates.</p> <p>Please take the views from Taxation team</p>	Tender terms and conditions prevails.
23	<p>Page 21 Point 5</p> <p>Amount of sum assured- On death of the employee during the period of this Agreement, the Agency shall pay to the nominee of the said employee of the Customer the sum assured</p> <p>Query: In accordance with IRDAI's circular on Group Life Insurance Products the claims of individual persons insured there under may be paid through the employer.</p>	Tender terms and conditions prevails.
24	<p>Department of Posts which is under Central Government of India doesn't cover under IRDAI and hence through this letter Post department request to give exemption for said precondition.</p>	Agency should be IRDAI accredited Insurance company for procuring Life Insurance Business in India.
25	<p>(Maximum Sum Assured) As per our departmental rulings</p> <p>Postal Department can offer maximum sum assured of Rs 50,00,000/- (Rs Fifty lakhs only) for single person and as per tender, rates for 1Cr is also asked hence we would like to know, how to proceed for employees with sum assured 1Cr.</p>	Tender terms and conditions prevails.
26	<p>(Premium to be offered) As per post departmental rulings</p>	Tender terms and conditions prevails.

27	<p>Postal Insurance Request for providing date.</p> <p>Please share Date of Birth/Current Age and corresponding sum assured as on 1st July 2022 on our email id it will help us to quote premium for all employees.</p>	<p>Please refer sr.no.1</p>
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