

Small Industries Development Bank of India

SIDBI takes life insurance cover for all the employees of the Bank for the following risks :

- a) Group Term Life Insurance Policy Scheme (GTLI)
- b) Housing Loan Group Insurance Scheme (HOLIS).
- c) Group Insurance Scheme for Loans Other than HOLIS (GISLOH)

Request for Proposal

For

Selection of **Service Provider**

Tender No. : T00048187/2017/HO1/Admin

Dated: June 14 , 2017

SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA
SIDBI TOWER, 15, Ashok Marg, Lucknow – 226 001

This document is the property of Small Industries Development Bank of India (SIDBI). It may not be copied, distributed or recorded on any medium, electronic or otherwise, without SIDBI's written permission. Use of contents given in this document, even by the authorised personnel/ agencies for any other purpose other than the purpose specified herein, is strictly prohibited as it shall amount to copyright violation and thus shall be punishable.

Invitation for submitting Bid

1. Introduction and Requirement:

SIDBI is an all India Financial Institution catering to the financial needs of Micro, Small and Medium Enterprises. It has its Head Office at Lucknow.

SIDBI takes life insurance cover for all the employees of the Bank for the following risks :

- d) Group Term Life Insurance Policy Scheme (GTLI)
- e) Housing Loan Group Insurance Scheme (HOLIS).
- f) Group Insurance Scheme for Loans Other than HOLIS (GISLOH)

Accordingly, proposals are invited from various insurance companies engaged in providing life insurance cover for the above risk covers. The extent of insurance cover and the risks cover to be offered is given in **Annexure I**. You are requested to submit your bids strictly conforming to the schedule and terms and conditions given in **Annexures** attached.

2. Bidding Information:

Purpose	Selection of "Insurance Company/Broker" for providing Life insurance cover under GTLI, HOLIS and GISLOH
Last Date of Submission of Bids.	June 27, 2017 by 1300 hrs
Clarifications.	Clarifications, if any, may be asked in writing through e-mail not later than June 20, 2017 by 1600 hrs on mail id. ranjana@sidbi.in , ashoot@sidbi.in , sunilk@sidbi.in
Address for submission of Bids	THE GENERAL MANAGER ADMINISTRATION VERTICAL, SIDBI, SIDBI TOWER, 15, ASHOK MARG, LUCKNOW - 226 001
No. Of Envelopes for submitting sealed financial bids as per format enclosed at Annexure VI (Non window, sealed)	Ist Envelope: (Superscribing "OFFER for providing Life insurance cover under GTLI) IInd Envelope: Superscribing "OFFER for providing Life insurance cover under HOLIS) IIIRD Envelope: Superscribing "OFFER for providing Life insurance cover under GISLOH
Date of opening of Financial Bids	June 28, 2017 at 16 : 00 hrs.
Contact Details	SIDBI TOWER, 15, Ashok Marg, Lucknow - 226 001

Sr.No.	Name	Designation	Mobile No.	Email ID
--------	------	-------------	------------	----------

1	Ashoo Tewari	DGM	9984565222	ashoot@sidbi.in
2	Ranjana Bhattacharjee	AGM	9839224174	ranjana@sidbi.in
3	Sunil Kumar	AM	7275003565	sunilk@sidbi.in

3. INSTRUCTION TO INSURANCE COMPANY/BROKER

- 3.1. Insurance Company/Broker are advised to study the tender document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- 3.2. Any clarification to be sought by the Insurance Company/Broker should be done on or before the stipulated date.
- 3.3. At any time prior to the deadline for submission of Bids, the Bank, for any reason, may modify the Bidding Document, by amendment.
- 3.4. Amendment, if any, shall be hosted on SIDBI Website (www.sidbi.in) and at CPP Portal (<http://eprocure.gov.in/>).
- 3.5. In case of any clarification required by SIDBI to assist in the examination, evaluation and comparison of bids, SIDBI may, at its discretion, ask the Insurance Company/Broker for clarification or may use the services of Insurance Broker.
- 3.6. Representative (only one person per Insurance Company/Broker) of Insurance Company/Broker may make it convenient to be present present at the venue of opening of Bids.
- 3.7. The envelopes should clearly indicate the Name and Address of the Service Provider.
- 3.8. The Insurance Company/Broker shall bear all the costs associated with the preparation and submission of the bid and SIDBI will in no case be responsible or liable for those costs, regardless of the conduct or the outcome of the tendering process.
- 3.9. Modification And/Or Withdrawal of Bids:
Bids once submitted will be treated, as final and no further correspondence in this regard will be entertained. No Insurance Company/Broker shall be allowed to withdraw the bid but in case more than one bid is received from the insurance company, the bid with lowest quote will be considered. SIDBI has the right to reject any or all the bids received without assigning any reason whatsoever. SIDBI shall not be responsible for non-receipt / non delivery of the bid documents due to any reason whatsoever.

4. TENDER METHODOLOGY, BID EVALUATION & AWARD OF CONTRACT:

- 4.1. Insurance Company/Broker will submit the price bid in the prescribed format enclosed at **Annexure VI** in three separate sealed covers for each type of risk cover superscribing as under :

Ist Envelope:

(Superscribing **"OFFER for providing Life insurance cover under GTLI)**

IInd Envelope:

Superscribing **"OFFER for providing Life insurance cover under HOLIS)**

IIIrd Envelope:

Superscribing **"OFFER for providing Life insurance cover under GISLOH**

- 4.2 SIDBI will award the contract to the successful Insurance Company/Broker whose bid has been determined to be substantially responsive and has been determined as the LOWEST (L1) FOR EACH COVER SEPARATLEY .
- 4.3. Insurance Company/Broker will ensure that there is no overwriting / cutting in the financial bid.
- 4.4 The Bank reserves to reject any bid without assigning any reason.

5 DATA :

5.1 Consolidated grade wise employee details and employee wise data are provided at attached Excel along with this tender. The details are

- ✓ **Annexure-II** - Consolidated grade wise employee data
- ✓ **Annexure - III** - Detailed employee data.
- ✓ **Annexure-IV** - Employee-wise housing loan outstanding
- ✓ **Annexure-V** - Employee-wise loans other than Home Loan outstanding.

5.2 We advise that retirement age of SIDBI employees is 60 years (which automatically shifts to last date of the month in which 60th birthday falls).

5.3 The mortality instances for last three years (under HOLIS & GTLIS) i.e. FY 2015, 2016 & 2017 are two , two & three respectively.

5.4 Your company will also submit an undertaking to maintain confidentiality regarding the confidential information which shall not be reproduced or disclosed for use in any way, to any third party or to any other person or entity other than persons in the direct employment of your company, for any purpose whatsoever, without prior consent of the Bank.

5.5 Please also note that it will not be binding on the Bank to take any policy in respect of the quotations arranged by you and no brokerage / commission would be payable in this regard. SIDBI reserves the right to accept or reject any bids without assigning any reason to the concerned insurance / broker companies or firms.

Annexure I

Life insurance cover under GTLI, HOLIS and GISLOH

Sl. No.	Name of The Insurance scheme	Deaths covered / Purpose	Required Tenure	Coverage										
1	Group Term Life Insurance Policy Scheme (GTLI)- Natural Death	Natural death and Accidental Death (all death other than natural death) including suicide	From 01/07/2017to 30/06/2018	<table border="1"> <thead> <tr> <th data-bbox="1007 510 1214 696">Category of Employees (Grade)</th> <th data-bbox="1214 510 1406 696">Life Insurance Coverage (in ` lakhs)</th> </tr> </thead> <tbody> <tr> <td data-bbox="1007 696 1214 775">CMD , DMD, CGM</td> <td data-bbox="1214 696 1406 775">12.00</td> </tr> <tr> <td data-bbox="1007 775 1214 887">Officers - Grade 'D' & 'E'</td> <td data-bbox="1214 775 1406 887">10.00</td> </tr> <tr> <td data-bbox="1007 887 1214 999">Officers - Grade 'A', 'B' & 'C'</td> <td data-bbox="1214 887 1406 999">8.00</td> </tr> <tr> <td data-bbox="1007 999 1214 1111">Staff - Class III & IV</td> <td data-bbox="1214 999 1406 1111">6.00</td> </tr> </tbody> </table>	Category of Employees (Grade)	Life Insurance Coverage (in ` lakhs)	CMD , DMD, CGM	12.00	Officers - Grade 'D' & 'E'	10.00	Officers - Grade 'A', 'B' & 'C'	8.00	Staff - Class III & IV	6.00
Category of Employees (Grade)	Life Insurance Coverage (in ` lakhs)													
CMD , DMD, CGM	12.00													
Officers - Grade 'D' & 'E'	10.00													
Officers - Grade 'A', 'B' & 'C'	8.00													
Staff - Class III & IV	6.00													
2	Housing Loan Group Insurance Scheme (HOLIS)	To cover staff housing loan outstanding in case of death of employee on account of Natural and Accidental Death (all death other than natural death) including suicide	From 01/07/2017to 30/06/2018	Maximum `80 lakh per employee or actual Housing Loan outstanding including interest whichever is lower (` 50 lakh without medical check-up and in case the housing loan exceeds `50.00 lakh the insurance company will arrange for health check-up and additional premium will be paid thereafter for risk coverage beyond `50 lakh)										

3	Group Personal Accidental Insurance Scheme (GPAIS)	Death by Accident i.e. all death other than natural death including cases of Permanent Total Disability (PTD) and Permanent Partial Disability (PPD)	From 01/07/2017 to 30/06/2018	<table border="1"> <thead> <tr> <th>Grade</th> <th>Insurance Coverage (in ` lakhs)</th> </tr> </thead> <tbody> <tr> <td>Class III / IV</td> <td>2</td> </tr> <tr> <td>A/B/C including MTs/PTs/OTs</td> <td>4</td> </tr> <tr> <td>D/E/F</td> <td>6</td> </tr> <tr> <td>DMD/CMD</td> <td>8</td> </tr> </tbody> </table>		Grade	Insurance Coverage (in ` lakhs)	Class III / IV	2	A/B/C including MTs/PTs/OTs	4	D/E/F	6	DMD/CMD	8
				Grade	Insurance Coverage (in ` lakhs)										
				Class III / IV	2										
				A/B/C including MTs/PTs/OTs	4										
				D/E/F	6										
DMD/CMD	8														
4	Group Insurance Scheme for Loans Other than HOLIS (GISLOH)	To cover all staff loans (Other than Housing loan) outstanding in case of death of employee on account of Natural and Accidental Death (all death other than natural death) including suicide	From 01/07/2017 to 30/06/2018	Maximum `40 lakh per employee or actual Loan outstanding (Other than Housing loan) including interest whichever is lower (without health-check-up)											

Other Terms and Conditions:

- क) Employee data (as [per the scheme) would be submitted on quarterly basis.
- ख) Under HOLIS & GISLOH scheme the bank i.e. SIDBI would be the claimant and Nominee.
- ग) The nominee(s) of Provident Fund as per the bank record would be the Nominee for the concerned employee under GTLIS & GPAIS.
- घ) Claim to be entertained and settled based on Death Certificate issued by applicable local authority and duly filled in claim form without insisting on any other document such as postmortem report , FIR etc.

Annexure-II

Consolidated grade wise employee details as on 1/06/2017

Class / Grades	CL-I	CL-III	CL-IV	Grade Total
Grade H - [DMD]	2			2
Grade F	12			12
Grade E	41			41
Grade D	110			110
Grade C	187			187
Grade B	363			363
Grade A	306			306
Category IV		46		46
Category I		52		52
Special Category			15	15
Senior Category			28	28
Base Category			5	5
Total	1021	98	48	1167

- विस्तृत डाटा मेल में संलग्न है |
- विस्तृत डाटा और संक्षिप्त डाटा में संख्या के अंतर का कारण संविदा कर्मचारी और दो ग्रेड ए अधिकारी हैं जो त्याग पत्र दे चुके हैं |
- (क) त्याग पत्र दिए हुए दो ग्रेड ए अधिकारी का डाटा, संक्षिप्त डाटा में हैं परन्तु विस्तृत डाटा में नहीं है |
- (ख) संविदा अधिकारी का डाटा विस्तृत डाटा में है परन्तु संक्षिप्त डाटा में नहीं है |
- (ग) PSIG संविदा कर्मचारी का डाटा विस्तृत डाटा में है |
- (घ) यह डाटा ०१/जून/२०१७ का है |

Annexure- VI

TO BE PRINTED ON LETTER HEAD OF THE INSURANCE COMPANY

THE GENERAL MANAGER
ADMINISTRATION VERTICAL,
SIDBI, SIDBI TOWER, 15,
ASHOK MARG,
LUCKNOW – 226 001

FINANCIAL BID

(TO BE SUBMITTED SEPARATELY IN A SEALED ENVELOPE FOR EACH RISK COVER)

INSURANCE COVER UNDER (Tick which is applicable below)				
1	Group Term Life Insurance Policy Scheme			GTLI
2	Housing Loan Group Insurance Scheme			HOLIS
3	Group Insurance Scheme for Loans Other than HOLIS			GISLOH
Premium rate per ₹1000/-	Total Sum assured	Premium in ₹ excluding service tax	Total Premium amount including service taxes in ₹	Amount of cover under non medical category

I/We working with (company name) as (designation) hereby undertake not to disclose the confidential information regarding employees/loans provided by you, to any third party or to any other person or entity other than persons in the direct employment of our company, for any purpose whatsoever, without prior consent of the Bank (Small Industries Development Bank of India).

For Name of the Insurance Co./Broker

Sign & Signature of Authorized Officials

Date -

Place -