

# उत्तर बिहार ग्रामीण बैंक

प्रधान कार्यालय, कलमबागचौक  
मुजफ्फरपुर, बिहार, 842001



UTTAR BIHAR GRAMIN BANK

HEAD OFFICE, KALAMBAGH CHOWK

MUZAFFARPUR, BIHAR, 842 001

(Sponsored By: Central Bank of India)

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Tender Ref No: 4061

Date: 15/12/2020

UTTAR BIHAR GRAMIN BANK, HEAD OFFICE, MUZAFFARPUR- 842001

Uttar Bihar Gramin Bank, one of the largest Regional Rural Bank invites Sealed tender offers(technical bid and financial bid ) for the Group Health Insurance Policy for employees/retirees of Uttar Bihar Gramin Bank from Health Insurance Companies approved by the IRDAI for period of One Year.

## Disclaimer

*While the document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by Uttar Bihar Gramin Bank or any of its employees, in relation to the accuracy or completeness of this document and any liability thereof expressly disclaimed. The RFP is not an offer by Uttar Bihar Gramin Bank, but an invitation for Bidder's responses. No contractual obligation on behalf of Uttar Bihar Gramin Bank, whatsoever, shall arise from the offer process unless and until a formal contract is signed and executed by duly Authorized officials of Uttar Bihar Gramin Bank and the Bidder.*

## SCHEDULE OF EVENTS

S.No	A. Particulars	
1.	Tender Reference :	HO/HRD/13/20-21/ 4061
2.	Date of commencement of issue of RFP	15.12.2020
3.	Purpose	Selection of Insurance Company for providing Group Health Insurance Policy For existing and retired employees of Uttar Bihar Gramin Bank under Corporate Agency tie up as per IBA Guidelines.. For a period of One year.
4.	Medical Insurance details	IBA GROUP MEDICAL INSURANCE POLICY -As per the Bipartite Settlement / Joint Note dated 25.05.2015,
5.	For receipt of queries on RFP	07 January 2021
6.	Date for Pre-Bid Meeting	08 January 2021
7.	Last date for Bid Submission of RFP	11 January 2021 at 3:00pm
8.	Opening of Tender	11 January 2021 at 3:30 pm
9.	Address of Communication	General Manager, Uttar Bihar Gramin Bank Head Office, HRD Department, Sharma Complex, Kalambagh Chowk, Muzaffarpur-842001
10	Place of Opening of Bid	Uttar Bihar Gramin Bank Head Office, HRD Department, Sharma Complex, Kalambagh Chowk, Muzaffarpur-842001



B	Insured Name	Uttar Bihar Gramin Bank		
C	Address for Communication	GENERAL MANAGER, Uttar Bihar Gramin Bank, HRD Dept., Head Office, Sharma Complex, Kalambagh Chowk Muzaffarpur- 842001 (Bihar)		
D	Locations to be covered	1. All offices & / or work places of the insured but not limited to 2. Head Office 3. Regional office 4. Branch/administrative offices, Branches		
E	Staff position as on 30.11.2020	Officers	1873	Total: 3224
		Employees	1351	
		Retiree Position as on 30.11.2020		
		Officers	1403	Total: 1857
		Employees	454	

F	Age Wise Bifurcation of Existing Staff	Officers	Below 40 Yrs	40 to 50 Yrs	50-60 Yrs	Total
		Employees	1460	62	351	1873
G	Sum Insured	Officers	4.00 Lacs (Four Lacs only)			
		Employees	3.00 Lacs (Three Lacs only)			

SL. No	H. Pre-Qualification Criteria
1.	Should have been registered with IRDAI .
2.	Bidder should have a valid IRDAI License as on date of the submission of RFP response, for procuring Health Insurance business in India
3.	Bidder should have been operational for at least 3 years in India as on 31.03.2020
4.	Bidder should have Corporate Agency tie-up arrangement with at least 3 Regional Rural Bank and Scheduled commercial Bank as on 30.11.2020
6.	Bidder should have minimum 15 Branches in India as on 31.03.2020
7.	Authorized representative of the Bidder should have given undertaking

# GENERAL & TECHNICAL INFORMATION

## PART -I

### TECHNICAL BID (Company Profile)

S.No	Particulars of the Company	Remarks	
1	Company name		
2	Head Office Full Address		
3	Telephone & Mobile No		
4	Email Address		
5	IRDA Registration		
6	Year of Operation in the relevant Business		
7	Corporate Tie Up with Regional Rural Bank	1	
		2	
		3	
8	Corporate Tie Up with Commercial Bank	1	
		2	
		3	
9	Number of Branches in India		
10	Number of Branches in Bihar		
11	Claim Settlement Ratio		
12	Name(s) of contact person with address & E-mail ID		
13	USP of the Company		
14	Actual TAT (Turn Around Time)	Cashless	
		Reimbursement	
15	Network Hospitals List	Pan India	
		Bihar	
16	Customer Claim Portal (for intimation/submission/tracking purpose)		

Place

Date

Authorised Signatory

✓ Supporting documents as mentioned in eligibility criteria should be attached with the bid.



- I. Companies are advised to submit sealed tender in envelop superscribed Tender for Group Health Insurance Policy for staff members of Uttar Bihar Gramin Bank” and the envelop should contain two separate envelops superscribed – as below.  
Envelop No.1 – Technical Bid  
Envelop No.1 – Financial Bid / Commercial Bid.
- J. Rates have to be mentioned in figures as well as in words.
- K. Tender Cost of Rs 5000/- (Rupees Five thousand only ) Only as Bank Draft in favour of “ Uttar Bihar Gramin Bank “  
Payable at Muzaffarpur should be attached to technical Bid.
- L. Duration of Contract : The contract shall initially be valid for a period of one year and be extendable for further periods depending on satisfactory service, competitive rate and mutual consent under the preview of IBA guidelines.

### FINANCIAL BID

#### Group Health Insurance Policy for staff members of Uttar Bihar Gramin Bank.

S.No	Particulars	Proposed rate			
1	Group Insurance Premium Rates	Cadre	Insurance Coverage	Premium With Domiciliary treatment per employee (In Rupees)	Premium With Out Domiciliary treatment per employee (In Rupees)
		Officers	4 Lacs		
		Employees	3 Lacs		
		Retired staff members			
		Cadre	Insurance Coverage	Premium with Domiciliary treatment per Retiree (In Rupees)	Premium with Out Domiciliary treatment per Retiree (In Rupees)
		Officers	4 Lacs		
		Employees	3 Lacs		
2	Rate of GST				
3	Detail of Engagement of TPA				

Date:

Signature of authorized person

Name;

Place:

Company Seal:

## **Clarification and Amendment to the RFP**

Bidder may request a clarification on any clause in the RFP document up to 21/12/2020 by 1700 Hrs. Any request for clarification must be sent in writing by standard electronic means to [cmhrd@ubgb.in](mailto:cmhrd@ubgb.in), and addressing The General Manager, Uttar Bihar Gramin Bank. Bank will respond to the queries by standard electronic means and if found necessary, will upload the responses on its website as per timelines mentioned earlier.

Should the Bank deem necessary at any time before submission of proposal, Bank may amend the RFP by issuing an addendum and uploading it on the Bank's website.

The addendum will be binding on all the bidders. Bank may, if an amendment is substantial, give reasonable time to Bidders and extend the deadline for the submission of Proposals.

**Bank shall be under no obligation to accept any offer received in response to this RFP and shall be entitled to reject any or all offers without assigning any reason whatsoever. Bank may abort the entire process at any stage without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for Bank's action.**

**The last date of submission of Bid is 11/01/2021 by 1500 Hrs. No proposal will be accepted after this date and time.**

Any other information/clarification may be obtained from the Chief Manager, HRD Department, Head Office, Uttar Bihar Gramin Bank, Sharma Complex, Kalambagh Chowk, Muzaffarpur- 842001 (Bihar) or on telephone number 9297954300 during office hours.

  
(Mahendra Kumar)

GENERAL MANAGER

