



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211012 (U.P.) INDIA

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Ref. No: IIIT-A/DR (S&P)/ 076/2017
Date: 17/05/2017

Enquiry Letter

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Subject: Quotation for Group Personal Accidental Death Insurance & Permanent total disablement coverage due to accident of IIIT-Regular Employees

Enquiry issue date: 17/05/2017

Last date of submission: **08/06/2017 at 12:00 noon**

Security Money/Performance Guarantee: as per terms & conditions of IRDA

Dear Sir,

The Institute intends the **Group Personal Accidental Death Insurance & Permanent total disablement coverage due to accident of IIIT-Regular Employees** for which sealed offers are invited from the registered Insurance Companies licensed by IRDA.

Regular staff strength as detailed below:

Category of Employees	Age group	No. of Employees
Group A	18-35 yrs.	18
	36-45 yrs	36
	46-60 yrs	13
Group 'B & C & D'	18-35 yrs	21
	36-45 yrs	33
	46-60 yrs	07

The Insurance coverage details would be as per the following:

1. Accidental death of insured employees
2. All the employees of IIIT-Allahabad working under regular Pay Band.
3. Group 'A' employees would be covered for Rs. 50.00 lacs.
4. Group 'B & C & D' employees would be covered for Rs. 25 lacs.
5. The insurance coverage should commence as soon as the insurance company receives the premium. No. waiting period.
6. The Institute would provide the list of all employees along with the their nominees.
7. The coverage would be 365 days and remain covered for 24 hrs.
8. The Institute will intimate the insurance company as soon as possible for such accidental death for claim procedure.

You are requested to submit the most competitive quotation by courier/

speed post with complete details of procedure for claim, Terms & Conditions etc. **upto 08.06.2017 till 12:00 Noon**. Quotations duly sealed in envelope superscribed Quotation for "**Group Personal Accidental Death Insurance & Permanent total disablement coverage of IIIT-Regular Employees** " may be dropped in the tender box placed in the office of the Deputy Registrar (S&P), IIIT-Allahabad. Quotation should be addressed to Deputy Registrar (S&P), IIIT-Allahabad, Deoghat Jhalwa, Allahabad-211015.

Terms and Conditions

1. The company shall be responsible for providing the Group Personal Accidental Death Insurance coverage to the employees of the Institute, as per the provisions stated in the enquiry document.
2. The tenderer should sign & stamped the tender form at each page at the end in token of the acceptance of all the terms and conditions of the tender and agreement.
3. The company should be registered with the Income tax Department and in support shall endorse PAN Card and income tax clearance from the Income Tax Department with the tender.
4. **Successful tenderers will have to execute an agreement in the prescribed form and deposit security amounting to 10% of the total value of contract for the due performance of the contract. The security money will be returned after two months from the date of completion of the agreed contract. No interest will be paid by the department on such security amount. The expenses of completion and stamping the agreement shall be paid by the agency and the stamped counterpart of agreement.**
5. If the approved company fails either or render the services of the prescribed specification or to provide within the specified period, a penalty of 10% of the total value of contract will be imposed on the company.
6. The contract can be repudiated at any time if the services are not made to the satisfaction of the Institute.
7. The number of employees mentioned above is tentative only & may increase or decrease.
8. The company shall issue to the Institute, the detailed conditions as per the policy bond that would generally cover all points.
9. The company shall provide a Senior Officer & keep the first party informed as a single point of contact for liaisoning with the Institute (together with his cell No. and address).
10. Agency will have to sign an agreement with the Institute regarding the terms & conditions/ required document/ duration of claim payment.
11. The enquiry of lowest rate cannot be claimed as a right to be awarded that Insurance policy / agreement (Annexure-I).
12. Director, IIIT-A reserves the right to alter/modify any or all conditions of this tender and to reject of accept any quotation.
13. All disputes are subject to jurisdiction of courts at Allahabad.



(Dr. Seema Shah)
Deputy Registrar (S&P)

Copy to:

- Hon'ble Director for kind information.

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Annexure-I

Financial Bid

(On letter head of the Firm)

[Group Personal Accidental Death Insurance & Permanent total disablement coverage due to accident of IIIT-Regular Employees]

S. No.	Details	Total premium of Group A- (67 Emp) Sum insured 50,00,000 per employees	Total premium of Group- B,C & D (61 Emp) Sum insured 25,00,000 per employees
1.	Accidental Death Only (100% of Sum insured)		
2.	Permanent total disablement due to accident a) Loss of one hand or one limb or right or one eye (50% of sum insured) b) Loss of both hands or both limbs or right of both eyes (100% of sum insured) c) Loss of one hand & one limb (100% of sum insured) d) Loss of one limb & sight of one eye (100% of sum insured)		
	Total Premium per Month-		
	Taxes if any-		
	Grand Total Premium per Month-		

Signature of the tenderer

Seal of the firm

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AGREEMENT

An agreement made this between Deputy Registrar (S&P), Indian Institute of Information Technology, Allahabad (herein referred to as Employer) of the part and (herein referred as the Agency of the other part).

Whereas in response to call for enquiry for theas per enquiry paper hereto agency has submitted a Enquiry as per Annexure 'A' hereto and whereas the said Enquiry of the agency has been accepted the total estimated contract value of as per copy of letter of acceptance of Enquiry Ref. No. completed with enclosures at the accepted rates and agreed deviations from Enquiry Papers as per annexure hereto. Now this agreement witness that consideration of premises and the payment to be made by the Employer to the agency provided for herein below the agency shall provides services and executed and perform all works for which the said Enquiry of the agency has been accepted strictly according to the various provisions in Enquiry papers hereto and upon such services and perform to the satisfaction of the Employer, the employer shall pay to the agency at the several rates accepted as per the said annexure and in terms of provisions herein.

In witness whereof the parties have hereunto set and subscribed their respective hands and /or seals the day and years respectively mentioned against their respective signatures.

Signed and delivered at _____ by for and on behalf of _____ the _____ agency within named in the presence.

(Authorized Signatory)

Witness:

- 1. Signature
Name in Block Capitals _____
Address _____
- 2. Signature
Name in Block Capitals _____
Address _____

Signed and delivered at IIIT-Allahabad by _____ Dy. Registrar (S&P), for Indian Institute of Information Technology, Allahabad in the presence of:

Deputy Registrar (S&P)

Witness:

- 1. Signature
Name in Block Letter _____
Address _____
- 2. Signature
Name in Block Letter _____
Address _____