

## REQUEST FOR PROPOSAL (RFP)

FOR

**“RENEWAL GROUP MEDICLAIM & GROUP PERSONAL  
ACCIDENT INSURANCE FOR EMPLOYEES & NEW  
PARENTAL MEDICLAIM INSURANCE”**

FOR

**UBI Services Limited**

504-506, 5th Floor, Centrum, S. G. Barve Road, Wagle Estate,  
MIDC, Thane (W), Pin code – 400604.

**BID FOR RENEWAL OF GROUP MEDICLAIM INSURANCE & GROUP PERSONAL  
ACCIDENT INSURANCE FOR EMPLOYEES AND NEW PARENTAL INSURANCE  
POLICY**

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**1. KEY INFORMATION: -**

Sr No.	Particulars	Information / Details
1	Bid Reference Number	<b>UBISL/ADMIN/2425/003</b>
2	Bid Date	<b>February 17, 2025</b>
3	Bid Documents for	<b>Renewal of Group Mediclaim &amp; Group Personal Accident Insurance for employees of UBI Services Limited (UBISL) for the period 18/03/2025 to 17/03/2026 and New Group Parent Mediclaim Insurance for employee's parents.</b>
4	Pre-bid Meeting	<b>February 24, 2025</b>
5	Last date and time of receipt of bid (Original)	<b>February 28, 2025 (6:00 PM)</b>
6	Last date and time of receipt of bid (Extended)	<b>March 4, 2025 (6:00 PM)</b>
7	Date & time of opening bid documents	<b>March 5, 2025 (3:30 PM)</b>
8	Address for correspondence / communication	<b>Head – Administration UBI Services Limited Unit No. 504-506, 5<sup>th</sup> Floor, Centrum, Wagle Estate, Opp. Raila Devi Lake, Near Satkar Hotel, Thane West, Maharashtra – 400 604. Phone No.: 022 – 6930 3001 / 3023. Email: - <a href="mailto:tenders@ubisl.co.in">tenders@ubisl.co.in</a></b>
9	Bids in a sealed envelopes should super scribe	<b>Bid Name: Bid Notification No.: Bid Date:</b>

		<b><u>Bidder has to seal Technical Bid &amp; Commercial / Financial Bid in two separate envelopes before putting them in one main/big Bid envelope.</u></b>
10	Contact Person	<b>Mr. Datta Bhosale (CFO &amp; Head – Admin.) Ms. Komal Pawar (Lead – Administration)</b>
11	Email	<a href="mailto:tenders@ubisl.co.in">tenders@ubisl.co.in</a>
12	Contact Number	<b>022 – 6930 3001 / 3023</b>
13	Bid & Other information available on	<a href="https://www.ubisl.co.in/tender.aspx">https://www.ubisl.co.in/tender.aspx</a>

Note: All the rights are reserved by the UBISL for postponement or cancellation of the entire bid process, rejection of bids / individual bid etc. also to modify / add / remove any or all T&C without assigning any reason.

## 2. BACKGROUND: -

UBI Services Limited (“UBISL” or “The Company”) is a wholly owned subsidiary of Union Bank of India (UBI) engaged in various activities that range from distribution of Retail Loan products & manpower solutions to the Parent Bank. The Company is a Corporate Selling Agent of Parent Bank and into distribution of various retail and other loan products mainly of Home Loan, Car Loan, Education Loan, Credit Cards, Gold Loan, and MSME Loan etc. The Company is also providing manpower solutions to various department / process of parent Banks like Centralized Vendor Payment Cell (CVPC), Core Banking Solutions (CBS) Helpdesk, Corporate Relationship Cell (NPC), Credit Compliance & Monitoring Cell (CMCC), etc.

## 3. INVITATION & PURPOSE OF BID:

UBI Services Limited (“UBISL” or “The Company”) invites quotations from Insurance Company from open market. Interested bidders for participating are invited to submit their bids / quotations as per annexure in response to this bid document. The criteria

and actual process of the evaluation of the response to this bid and subsequent selection of the successful bidder will be entirely at UBISL's discretion.

The Company intends to renew the Group Mediclaim Insurance & Group Personal Accident Insurance cover from the selected bidder for a period of one year for its employees and acquire a new policy of Group Parents Mediclaim Insurance for the employees.

#### **4. SCOPE OF WORK:**

The policy should cover employees of the Company and family members (1+3) of employees at any given point of time for the sum insured, in the event of any kind of hospitalization, medical treatment, etc. in case of GMC and any kind of accidental death, permanent total disability, permanent partial disability and temporary total disability. This year onwards, the company hereby proposes to new Group Parents Mediclaim Insurance Policy for parents of employees, the scope is detailed under para 8.3 of this document.

In this connection the Company invites sealed offers for procurement of Group Mediclaim Insurance Policy & Group Personal Accident Insurance Policy for employees of the Bank as per the Terms & Conditions, Technical Specifications and scope of coverage described in this document. The term of contract will be for a period of one year.

#### **5. ELIGIBILITY CRITERIA:**






Only those Bidders who fulfill the following criteria are eligible to respond to the RFP document in support of all eligibility criteria are required to be submitted along with the Technical Bid. Offers received from the bidders who do not fulfill under that category.

The following eligibility criteria /requirements are mandatory for the insurance companies participating in the Bid.

- a) Minimum experience of five years in General Insurance business as on the date of bid submission.
- b) Solvency ratio of more than 1.25 for the last three financial years.
- c) Claim settlement ratio of more than 90% for the last three financial years.
- d) Minimum paid up capital of Rs.100 crore as on 31.03.2024.
- e) The Gross written premium collection of more than Rs. 1000 crores for the last three financial years.
- f) Experience of managing Group Mediclaim Insurance Policy and Group Personal Accident Policy for Public Sector Banks / Public Sector Undertakings for at least 5,000 employees during the last two financial years (FY 2022-23 & 2023-24).
- g) Bidder should not have been blacklisted / debarred by any PSU Bank / Undertaking during last five years (Self attested undertaking / certificate on bidders' letter should be provided signed by authorized signatory)

However, bidders are not restricted from participating in any additional documents other than the ones asked for in this tender which may be relevant to this.

## 6. Instructions to Bidders:

-  Interested bidders, who can provide GMC & GPA policies to employees of the company and meet eligibility criteria may respond.
-  The Bidder shall adhere to the guidelines issued by RBI, IRDAI and other regulatory bodies.
-  The bidder should also maintain confidentiality of information shared with them during the tenure of project.
-  The bidders are required to go through the complete RFP documents thoroughly.
-  Bidders have to submit their offer in two bid systems i.e. Technical Bid and

Commercial Bid in separate sealed covers. Envelopes should be super scribed as “Technical Bid” and Commercial / Price Bid” respectively.

- ✚ The main envelope containing two bids (technical & commercial in separate sealed covers), should be super scribed “Bid for Group Medclaim Insurance for employees and parents & Group Personal Accident Insurance for employees for employees”
- ✚ It is the sole responsibility of the bidder to ensure submission of the bid within due date and time. Submission by way of any other mode i.e. online / digitally is not allowed and will be considered invalid.
- ✚ Bidders can clarify their queries at pre-bid meetings (24/02/2025) to held online and link and timing will be shared in advance. No individual consultation will be entertained. Bidders should nominate their officials to attend the pre-bid meeting by sending the authority letter on email id [tenders@ubisl.co.in](mailto:tenders@ubisl.co.in). Authority letters should contain the name, designation and email address of authorized officials and letters should be signed by the person authorized by the Board of Directors of the company.
- ✚ Technical bids will be opened on 01/03/2025 at 3:00 pm Bidders can attend meeting online at the time of opening of bids.
- ✚ If the pre-bid meeting and technical bid date being declared as a holiday, the revised meeting date will be communicated separately.
- ✚ The date of opening commercial bids will be informed to bidders through email after evaluation of technical bid documents.
- ✚ Bidder should submit / communicate the name, designation of the person who is authorized to attend pre-bid meeting and technical bid meeting with authorization letter.
- ✚ Commercial bid shall be opened for the bidders, who are found technically qualified as per the bid eligibility criteria and scope of coverage.
- ✚ Each page of the bid documents shall be signed by the bidder and company / firm seal should be affixed.
- ✚ The quotation should be valid for at least 90 days from the date of opening of the

commercial bid, for finalization of bid process at our end and the quoted rate will not be revised within validity period.

The bid documents should be delivered / submitted in sealed envelopes and scribed as **“BID FOR RENEWAL OF GMC & GPA INSURANCE FOR EMPLOYEES AND NEW PARENTAL INSURANCE POLICY”** to address mentioned above before last date of submission of bids. **The Bidder should compile two separate envelopes, one for technical bids (Documents and information) another for Financial / Commercial Bids with premium amount.**

The bidder can send their tender documents in soft copy via email to [tenders@ubisl.co.in](mailto:tenders@ubisl.co.in) but documents should be password protected and password can be shared to Head Administration at the time of opening of bid documents which shall be communicated separately.

- The Bid / Offer should be complete in all respects and contain all information asked for in this document.
- The Company or UBISL may, at its discretion, extend this deadline for submission of bids by amending the RFP Document
- The Bid should be signed by the authorized signatory of the bidder. A Power of attorney or letter of authority to that effect shall be submitted by the bidder along with bid submission.
- All supporting documents / annexures should be duly signed and sealed by authorized signatories.

## **7. BID EVALUATION CRITERIA:**

Bidder must qualify the technical eligibility criteria and should submit the required documentary proofs as indicated above. Bids which fail to qualify for any of the following criteria will be rejected. To evaluate the technical and commercial bid, the procurement committee constituted by the Company shall examine the documents furnished by the Bidder in the Technical Bid and Presentation to be given by the bidder.



Only those bids which satisfy the Eligibility Criteria will be eligible for negotiation of quoted price.

#### 7.1 Technical Bid: -

<b>Sr No.</b>	<b>Bidder Credentials</b>	<b>Max. Marks</b>	<b>Supporting Documents</b>
1	The bidder must be an IRDA authorized Insurance Company with a minimum of 5 years of existence in General Insurance Business as on the date of bid submission	20	A Copy of IRDA Certificate to be submitted
2	The bidder should have the solvency ratio more than 1.25% for last three years	15	Bidder must produce a certificate from the practicing Chartered Accountants to this effect
3	The bidder should have a minimum claim settlement ratio of above 90% for the last three financial years	15	Bidder must produce a certificate from the practicing Chartered Accountants to this effect.
4	The bidder should have minimum paid-up capital of Rs. 100 crores as on March 31, 2024	15	The bidder must submit the copy of the Audited Financial Statement for the year ending March 31, 2024. Bidder must produce a certificate from the practicing Chartered Accountants to this effect.
5	Total Gross Written Premium collection should be more than	10	Bidder must produce a certificate from the practicing

<b>Sr No.</b>	<b>Bidder Credentials</b>	<b>Max. Marks</b>	<b>Supporting Documents</b>
	Rs. 1000 crores during the financial year 2023-24		Chartered Accountants to this effect.
6	The bidder should have proven experience of managing GMC & GPA policies for Public Sector Banks / Undertakings for at least 5000 employees during last two financial years (FY 2022-23 & 2023-24)	15	Copies of work orders / offer copy / agreement with PSU banks / PSUs on the company's letterhead clearly stipulating the group size should be furnished.
7	Bidder should not have been blacklisted / debarred by any PSU Bank / undertaking in last five years	10	Self-attested undertaking / certificate on bidders letter should be provided signed by authorized signatory
	<b>TOTAL</b>	<b>100</b>	

Note: The certificate from practicing Chartered Accountants should mandatorily contain Unique Document Identification Number generated by ICAI

## 7.2 Financial / Commercial Bid: -

The Insurance premium quotation for renewal of policies proposed as under:

<b>Sr No.</b>	<b>Particulars</b>	<b>GMC – Insurance Premium Rs.</b>	<b>GPA – Insurance Premium Rs.</b>
1	Basic Premium*	.....	.....
2	Taxes %	.....	.....
3	Total Premium	.....	.....

\* Basic premium will be based on the scope of services and policy benefits and other terms and conditions should be clearly mentioned in the bid.

**8. SCOPE OF COVERAGE: -**
**8.1 Group Mediclaim Insurance (“GMC”):-**

Sr No.	Particulars	Details / Information
1	Family floater	Yes
2	Coverage	Existing employees and their dependent family members (Self + Spouse + dependent children) (1+3)
3	No. of Employees & Lives (approx.)	1500 employees and depended 1500 lives Total lives 3000
4	Sum Insured	For sum insured refer table mentioned in Annexure IV
5	Additional sum insured for critical illness	For sum insured refer table mentioned in Annexure IV
6	Pre-existing diseases and waiting period waivers i.e. 30 days, 1,2, & 4 years	Yes
11	Room Rent for normal	Not exceeding Rs. 4,000/- per day
12	Room Rent for ICU	Not exceeding Rs. 7,500/- per day
13	Proportionate deductions	Waived off
14	Expenses on major surgeries / Illness	No capping
15	Maternity cover For Normal For C Section	Yes – From Day one Rs. 50,000/- Rs. 75,000/-
16	Waiver of nine months waiting period	Yes
17	Newborn baby cover	Yes – From Day one

Sr No.	Particulars	Details / Information
18	Newborn baby expenses	Upto the limit of Rs. 20,000/- additional to the maternity benefits
19	Termination of Pregnancy	Yes, if recommended by the Doctor
20	Pre & Post Hospitalization	30 Days and 90 Days
21	Advanced Medical Treatment	Yes
22	Charges for hiring a nurse / attendant in ICU / ICCU and Neo Natal Nursing cases	Yes, if patient is critical & recommended by doctor
23	Ambulance & Auto Charges	Rs. 2,500/- & Rs. 750/- per trip
24	Congenital anomalies cover	Both external and internal disease / defects anomalies are covered
25	Cataract Surgery	Rs 50,000/- per eye
26	Taxes, Surcharges	Yes
27	Genetic, Psychiatric, Neurological, Muscular Degenerative & Age-related disorders	Yes
28	Physiotherapy treatment	Yes, for the period specified by the recommended Doctor
29	Organ Donor cover	Yes (excluding organ cost)
30	Reimbursement claims	To be paid irrespective of treatment being availed in Network and Non-network hospitals
31	Submission of claim documents for	Within 90 days from the date of discharge case of hospitalization and within 90 days

Sr No.	Particulars	Details / Information
	reimbursement	of purchase of medicines in case of domiciliary treatment
32	Intimation of claim	Within 90 days from the date of occurrence
33	CAPD	Is covered under pre / post hospitalization
34	Lasik Surgery / Refractive error	+/- 6.5
35	Mid-term increase in SI	Allowed in case of promotion
36	Addition & Deletion	On a Pro-rata basis
37	Day care procedure	Covered

## 8.2 Group Personal Accident Insurance (“GPA”):-

**Details of Benefits / scope of coverage for GPA Insurance Policy are as follows.**

GPA Insurance cover for employees’ parents of UBISL members are as under

Sr no.	Benefits	Amount Rs. / Percentage
1	Accidental Death	100% of CSI
2	Permanent Total Disability (PTD)	100% of CSI
3	Loss of two limbs, two eyes or one limb and one eye	100% of CSI
4	Loss of one limb, or one eye	50% of CSI
5	Permanent Partial Disability	As per referred below*
6	Temporary total disability or temporary partial disability	Rs. 5000/- per week upto 100 weeks however limited to CSI
7	Death due to animal bite / insect bite / snake bite to be covered	100% of CSI

Sr no.	Benefits	Amount Rs. / Percentage
8	Militant activities to be covered	100% of CSI
9	Transportation of dead body and Ambulance Charges	Rs. 7,500/- per case and Rs. 3,000 per case (Maximum)
10	Medical Expenses	Per event / per person upto 10% of CSI

\*Note : Permanent partial disability – If an employee meets with an accidental bodily injury during the policy period that causes permanent partial disability within 12 months, the insurer will pay the percentage of CSI to such insured employee in the manner indicate below:

Sr no.	Permanent Partial Disability	Amount payable of % of CSI
1	An arm at the shoulder joint	70% of CSI
2	An arm above the elbow joint	65% of CSI
3	An arm beneath the elbow joint	60% of CSI
4	A hand at the wrist	55% of CSI
5	A thumb	20% of CSI
6	An Index finger	10% of CSI
7	An other finger	5% of CSI
8	A leg above the mid-thigh	70% of CSI
9	A leg upto mid-thigh	60% of CSI
10	A leg upto beneath the knee	50% of CSI
11	A leg upto mid-calf	45% of CSI
12	A foot at the ankle	40% of CSI
13	A large toe	5% of CSI
14	Any other toe	2% of CSI
13	An eye	50% of CSI
14	Hearing of one ear	30% of CSI

Sr no.	Permanent Partial Disability	Amount payable of % of CSI
15	Hearing of both ears	75% of CSI
16	Sense of smell	10% of CSI
17	Sense of taste	5% of CSI
18	Any other permanent partial disability	Percentage as assessed by

### 8.3 Parental Group Mediclaim Insurance Coverage: -

The company would like to start this year onwards to cover employees' parents i.e. Father and Mother in separate Group Parental Mediclaim Insurance Policy. Below is the coverage of Parental Group Mediclaim Insurance Policy:

Sr No.	Particulars	Details / Information
1	Parents Only	Yes, Father & Mother
2	Coverage	<p>Parents</p> <ul style="list-style-type: none"> <li>👤 Male Employee – Can opt for Parent-in-law in absence of Parent.</li> <li>👤 Female Employee – can opt for parent-in-law, if she is married.</li> <li>👤 No cross selection of Parents allowed.</li> </ul>
3	No. of Parents	Minimum 20% of the Employee Count
4	Sum Insured (Proposed)	Option - 1 Rs. 5,00,000 Option – 2 Rs. 10,00,000 Option – 3 Rs. 15,00,000
6	Pre-existing diseases and waiting period waivers i.e. 30 days, 1,2, & 4 years	Yes
7	Room Rent for normal	1% of SI includes Nursing Charges.

Sr No.	Particulars	Details / Information
		Proportionate deduction applicable in case of higher room rent opted.
8	Room Rent for ICU	2% of SI include Nursing Charges. Proportionate deduction applicable in case of higher room rent opted
9	Expenses on major surgeries / Illness	No capping
10	ARMD	Covered upto 10% SI or 50000, whichever is lower.
11	CAPD	Is covered under pre/post hospitalization
12	Lasik Surgery / Refractive error	'+/- 6.5
13	Mid-term increase in SI	Allowed - In case of Promotion
14	Addition/Deletion	On Pro-rata Basis
15	E Consultation (General Physician)	Covered in the policy.
16	Advanced Medical Treatment	Yes
17	Charges for hiring a nurse / attendant in ICU / ICCU and Neo Natal Nursing cases	Yes, if patient is critical & recommended by doctor
18	Ambulance & Auto Charges	Rs. 2,500/- & Rs. 750/- per trip
19	Congenital anomalies cover	Both external and internal disease / defects anomalies are covered
20	Cataract Surgery	Rs 50,000/- per eye
21	Taxes, Surcharges	Yes



Sr No.	Particulars	Details / Information
22	Genetic, Psychiatric, Neurological, Muscular Degenerative & Age-related disorders	Yes
23	Physiotherapy treatment	Yes, for the period specified by the recommended Doctor
24	Organ Donor cover	Yes, upto SI
25	Reimbursement claims	To be paid irrespective of treatment being availed in Network and Non-network hospitals
26	Submission of claim documents for reimbursement	Within 90 days from the date of discharge case of hospitalization and within 90 days of purchase of medicines in case of domiciliary treatment
27	Intimation of claim	Within 90 days from the date of occurrence
28	Ayush Cover	Ayurvedic treatment coverage for any ailment/ disease treated with Ayurveda, should be non-cosmetic/ non SPA/ rejuvenation in nature. Govt. Recognized Ayurveda Treatment centers & hospitals- up to 100% of SI, Non Govt Recognized. Ayurveda Treatment centers & hospitals- up to 50% of SI
29	Day Care Procedure	Covered
30	Co-Pay Insurance Ratio	20% : 80%

#### 8.4 Other Terms & Conditions:

The following are the other terms and conditions under GMC & GPA Insurance

### Policy

- ❖ GMC& GPA Insurance Policy to be offered for a period of one year (Period from 18/03/2025 to 17/03/2026)
- ❖ The minimum and maximum age of the employees will be 18 years and 60 years (upto the last day of superannuation) respectively for GPA policy.
- ❖ Policy should have facilities for mid-term addition, deletion of the employees and their relatives.
- ❖ All claims for where accident has occurred within the policy period and accidental Death / PTD / PPD has occurred with the policy period or after the expiry of policy but within twelve calendar months from the date of accident shall be entertained by the insurance company.
- ❖ If all documents are in order, the insurance company will settle the claim within 15 working days from the date of receipt of documents. In case of unexplained delay of beyond 30 working days, the insurance company shall pay interest 2% above the prevailing bank rate from the date of claim, on claim amount.
- ❖ Dedicated helpline numbers or SPOC Support on call to be provided for any query from the employee.
- ❖ The Policy must have a provision for the enhancement of sum insured during the policy period.
- ❖ The policy should allow the insurer to report / intimate / submission of claim for a one-year period from the date of incident and no claim can be rejected on account of delay on intimation of claims or submission of claims.

**9. Annexure to Bid Documents:-**
**Annexure 1: Company Profile Format**

(To be provided on Insurance Company's (Bidder) Letter Head)

Sr No.	Particulars	Details / Information
1	Name of the Insurance Services Provider	
2	Full address of the Bidder	
3	Authorized Person/s details (Board Resolution / Authority Letter)	Name: Designation: Email: Mobile: Telephone:
4	Specimen Signature of Authorized Signatory	Full Signature:  Initial:
5	Contact / Key Person details	Name: Designation: Email: Mobile: Telephone
6	IRDAI Registration Number	
7	Permanent Account Number (PAN) (PAN Card self-attested copy to be enclosed)	
8	Goods & Services Tax (GST) Registration Number (GST Registration self-attested copy to be enclosed)	
9	Total number of years of experience in	

Sr No.	Particulars	Details / Information
	the business	
10	No of years' experience in the Group Insurance Business	
11	Solvency ratio for last three years	1. 2. 3.
12	Claim Settlement ratio for past three years	1. 2. 3.
13	Minimum paid-up capital as on 31.03.2024 (in crores)	Rs.
14	Time taken for similar claim settlement	Fastest (in number of days): Slowest (in number of days):
15	Number of days required for claim settlement after receipt of all required documents from UBISL branch / office	Normal Time Period: Maximum Time Period:
16	Any other information considered relevant	

If required, a separate sheet may provide the details completely where necessary. We confirm that all the details mentioned above are true and correct and if UBISL observes any misrepresentation of fact or any matter at any stage evaluation, the Bank has the right to reject the proposal and disqualify us from the process.

**Signature of Authorized Signatory**

**Name of Signatory:**

**Designation:**

**Seal of the Bidding Co.**

**Annexure II: Eligibility criteria Declaration**  
**(To be provided in Insurance Company Letter Head)**

To,  
 Head – Administration,  
 UBI Services Limited,  
 Unit No. 504-506, 5th Floor, Centrum,  
 Wagle Estate, Opp. Raila Devi Lake,  
 Near Satkar Hotel, Thane West,  
 Maharashtra – 400 604.

Sub :- Quotation for “Group Mediclaim Insurance & Group Personal Accident Insurance Cover” for employee of UBI Services Limited

We have carefully gone through the content of the above-mentioned Bid documents and furnish the following information relating to eligibility criteria.

Sr No.	Bidder Credentials	Supporting Documents	Bidders response & documents submitted
1	The bidder must be an IRDA authorized Insurance Company with a minimum of 5 years of existence in General Insurance Business as on the date of bid submission	A Copy of IRDA Certificate to be submitted	
2	The bidder should have the solvency ratio more than 1.5%	Bidder must produce a certificate from the	

<b>Sr No.</b>	<b>Bidder Credentials</b>	<b>Supporting Documents</b>	<b>Bidders response &amp; documents submitted</b>
	for last three years	practicing Chartered Accountants to this effect	
3	The bidder should have a minimum claim settlement ratio of above 90% for the last three financial years	Bidder must produce a certificate from the practicing Chartered Accountants to this effect.	
4	The bidder should have minimum paid-up capital of Rs. 100 crores as on March 31, 2024	The bidder must submit the copy of the Audited Financial Statement for the year ending March 31, 2024.  Bidder must produce a certificate from the practicing Chartered Accountants to this effect.	
5	Total Gross Written Premium collection should be more than Rs. 1000 crores during the financial year 2023-24	Bidder must produce a certificate from the practicing Chartered Accountants to this effect.	
6	The bidder should have proven experience of managing GMC & GPA policies for Public Sector Banks / Undertakings for at least 5,000 employees during the last two financial years (FY 2022-23	Copies of work orders / offer copy / agreement with PSU banks / PSUs on the company's letterhead clearly stipulating the group size should be	

<b>Sr No.</b>	<b>Bidder Credentials</b>	<b>Supporting Documents</b>	<b>Bidders response &amp; documents submitted</b>
	& 2023-24)	furnished.	
7	Bidder should not have been blacklisted / debarred by any PSU Bank / undertaking	Self-attested undertaking / certificate on bidders' letter should be provided signed by authorized signatory	
	<b>TOTAL</b>		

We hereby confirm that the information furnished above is true and correct. We also note that, if there are any inconsistencies in the information furnished above, the bid is liable for rejection.

Note: The documents should be certified by Chartered Accountants and mandatorily contain UDIN.

Date:

Signature & Seal

Place:

Name:

Designation

**Annexure III: Past Track Service Record****(To be provided in Insurance Company's Letter Head)**

Sub: - Quotation for "Group Mediclaim Insurance & Group Personal Accident Insurance Cover" for employee of UBI Services Limited

List of similar clients (past & present)

Sr No.	Name of Client	Contact person's name & designation	Contact Number & email ID

**Note: Enclose the copy of contract / agreement / purchase order / engagement letter etc.**

Date:

Place:

Signature &amp; Seal

Name:

Designation



#### Annexure IV Financial / Commercial Bid:-

The Insurance premium quotation for renewal of policies proposed as under:

Sr No.	Particulars	GMC – Insurance Premium Rs.	GPA – Insurance Premium Rs.	Parental – Insurance Premium Rs.
1	Basic Premium*	.....	.....	.....
2	Taxes %	.....	.....	.....
3	Total Premium	.....	.....	.....

\* Basic premium will be based on the scope of services and policy benefits and other terms and conditions should be clearly mentioned in the bid.

Below given is the summary of employee grade, count and average age

Grade	Designation	Employee Count	Average Age	GMC SI	GPA SI
G9	MD & CEO	1	55	10,00,000	25,00,000
G8	CFO / COO / CPO / CBO	4	48	7,50,000	20,00,000
G7	RH / ZH	3	47	5,00,000	15,00,000
G6	VP / AVP / RH / ZH	18	43	5,00,000	15,00,000
G5	CH	30	39	3,00,000	10,00,000
G4	CH & Manager	16	33	3,00,000	10,00,000
G3	SM / RM / Manager	228	35	3,00,000	10,00,000
G2	RE / Executives	1,245	31	3,00,000	10,00,000
	<b>GRAND TOTAL</b>	<b>1545</b>			

\*\*\* END \*\*\*