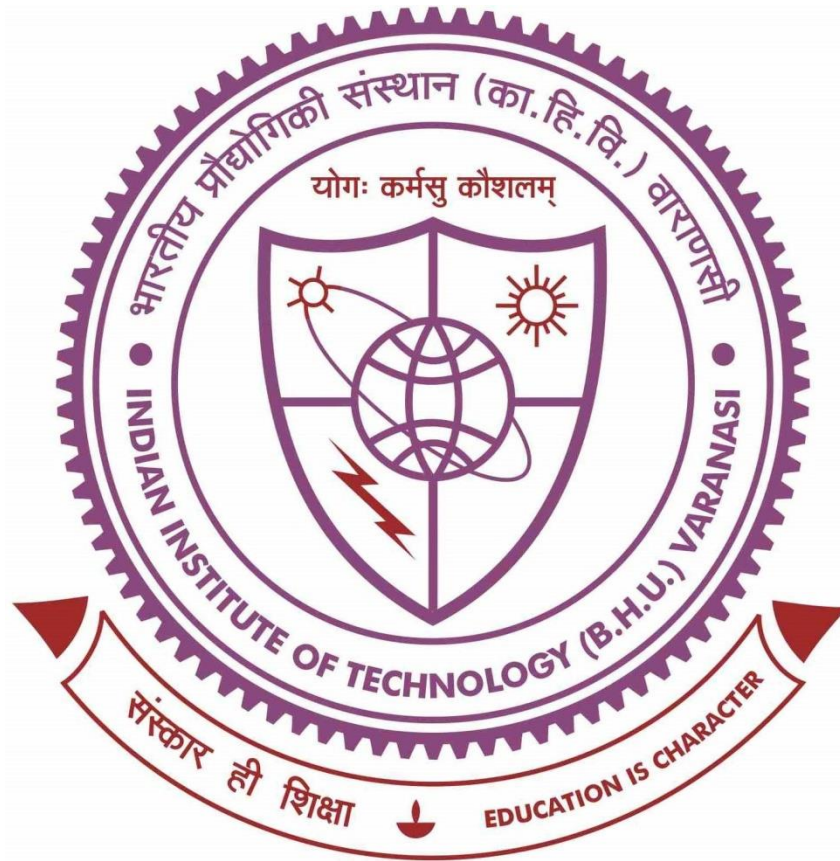


# **TENDER INVITATION**

## **For**

### **Group Term Insurance for IIT (BHU), Varanasi Employees**



**INDIAN INSTITUTE OF TECHNOLOGY (BHU)**  
**VARANASI-221005**

**SECTION I**  
**(NOTICE INVITING E-TENDER)**

1. On behalf of the Director, IIT (BHU) Varanasi, online tender from the Life Insurance Companies registered with IRDA, having adequate financial resources and healthy track record in handling business of large magnitude in respect of group life insurance policies to offer a Group Term Insurance Scheme for the regular employees of the Institute, is invited.
2. Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> or IIT(BHU) website <https://www.iitbhu.ac.in/tenders>.
3. Bidders can access tender documents on the CPP Portal. They are required to select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the time schedule given in this tender document. Aspiring Bidders who have not enrolled/registered in e-procurement should enrol /register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.
4. Bidders are advised to go through instructions provided at “Instructions for online Bid Submission”. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website. The bidder should go through the tender documents/instructions carefully before submitting/uploading the bids.
5. No bid will be accepted manually. All bids (both Technical and Financial) should be submitted on the E- procurement portal on <http://eprocure.gov.in/eprocure/app> on or before the last date as specified in critical data sheet. Further, all communications should be addressed to The Registrar, Indian Institute of Technology (Banaras Hindu University), Varanasi on e-mail [registrar@itbhu.ac.in](mailto:registrar@itbhu.ac.in).
6. The Institute shall not be responsible for any delay in submission of online Bids. The Institute reserves the right to accept or reject any bid, cancel the tender without assigning any reason thereof. Institute’s decision in this regard shall be treated as final. No correspondence in this regard will be entertained. Further, the Earnest Money shall be forfeited, if it is found at any stage that information/particulars given by bidder are false.
7. Conditional bids shall not be considered and will be rejected outrightly.
8. The Financial Bids of only those bidders who qualify in the technical bid shall be opened after evaluation by a Committee constituted for the purpose. No bidder will be allowed to withdraw its bids after opening of technical bids.
9. The Institute reserves the right to reject any or all the bids submitted by the bidders at anytime or relax/withdraw/add any of the terms and conditions contained in the Tender Documents without assigning any reason thereof.

10. Any subsequent Updates, Addendums, Corrigendums etc., if any, will be published only on the website <http://eprocure.gov.in/eprocure/app> and [www.iitbhu.ac.in](http://www.iitbhu.ac.in). All bidders are required to regularly check the websites for any update(s).

Date of Issue/Publication of E-Tender Notice	<b>26.05.2021(16.00 hrs)</b>
Bid Document Download Start Date	<b>26.05.2021(16.00 hrs)</b>
Last Date and Time for submitting e-mail queries regarding technical specifications and other conditions of tender document	<b>04.06.2021 (17.00 Hrs)</b> (Kindly note that all queries are to be sent on the email address given at the last row of this sheet. No e-mail queries shall be entertained after the aforementioned date and time.)
Pre-Bid Meeting Date, Time & Venue (All Email queries received shall be discussed in the Pre-Bid Meeting in the presence of Prospective Bidders)	<b>08.06.2021 (15.00 hrs)</b>
Bid Document Download End Date	<b>16.06.2021 (16.00 hrs)</b>
Last Date and Time for Uploading of Bids	<b>16.06.2021 (16.00 hrs)</b>
Technical Bid Opening Date	<b>17.06.2021 (16.00 hrs)</b>
Address For Communication	Registrar, Indian Institute of Technology (BHU) Varanasi – 221005, U.P. Email: registrar@itbhu.ac.in
Contract Duration	<b>One Year</b>

**Sd/-**

**Registrar,**

**Indian Institute of Technology**

**(Banaras Hindu University),**

**Varanasi – 221005,**

**E-mail: registrar@itbhu.ac.in**

## SECTION II

### INSTRUCTION FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant only to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information for submission of online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

#### 1. Registration

- 1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”.  
**Enrolment on the CPP Portal is free of charge.**
- 1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / n-Code / e-Mudhra etc.), with their profile.
- 1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 1.6 Bidder has to logon to the site through secured log-in user ID & password and the password of the DSC / e-Token.

#### 2. Searching for Tender Documents

- 2.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tender” folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 2.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### 3. Preparation of Bids

- 3.1 Bidder should take into account any corrigendum published, if any in respect of the tender document before submitting their bids.
- 3.2 Bidder, in advance, should be ready for the bid documents to be submitted as indicated in the tender document / schedule as PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

3.3 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” are available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **Documents Comprising the Bid**

The **Two Bid System**, i.e. “Techno – Commercial Bid” and “Financial Bid” to be prepared by the Bidder shall comprise the following:

### **A) Techno – Commercial Bid (Un-priced Bid): [Upload online scanned copies in PDF format]**

- i. Scanned copy of Technical Bid (proforma given in Appendix – I and other documents).
- ii. Scanned copy of PAN Card, GST registration & National Electronic Fund Transfer Form (NEFT).
- iii. Scanned copy of documents mentioned in Eligibility Criteria as per Section-IV.
- iv. Scanned copy of other relevant documents.

### **B) Financial Bid : [Upload online in prescribed PDF format as per Bidding Document]**

Price Bid duly filled up with all the details as per Section-V.

- i. Duly filled and signed BOQ in PDF Format.
- ii. Duly filled and signed Tender form (Price Bid).

It is the responsibility of Bidder to go through the Bidding Document to ensure submission of all required documents.

All pages of the Bid should be numbered and indexed.

The authorized signatory of the Bidder must sign the Bid duly stamped at appropriate places and initial all the remaining pages of the Bid.

A Bidder, who does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement shall be liable to be ignored and rejected.

**Note: All documents should be submitted in PDF format.**

## **4. Submission of Bids**

4.1 Bidder should logon to the site well in advance for bid submission so that he/she upload the bid in time, i.e., on or before the bid submission date. Bidder will be responsible for any delay due to other issues.

4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

4.3 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Once the details have been completed, the bidder should submit it online. If the format of financial bid is found to be modified by the bidder, the bid will be rejected.

- 4.4 The server time (which is displayed on the bidders dashboard) will be considered as the standard time for referring the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 4.5 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption for sensitive fields is done.
- 4.6 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 4.7 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 4.8 Kindly submit scanned PDF of all relevant documents.

## 5. Assistance to Bidders

- 5.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 5.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact numbers for the helpdesk are 0120-4200462, 0120-4001002, 0120-4001005 and 0120-6277787.

## 6. General Instructions to the Bidders

- 6.1 The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app.in>. In the Technical Bids, the bidders are required to upload all the documents in **pdf format only**.
- 6.2 Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 6.3 Bidders are advised to follow the instructions provided in the Instructions to the Bidder for the submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.
- 6.4 Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> and [www.iitbhu.ac.in](http://www.iitbhu.ac.in). **shall not tamper/modify the tender form including downloaded price bid template in any manner**. If the same is found to be tampered/ modified in any manner, tender will be completely rejected.

**SECTION III**  
**EMPLOYEE STATISTICS**

Age Group	No. of Employees opting the Sum Assured			Total Nos. of Employees
	1 Crore	50 Lakh	30 Lakh	
26-30	6	6	40	52
31-35	16	16	47	79
36-40	25	11	21	57
41-45	36	33	17	86
46-50	21	25	12	58
51-55	10	10	13	33
56-60	2	1	0	3
61-65	0	1	4	5
<b>GRAND TOTAL</b>				<b>373</b>

**\* The aforementioned figures are an approximate number of employees. There may be an increase or decrease in number of employees. The exact number of employees will be provided at the time of policy procurement.**

Normal retirement age is 60 years for non-faculty and 65 for Faculty (which is normally extended till Semester/ Academic year end). Actual dates of retirement would be intimated along with the data provided and will be updated for Faculty after approval on their extension till Semester/ Academic year end.

**Employees Death as on 25.05.2021**

Policy Period	Number of Deaths			
	Group A	Group B	Group C	Total
2015-16	-	-	-	0
2016-17	-	-	-	0
2017-18	-	-	-	0
2018-19	-	-	-	0
2019-20	-	-	1	1
2020-21	1	-	-	1

**SECTION IV**  
**ELIGIBILITY CRITERIA (TECHNICAL BID)**

1. The bidder should be a registered under Insurance Act, 1938/IRDA and should have a valid license to carry out life insurance business.
2. The Bidder shall have valid PAN, Goods and Service Tax registration number.
3. The bidder should have at least one group insurance scheme of at least 500 members.
4. The bidder should have a minimum Claim Settlement Ratio (as per IRDAI) of 90% during the last -2 years as on 31.03.2020 and 31.03.2021. **(Undertaking on the company's financial letter head)**
5. Total premium collection should be more than INR 100 crores for the last two financial years.
6. The Bidder should not have a record of poor performance such as abandoning of any contract, inability to complete any contract, unreasonable delay in settlement of claims.
7. The Bidder should not have been black listed by any Government or its organizations in the past three years.

**Documents in support of the aforementioned points are to be attached along with the bid.**



**SECTION V**  
**INSTRUCTIONS TO BIDDERS**

**A) SUBMISSION OF OFFER:**

1. Financial Bid MUST BE SUBMITTED IN THE ENCLOSED Financial Bid FORMAT ONLY.
2. Quoting of Price(s): Price quoted should be in Indian Rupees.
3. If Financial Bid is not quoted as per the format provided in Tender document then, IIT (BHU), Varanasi will Reject the Bid.
4. Any bidder currently engaged in litigation with other Organizations, must inform their status in writing.
5. Communication with bidders will be carried out electronically through e-mail only. All bidders must provide their current e-mail address.

**B) COST OF BIDDING:**

1. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Institute shall not be responsible or liable for those costs.

**C) VALIDITY OF THE BID:** 180 Days from the last date of submission of quotation.

**D) AMENDMENT OF BIDDING DOCUMENTS:**

1. At any time prior to the deadline for submission of bids, IIT (BHU), Varanasi may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify/amend the bid document.
2. All prospective BIDDERS who have downloaded the bidding document may visit IIT (BHU), Varanasi website ([www.iitbhu.ac.in](http://www.iitbhu.ac.in)) for amendments / modifications which will be binding on them.

**E) BID OPENING PROCESS:**

- A) The Technical Bid will be opened in the first instance in the presence of Technical Evaluation Committee, representatives of the bidders at IIT (BHU), Varanasi.
- B) Financial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the Technical Evaluation Committee, vendor's representatives and subsequently on later date for further evaluation. Date and Time of financial bid opening shall be intimated to technically qualified bidders only.
- C) One authorized representative of each of the bidder would be permitted to be present at the time of opening of the bids.
- D) The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the Technical/Financial bid opening session.

**F) CONFIDENTIALITY:**

- A) Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other person not officially concerned with such process until information on Contract award is communicated to all Bidders.
- B) Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.

**G) EVALUATION OF BID:**

- 1. IIT (BHU), Varanasi will evaluate Financial bid on net premium amount.
- 2. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
  - a) Non- submission of complete offers.
  - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
  - c) Receipt of offers in open conditions.

3. In case any BIDDER is silent on any clause mentioned in this tender document, IIT (BHU), Varanasi shall construe that the BIDDER has accepted the clauses as per the invitation to tender. No further claim will be entertained.
4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

**H) Financial Bid:**

1. Quoting of Price (s): Price quoted should be in Indian Rupees.
2. Financial Bid must be submitted in enclosed Financial Bid Form only.
3. If the price is not quoted in Financial Bid Form provided in tender document then, IIT (BHU), Varanasi will reject the bid.
4. Amounts quoted in the tender will be taken as inclusive of all Taxes, if applicable taxes are not stated by the firm separately.
5. If supplier wishes to give pricing details it may be attached in separate sheet.
6. In case of multiple options of same product, bidders are requested to quote only one best option and not multiple options.
7. Quantity: The quantity mentioned in the tender can be increased or decreased to any extent depending upon the actual requirement.
8. It is mandatory to quote optional items in separate sheet otherwise the quote will be rejected.

**I) CORRUPT AND FRAUDULENT PRACTICES:**

1. IIT (BHU), Varanasi requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,
  - (a) The terms set forth below are defined as follows:

“Corrupt practice “means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence the action of a public official in the procurement process or in contract execution;

“Fraudulent practice “means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

“Collusive practice “means a scheme of arrangement between two or more bidders, designed to establish bid prices at artificial, non-competitive levels; and

“Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;

(b) IIT (BHU), Varanasi will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

**J) TRANSFER AND SUBLETTING:**

1. The seller shall not sublet, transfer, assign or otherwise part with the acceptance of the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

**K) CANCELLATION OF TENDER:**

1. Notwithstanding anything specified in this tender document, IIT (BHU), Varanasi at its sole discretion, unconditionally and without assigning any reasons, reserves the right:
  - a) To accept or reject lowest tender or any other tender or all the tenders.
  - b) To accept any tender in full or in part.
  - c) To reject the tender offer not conforming to the tenders terms.
2. IIT(BHU) is bound to give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
3. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
  - a) Non-submission of complete offers.
  - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
  - c) Receipt of offers in open conditions.

4. Conditional Tenders and Unsigned Tenders will also be rejected.
5. If the quality of product and service provided is not found satisfactory, IIT (BHU), Varanasi reserves the right to cancel or amend the contract.

## **SECTION VI**

### **SPECIAL TERMS AND CONDITIONS**

- 1. Once the premium is paid according to sum assured, the total sum assured and premium should not be changed in any circumstances during policy period.**
- 2. All regular employees who joined the Institute after 31.08.2013 and also those who joined the Institute before 31.08.2013 and voluntarily opt for it, will be covered under the insurance policy.**
3. The policy will cover all the employees irrespective of any kind of leave, including Medical Leave, Lien, Deputation, Sub employees, Maternity Leave and Paternity Leave, etc. It means active at work clause will be waived.
- 4. Institute shall purchase the Group Term Insurance policy from the selected bidder for a period of one year, for the sum insured, in the event of any kind of death such as natural death, accidental death, suicidal death, death due to any illness, death due to pre-existing illness including critical illness etc.**
- 5. Payment of claim should be settled for all kinds of deaths, within 1(one) month from the date of submission of request letter from IIT (BHU), Varanasi with a Death Certificate only, by the family members and no other documents will be submitted. *If the claim is not settled within the stipulated time penal interest @ 2% per month on the claim amount will be charged.***

**The claim will be put for settlement as and when they submit death certificate.**

6. List of employees would be provided by Institute initially and subsequently the updated list would be shared to Vendor by 15<sup>th</sup> day of every month by the Recovery Section.

7. 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.
8. 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.
9. These are general conditions, based on which successful bidder is required to execute an agreement with IIT (BHU), Varanasi.
10. Individual insurance policy & tax certificate of each employee opting for the cover should be issued.
11. **Proposal must not have any Premium Review Clause in other words premium must be fixed for entire policy term period.**
12. Proposal must not have any Claims Review Clause: Irrespective of potential / actual claims /loss experience under the policy, there would be no change allowed to be made mid-term to any terms and conditions and premiums paid for the policy.
13. There will be no adjustments/additional premium charged for adverse claims ratio post inception of the policy.
14. Insurance company will not be allowed to modify any terms and conditions of the policy post inception of the policy.
15. **Insurance company will not have the right to cancel or discontinue the insurance policy during the policy period for any reason whatsoever.**
16. More than one bid from the same company shall disqualify the insurance provider.

#### **AWARD OF CONTRACT:**

1. IIT(BHU) shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated financial bid. There may be a case of different L1 BIDDERS for different sum assured. In such case contract may be awarded to different L1 BIDDERS. However, the Institute reserves the right to award the bid/contract to one or more bidders at its discretion.

2. The selected bidder will abide by all the Terms & Conditions of the Tender Document. The Insurance policy would be taken initially for a period of one year.

**17. PAYMENT TERMS:** The agreed monthly premium amount of the concerned month would be paid in advance on the 1<sup>st</sup> 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.

**“Canvassing/marketing/offering promotional services etc. in any form will render disqualification for the bidder.”**

## TECHNICAL BID

ANNEXURE A-1 – DECLARATION REGARDING CLEAN TRACK BY BIDDER (On  
Company / Firm's Letterhead)

To,

Date:

The Joint Registrar (Accounts)

IIT (BHU),

Varanasi - 221005

Sir,

**Re: Tender No. IIT(BHU)/RECOVERY/GIS/2021-22/dated 26.05.2021 for “Group Term Insurance Policy for employees ”**

I/we have carefully gone through the Terms & Conditions contained in the above referred tender. I/we hereby declare that my company / firm is not currently debarred / black listed or no legal case pending by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

**I/ we declare the following:**

Sl. No	Country in which the company is debarred / blacklisted/ case is pending	debarred / blacklisted by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE: In case the company/firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)

Printed Name

Designation

Seal



**ANNEXURE A-2: DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND  
CONDITIONS**

(On Company / Firm's Letterhead)

To,

Date:

The Joint Registrar  
IIT (BHU), Varanasi,  
Varanasi– 221005.

Sir,

**Re: Tender No. IIT(BHU)/RECOVERY/GIS/2021-22/dated 26.05.2021 for “Group Term Insurance Policy for employees ”**

I/we have carefully gone through all the Terms & Conditions as mentioned in the above referred tender document. I/we declare that all the provisions of this tender are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

**ANNEXURE A-3 : DECLARATION OF ANNUAL TURNOVER AND INCOME TAX  
RETURN**

(On Company / Firm's Letter head)

To,

Date:

The Joint Registrar (Accounts)  
IIT (BHU),  
Varanasi - 221005

Sir,

**Ref: Tender No. IIT(BHU)/RECOVERY/GIS/2021-22/dated 26.05.2021 for “Group Term Insurance Policy for employees ”**

1) I/we hereby declare that, our firm's Annual Turnover is as follows, and I/we have also supported an Audited Accounts for your references :

F. Y. 2018 – 19	F. Y. 2019 – 20

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns for last two years i.e. F.Y. 2018-19 & F.Y. 2019-20. Supported by copy of ITR Acknowledgment.

Yours faithfully,

(Signature of the bidder)

Printed Name

Designation

Seal

### ANNEXURE A-4: BIDDER'S INFORMATION

1	Name of the Bidder	
2	Address of the Bidder	
3	Status of the Company (Public Ltd. / Pvt. Ltd.)	
4	Status of the Company (Public Ltd. / Pvt. Ltd.)	
5	Details of the Incorporation of the Company	Date:
		Ref. Document-
6	Valid GST No.	
7	State of Registration	
8	Permanent Account No. (PAN)	
9	Name & Designation of the Contact person to whom all references shall be made regarding this tender	
10	Telephone No. (with STD Code)	
11	Email Address of the contact person	
12	Fax No. (with STD Code)	
13	Website	

**FINANCIAL BID****1. FOR BASIC COVERAGE:**

Sl. No	SUM Assured (in INR)	Annual premium per employee per lakh (In INR)			Total annual premium per employee per lakh (in words)
		Basic	GST	Total	
1.	1 Crore				
2.	50 Lakh				
3.	30 Lakh				

(Signature &amp; seal of Authorized signatory)