

**Tender Notice for Group Health Insurance Policy for GAIL DAV Public School  
Employees and their Family Members**

**GAIL DAV PUBLIC SCHOOL**, a project school, managed by DAVCMC New Delhi sponsored by GAIL (India) Limited a Maharatna company, invites physical bids providing Group Health Insurance Scheme for Employees (Employed on Regular and Probation Basis) and their dependent Family Members, for a period of one year.

GAIL DAV PUBLIC SCHOOL invites sealed Tenders from **IRDAI Approved Insurance Companies** for Group Health Insurance policy for the employees (Regular and Probation) and their dependent family members of GAIL DAV PUBLIC SCHOOL. Interested insurance companies may submit sealed Tender.

**CRITICAL DATE SHEET:**

<b>1</b>	Published Date	01.05.2025
<b>2</b>	Bid Document Download Start Date and Time	01.05.2025
<b>4</b>	Bid Submission Start Date	10.05.2025
<b>5</b>	Bid Submission End Date and Time	10.05.2025 (04:00 PM)
<b>6</b>	Bid Opening Date and Time	12.05.2025 (02:00 PM)

**PLACE OF SUBMISSION OF BID:**

- **Submission through Speed/ Registered Post:**

**GAIL DAV Public School  
GAIL Gaon, Dibiyapur  
Distt. Auraiya  
Uttar Pradesh-206244**

- **Tenders may also be submitted through e-mail on [office.gaildav@gmail.com](mailto:office.gaildav@gmail.com). (Encrypted Files).**
- **Bids are invited directly from the Insurance Company.**

The bids/offers received after the due date and time mentioned above will not be entertained under any circumstances. Incomplete and unsigned bids or the bids not in prescribed format will be rejected without assigning any reason.

## Terms and Conditions

### **1. Submission of Bids:**

The bids shall be submitted through speed/ registered post or through E-mail at office.gaildav@gmail.com.

#### **Technical Bid :**

This should contain the following:

- (a) Checklist of documents as per **Annexure-A**.
- (b) Duly completed covering letter as per **Annexure-B** on official letterhead.
- (c) Technical Bid as per **Annexure-C** and the terms and conditions duly signed.
- (d) Relevant supporting documents of technical bid, if any.

#### **Financial Bid:**

This should contain only the financial bid as per **Annexure- D**.

2. One authorized representative of the bidder can be present while opening the tender.
3. Financial bids of technically qualified parties shall be opened.
4. The Technical Evaluation Committee of the GAIL DAV Public School constituted for the purpose shall assess the ability of the agencies to render the requisite services based on the company profile, rating and on such other criteria as it may fix and the Financial Bids of only those firms qualifying the technical evaluation will be considered.
5. The tenderer should sign on each page of the tender documents while submitting.
6. All the employees (Regular and Probation) of the GAIL DAV PUBLIC SCHOOL and their dependent family members should be eligible to join the scheme. At present, the retirement age for all employees is 60 years.
7. Bids, which are late/ vague/ conditional/ incomplete/ not confirming to the laid down procedure in any respect, will be rejected.
8. In case of differences arising in the terms and conditions of the tender documents with the firm(s), the decision of GAIL DAV PUBLIC SCHOOL shall prevail.
9. The scheme should have provisions for new entrants in service to get coverage within 24 hours of communication from GAIL DAV PUBLIC SCHOOL.
10. The successful Company shall at its own cost comply with the provision of orders and notifications issued by IRDA and Government from time to time.
11. In case of any unsatisfactory service, suitable penalties as decided by the Competent Authority shall be levied after issuing notice.
12. In case of failure in settlement of claims within the period, the penalty will be enforced as per norms.
13. The period of contract will be for one year.
14. The District Court, Auraiya alone will have the jurisdiction to try any matter, dispute or reference between the bidders and the GAIL DAV PUBLIC SCHOOL arising out of this service.
15. GAIL DAV PUBLIC SCHOOL reserves the right to modify/change/delete/add any further terms and conditions prior to issue of agreement
16. Arbitration- All dispute and differences which may arise between the GAIL DAV PUBLIC SCHOOL and the Insurance Company shall be referred to Chairman, GAIL DAV PUBLIC SCHOOL whose decision shall be binding on all concerned.

**Special Terms and Conditions:**

1. Cashless facility should be provided in at major multi-specialty hospitals. Details of such Hospitals are to be provided. All transactions with these hospitals should be totally cashless.
2. There should be a dedicated helpline (24 x 7) from the TPA of Insurance Company available and the contact details should be furnished in the tender. Contact details of the TPA should be provided by the Insurance Company including the name of the contact person, contact numbers and postal & email address.
3. Doorstep reimbursement facility for cases of reimbursement to individual and reimbursement amount can be made directly to the members only preferably within 15 days from the date of submission of required documents. The response time by the TPA at the time of admission should be maximum of six hours.
4. Reports including the claims of individuals and the details of settlement are to be furnished to GAIL DAV PUBLIC SCHOOL on monthly basis or as and when required by GAIL DAV PUBLIC SCHOOL.
5. Admission and discharge to and from the hospital preferably on 24x7 basis.
6. Adequate experience in providing Group Insurance during past 10 years (Attach proof).

**The Company/ Agency should also furnish the copies of following documents in addition to the documents asked for in the tender document:**

1. IRDA Accreditation Certificate
2. List of Government/Semi-Government/ Govt. of India Undertaking/Autonomous Body or Private Body for which such Insurance Scheme has been provided along with the proof.
3. Details of the TPA.
4. A dummy copy of Group Health Insurance policy with detailed terms and conditions.

**Signature of Bidder:.....**  
**Date:.....**

**GAIL DAV PUBLIC SCHOOL**

**ELIGIBILITY CRITERIA**

<b>Sr. No.</b>	<b>Technical Requirements</b>	<b>Complied Yes / No</b>	<b>Supporting documents to be enclosed. Yes/No</b>
1.	IRDA Accreditation Certificate.		
2.	GST/PAN number of the firm.		
3.	Adequate experience in providing Group Insurance during past 10 years.		
4.	Tender documents duly signed on each page.		
5.	Cashless treatment in major Hospitals on PAN India Basis		
6.	24X7 helpline of TPA along with contact details of TPA.		
7.	A dummy copy of Group Health Insurance policy with detailed terms and conditions.		
8.	Disease wise capping as per Appendix – C.		
9.	List Empaneled Multispecialty Hospitals on PAN India Basis.		
10.	Affidavit on Rs. 10/- stamp paper that the firm is not blacklisted to participate in Govt. tenders.		

(Signature of the Authorized Person)

Date

**Name:**

**Mobile No:**

**Signature of Bidder:.....**

**Date:.....**

(On office letterhead)

Date: .....

To,

**Principal  
GAIL DAV Public School  
GAIL Gaon, Dibiyapur  
Auraiya, U.P.  
206244**

**Sub: Tender for Group Health Insurance Policy for employees (regular & probation) and their dependent family members.**

**Dear Sir/ Madam,**

With reference to the above, I am/ We are enclosing our Notice Inviting Tender for Group Health Insurance Policy for GAIL DAV Public School, GAIL Gaon, Dibiyapur, I / We hereby reconfirm and declare that I / We have carefully read and understood the above- referred Tender document including instructions, terms & conditions and all the contents stated therein.

Thanking

Yours

faithfully,

(Signature of the Authorized Person)

**Name:**

**Mobile No.:**

Signature of Bidder:.....

Date:.....

**GAIL DAV PUBLIC SCHOOL****I- TECHNICAL BID FOR GROUP HEALTH INSURANCE POLICY FOR EMPLOYEES (REGULAR & PROBATION) AND THEIR DEPENDENT FAMILY MEMBERS**

<b>Name</b>	<b>GAIL DAV Public School</b>	
<b>Location</b>	<b>GAIL Gaon, Dibiyapur, Auraiya, Uttar Pradesh-206244</b>	
<b>Employee Strength as on date</b>	46 Employees	
<b>Coverage</b>	Employee(working on regular basis and on probation), Dependent Spouse and two children up to age of 25 years.	Annexure C1
<b>Total Lives covered</b>	As per Annexure C1	
<b>Sum assured for Group Health Insurance for Employees and their dependents</b>	<ul style="list-style-type: none"> <li>Rs. 8.00 Lacs per annum per family. (Floater Policy)</li> </ul>	
<b>Tenure</b>	Initially for one-year.	
<b>Hospital presence</b>	PAN India.	
<b>Coverage of Pre-Existing diseases</b>	Covered from day one.	
<b>Exclusions</b>	OPD Charges.	
<b>Cashless facility</b>	Applicable.	
<b>30 Days Pre and 60 Days post hospitalization Expenses covered</b>	Covered.	
<b>Maternity Benefit/ New Born Baby</b>	Covered from day one with maximum Rs. 50000/- for normal delivery and Rs. 75000/- for Cesarean Delivery.	
<b>Day care expenses</b>	Covered.	
<b>Other Conditions</b>	New Employees shall be included in policy from date of joining and resigned /terminated/transferred/retired employees shall be deleted from date of resignation/ termination/transfer/retirement. Monthly declarations will be given for Additions and Deletions by end of the following month. Pro rata Premium to be charged/Refund in case of Addition and Deletion.	
<b>TPA</b>	TPA Services Involved (if any) and Name and contact details to be submitted. List of Network of Authorized hospitals to be provided.	
<b>Any Service Charges on Medical Bills</b>	Should not be deducted from the individual Claim.	
<b>Ambulance charges</b>	Covered. Up to 1.5% of sum insured.	
<b>Room Rent Charges (Per Day)</b>	Covered. Up to 1% of sum insured and 2% in case of ICU Room.	

**Note: Policy will be acquired for actual number of employees (Regular/Probation) and their dependents after award of the contract.**

Signature of Bidder:.....

Date:.....

**Annexure -C-1**

S.No.	Date of Birth of Employee (dd/mm/yyyy)	Number of dependents (Spouse & Children)	Spouse DoB (DD/MM/YYYY)	Child1 DoB (DD/MM/YYYY)	Child 2 DoB (DD/MM/YYYY)
1	10-12-1978	3	06-05-1971	15-09-2000	20-02-2008
2	02-08-1972	3	05-07-1978	11-09-2004	06-09-2011
3	08-04-1974	3	12-06-1976	21-04-2008	17-11-2009
4	20-08-1977	03	13-11-1983	27-03-2010	12-12-2012
5	09-08-1966	1	09-07-1965	N/A	N/A
6	08-08-1976	2	17-02-1987	28-10-2018	N/A
7	17-11-1987	1	22-08-1993	N/A	N/A
8	05-12-1969	02	20-05-1968	23-03-2001	N/A
9	01-10-1967	02	17-07-1975	23-09-2004	N/A
10	09-04-2025	1	N/A	N/A	N/A
11	15-06-1973	03	01-01-1978	12-07-2005	20-08-2007
12	18-03-1980	03	20-12-1978	26-01-2009	22-07-2017
13	12-11-1985	2	15-06-1993	13-08-2019	N/A
14	27-09-1990	1	31-08-1996	N/A	N/A
15	01-02-1983	02	17-02-1981	30-06-2019	N/A
16	24-08-1988	1	N/A	N/A	N/A
17	18-11-1993	1	02-01-1991	N/A	N/A
18	24-09-1990	02	15-11-1989	20-12-2021	N/A
19	05-05-1990	02	01-04-1983	01-12-2012	N/A
20	01-07-1965	02	10-08-2007	01-04-2001	N/A
21	15-10-1968	3	07-08-1981	01-03-2004	12-05-2001
22	20-10-1970	3	01-03-1970	N/A	31-08-2005
23	26-06-1973	03	01-12-1974	30-09-2005	22-09-2011
24	21-08-1974	03	31-07-1980	29-04-2014	06-07-2017
25	01-08-1973	01	N/A	09-05-2003	N/A
26	24-07-1971	02	10-10-1975	18-07-2008	N/A
27	18-06-1971	N/A	N/A	N/A	N/A
28	25-01-1979	N/A	N/A	N/A	N/A
29	12-11-1965	N/A	N/A	N/A	N/A
30	17-05-1978	01	N/A	09/05/2005	N/A
31	29-07-1986	04	20-08-1983	12-11-2020	05-10-2023 (Twins)
32	15-07-1987	03	01-01-1985	07-02-2016	24-02-2021
33	27-01-1975	01	N/A	28-05-2004	N/A
34	20-12-1978	01	N/A	N/A	N/A
35	08-04-1983	02	16-12-1985	13-06-2018	N/A
36	25-11-1987	03	08-05-1985	18-12-2013	16-11-2023
37	07-04-1984	02	10-05-1978	24-07-2013	N/A
38	23-03-1985	02	N/A	25-12-2007	18-02-2010
39	05-01-1991	N/A	N/A	N/A	N/A
40	09-09-1991	02	08-02-1998	28-10-2024	N/A
41	04-02-1995	N/A	N/A	N/A	N/A
42	05-03-1973	01	01-01-1975	N/A	N/A
43	27-06-1976	02	01-07-1978	06-02-2003	N/A
44	25-03-1975	02	16-07-1974	30-09-2003	N/A
45	06-02-1972	03	01-07-1979	26-09-2000	07-09-2010
46	10-12-1971	02	15-09-1982	08-01-2002	N/A

Annexure-D

GAIL DAV PUBLIC SCHOOL

**II- FINANCIAL BID FOR GROUP HEALTH INSURANCE POLICY FOR EMPLOYEES (REGULAR & PROBATION) AND THEIR DEPENDENT FAMILY MEMBERS**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Total Premium in Rs. (Both figure and word)</b>
A.	Premium for coverage of sum insured for the period of one year	
	Taxes (if any)	
	<b>Total in figures</b>	
	<b>Total in words</b>	

- Note:
- All terms & conditions as stated in the Tender Document.
  - Conditional bids are not acceptable.
  - Bids submitted in the above format is only acceptable

**Signature of Bidder:.....**

**Date:.....**