

**CENTRAL UNIVERSITY OF JHARKHAND
CHERI-MANATU, RANCHI – 835 222**



EOI No. CUJ/GA/GI/2021/18/75 Date 18th June, 2021

Expression of Interest (Eoi) for

**INTRODUCTION AND IMPLEMENTATION OF CUJ EMPLOYEE'S GROUP
INSURANCE SCHEME (CUJEGIS) FOR REGULAR EMPLOYEES OF
CENTRAL UNIVERSITY OF JHARKHAND (CUJ), RANCHI.**

I. NOTICE INVITING EXPRESSION OF INTEREST

Sealed Expressions of Interest (Eol) in conformity with detailed Eol notice are invited from reputed Insurance Companies/ Firms/ Insurer having valid Registration Certificate, including registration with the Insurance Regulatory & Development Authority (IRDA) for **Introduction and Implementation of CUJ Employee's Group Insurance scheme for nearly 250 Regular employees of CUJ**. The Hard copy of the Annexure in the last part of this Eol notice may be downloaded, filled-up and invariably attached along with the Eol document to be submitted by the Insurer(s). Eols without these Annexures will be summarily rejected.

The filled up Eols may be submitted **within four (04) weeks** of issue of this Eol.

II. ABOUT THE UNIVERSITY

The Central University of Jharkhand (CUJ) is an autonomous body established by an Act of Parliament (Act No. 25 of 2009), and is fully funded by the Government of India. The Central University of Jharkhand, Ranchi – one of the fast-growing Central Government's Educational Institution, is committed to capacity building and offering outstanding academic and research opportunities.

III. NAME OF THE WORK/ SERVICES:

1. For providing Group Term Insurance with requisite insurance cover only

Note :- This scheme will cover 250 (approx.) regular employees of CUJ. The number of employees may be increased/ decreased as per the discretion of the university, from time to time.

2. **Amount of coverage and premium: -**

The agency shall submit proposal and quotes for term insurance having following categories and schemes of sum assured: -

SCHEME – I

- (a) Rs. 1,00,00,000/- (**For all Teaching and Non-Teaching Employees upto 65 Years**)

SCHEME – II

- Rs. 1,00,00,000/- (**For all Teaching and Non-Teaching Employees upto 60 Years**)

SCHEME – III

- (a) Rs. 50,00,000/- (**For all Teaching and Non-Teaching Employees upto 65 Years**)

SCHEME – IV

- (a) Rs. 50,00,000/- (**For all Teaching and Non-Teaching Employees upto 60 Years**)

SCHEME – V

- (a) Rs. 60,00,000/- (For Teaching Employees/ Statutory Officers **upto 65 Years**)
- (b) Rs. 60,00,000/- (For Group 'A' Employees **upto 60 Years**)
- (c) Rs. 45,00,000/- (For Group 'B' Employees **upto 60 Years**)
- (d) Rs. 35,00,000/- (For Group 'C' Employees **upto 60 Years**)
- (e) Premium per Lakh per slab (for any increase or decrease of insurance cover)

SCHEME – VI

- (a) Rs. 60,00,000/- (For Teaching Employees/ Statutory Officers **upto 65 Years**)
- (b) Rs. 60,00,000/- (For Group 'A' Employees **upto 65 Years**)
- (c) Rs. 45,00,000/- (For Group 'B' Employees **upto 65 Years**)
- (d) Rs. 35,00,000/- (For Group 'C' Employees **upto 65 Years**)
- (e) Premium per Lakh per slab (for any increase or decrease of insurance cover)

SCHEME – VII

- (a) Rs. 1,00,00,000/- (For Teaching/ Non-Teaching Employees **upto 65 Years**)
- (b) Rs. 1,00,00,000/- (For Group 'A' Employees **upto 60 Years**)
- (c) Rs. 75,00,000/- (For Group 'B' Employees **upto 60 Years**)
- (d) Rs. 50,00,000/- (For Group 'C' Employees **upto 60 Years**)
- (e) Premium per Lakh per slab (for any increase or decrease of insurance cover)

SCHEME – VIII

- (a) Rs. 1,00,00,000/- (For Teaching/ Non-Teaching Employees **upto 65 Years**)
- (b) Rs. 1,00,00,000/- (For Group 'A' Employees **upto 65 Years**)
- (c) Rs. 75,00,000/- (For Group 'B' Employees **upto 65 Years**)
- (d) Rs. 50,00,000/- (For Group 'C' Employees **upto 65 Years**)
- (f) Premium per Lakh per slab (for any increase or decrease of insurance cover)

3. **Additionally, the Insurer can also submit any other insurance plans as per standard plan of insurance agencies.**

Premium per Lakh per slab (for any increase or decrease of insurance cover) may also be provided additionally, as applicable.

Note: -

- (a) The premium for each group may be provided as per the details of employees and sum assured placed at **Annexure –III** for each group.
- (b) **Retirement Age** of Teaching Employees is **65 Years**.
- (c) **Retirement Age** of Group 'A', 'B' and 'C' Non-Teaching Employees is **60 Years**.
- (d) Details/ particulars with group/ category of all employees are attached at **Appendix** for your reference.

IV. INSTRUCTIONS TO THE INSURER

1. The Insurer may assess about the nature and quantum of the work & also study the Employees Group Insurance Scheme applicable to other Central Government Employees/ PSUs/ Autonomous Bodies.

V. GENERAL TERMS & CONDITIONS

1. Invitation for Expression of Interest (Eoi):

This document has detailed terms and conditions for inviting EOI firm eligible Insurer. The interested Insurers are requested to submit their Expression of Interest to the provided address.

2. Basic Qualification Criteria:

The Insurer has to submit their Expression of Interest along with qualification documents as per the basic qualification criteria defined in this document. The Evaluation Committee of the University constituted for the purpose shall assess the ability of the Insurer to render the requisite services based on the Insurer's profile, ratings and on such other criteria as fixed by CUJ.

3. Technical Presentation:

The Insurers, who are qualified in the basic qualification process, may be called for a presentation about their experience & proposed plan towards the Eoi. During presentation, Insurer should provide adequate evidences towards their claim of proposed plan. The Committee will evaluate the Insurer's experience and other relevant details, during technical presentation for determining the suitability of the insurer as per requirement of the CUJ.

4. The Scheme to be provided by the Insurer should be for the Group Term Insurance.
5. Insurer shall make available all statistics as required by the University.
6. A number of reports including the claims of individuals and the details of the settlements are to be furnished to the University on quarterly basis or as required by the University.
7. Final scope of work and Terms and Conditions of the contract shall be made after going through the responses. However, it may be noted that the decision of the Central University of Jharkhand shall be final while addressing the issues raised by respondents, in response to this document.
8. The Central University of Jharkhand reserves the right to summarily reject any or all of the offers received in response to this Expression of Interest without assigning any reason thereof.

VI. ELIGIBILITY CRITERIA

1. The Insurance Company Agency must have been registered with IRDA.
2. The Insurance Company shall have at least ten (10) years' experience in providing such Insurance Schemes.
3. The Insurance Company should have adequate experience for providing such Insurance services to Government/ Semi-Government / Govt. of India Undertaking/ Autonomous Bodies or Reputed Private Body during the preceding five years. A list of clients in proof of the above along with Certificates of satisfactory performance issued by the competent authority of such establishments and from such clients may be invariably furnished alongwith the EoI.
4. The Company should have the Registered/ Branch Office at **Ranchi/ Jharkhand**.
5. The Company/ Agency should furnish self attested copies of following documents:-
 - (a) Copy of Registration issued by IRDA / Certificate containing date of inception on the letter head of IRDA.
 - (b) List of Government/ Semi-Government / Govt. of India Undertaking/ Autonomous Body or Reputed Private Body for which such Group Insurance Scheme has been provided during the last five years as per the format in **Annexure –II**.
 - (c) Claim Settlement Ratio and amount during last five years
 - (d) Details for procedure for entry, exit and claim for employees of university etc.
 - (e) Key features of the insurance scheme provided by the insurer.

VII. EOI SUBMISSION:

1. The EoI containing the proposal along with requisite documents related with Basic Qualification criteria should be submitted in sealed cover duly super scribed with "Expression of Interest (EoI) for Introduction and Implementation of Group Insurance Scheme for Regular Employees of CUJ" to the below mentioned address **within four (04) weeks**. The EoI can be submitted in person or through post/ courier/ e-mail to following address -

To,
The Registrar
Central University of Jharkhand,
Vill.- Cheri-Manatu, P.O. – Kamre,
P.S. – Kanke, Ranchi – 835 222
E-mail – registrar@cuja.ac.in
Contact No. - +91-9304953705 (P.S. to Registrar)

2. Insurer is required to put the authorised sign on each page of the EOI documents along with official stamp. unsigned, conditional and/or incomplete EOI otherwise considered defective may be rejected.
3. The Competent Authority reserves the right to reject any or all the Eols without assigning any reasons thereof.

VIII. RIGHTS TO ACCEPT OR REJECT Eols:

1. The Eol is liable to be rejected inter-alia: -
 - (a) If it is not in conformity with the instructions mentioned in the Eol document.
 - (b) If it is not properly signed by the Insurer.
 - (c) If it is not accompanied with proper documents.
2. This office reserves the right to: -
 - (a) Accept / Reject any of the Eols in full or part thereof.
 - (b) Revise the requirement at any time or at the time of placing the order.
 - (c) Add, modify, relax or waive any or all of the conditions stipulated in the Eol specifications wherever deemed necessary.
 - (d) Reject any or all the Eols in part or full without assigning any reasonsthereof.

IX. SPECIFIC TERMS AND CONDITIONS

1. The Group Insurance Scheme should be for term insurance similar to other Central Govt./ PSU/ Autonomous Body Employee's Group Insurance Scheme.
2. The Group Insurance Scheme cover should be available at a very low cost.
3. There should be provisions for periodical enhancement of Insurance cover keeping inview the inflation, mortality rates etc.
4. All the regular employees of CUJ irrespective of age group should be eligible to join the scheme. At present the retirement age for **Teaching Employee is 65 year** and for **all other (Group 'A', 'B' & 'C') Non-Teaching Employees except Statutory Officers, is 60 years.**
5. The Scheme should have provisions for new entrants in service to get coverage.
6. A suitable monthly premium shall be charged.
7. There may be provision for **additional accidental benefit** under the scheme.
8. The insurance cover should be payable on death during the period of insurance cover.

9. The effective date from which an employee becomes a member of the Scheme and raising the subscription on account of regular promotion to the next higher group will take place from 1st of ensuing month.
10. There shall be appropriate Tax benefits/ exemption under the Income Tax Act on the employee's contribution and on the claim amount payable on death respectively.
11. The Successful Company / Firm shall at its own cost comply with the provision of orders and notifications issued by IRDA and government from time to time.
12. The successful Insurer/ Company should ensure that claims on account of death are disposed of, on **Top Priority** and latest within 01 week of receipt of information from CUJ Administration regarding any Employee(s) case(s).
13. All payments shall be done by ECS mode to the Employee or his nominated family member under intimation to Administration and Accounts Section of CUJ.
14. In case of any unsatisfactory service, suitable penalties as decided by the Competent Authority shall be levied after issuing notice. The decision of CUJ in this regard shall be final and binding on the Insurer.
15. The company shall be deemed to have full knowledge of the requirements of the employees of CUJ. The agency shall be responsible for arranging and providing necessary Insurance Claim for the account of each employee.
16. Submission of this application implies that the company/ firm has read this notice and all the documents and has made themselves aware of the scope and specifications of the work to be done, local conditions and other factors having a bearing on the execution of the work.
17. The requirement given in the scope of work is only indicative, CUJ reserves the right, either to increase or decrease it, as per requirement. The decision of CUJ in this regard shall be final and binding on the Insurer.

X. CIVIL SUIT JURISDICTION

All legal proceedings in connection with this Contract shall be subject to the territorial jurisdiction of the Hon'ble High Court of Jharkhand at Ranchi only.

S/d-

Registrar

(On company's letter head)

INSURER PROFILE

S.N.	Particulars	To be filled in by the Insurer
1.	Name of the Agency/ insurer	
2.	Date of incorporation /establishment of the company/ firm	
3.	Registered Office address of the Company/ firm with Office Telephone Number, Email ID, Fax Number	
4.	Name of the Contact person with Telephone Number, Email ID, Fax Number	
5.	Address of the branch office at Ranchi/ Jharkhand	
6.	Details of Registration with IRDA	
7.	Attach the detailed terms and conditions of Group Insurance Provided by Insurer	
8.	Claim Settlement Ratio during last Five Years	
9.	Claim Settlement Amount during last Five Years	
10.	Details for procedure for entry, exit and claim for employees of university (Enclose separate sheet)	
11.	Key features of the insurance scheme provided by the insurer (Enclose separate sheet)	

Note: Insurers are requested to provide documentary proof in respect of the information furnished above.

Signature of Authorized Representative

Company Stamp

(On company's letter head)

**LIST OF GOVERNMENT/SEMI-GOVERNMENT/ PSUs/ AUTONOMOUS BODY OR
REPUTED PRIVATE BODY FOR WHICH SUCH GROUP INSURANCE SCHEME
HAS BEEN PROVIDED DURING THE LAST FIVE YEARS**

S. No.	Name and Address of the Client / Firm (also indicate whether Government / Semi-Government / PSU / Autonomous Body/ Private Body)	Amount Insured per person / Details of Scheme provided	No. of Persons covered	Remarks, if any

Note: Insurers are requested to provide documentary proof in respect of the information furnished above.

Signature of Authorized Representative

Company Stamp

(On company's letter head)

QUOTATION/ DETAILS OF AMOUNT OF COVERAGE AND PREMIUM

The agency shall submit proposal* and quotes for term insurance having following categories and schemes of sum assured: -

Scheme Type	Group of employees	Sum Assured required	Insurance Cover upto Age of	Retirement Age	Premium Amount (Annual)
I	All employees	Rs. 1,00,00,000/-	65 Years	60/65 Years	
II	All employees	Rs. 1,00,00,000/-	60 Years	60/65 Years	
III	All employees	Rs. 50,00,000/-	65 Years	60/65 Years	
IV	All employees	Rs. 50,00,000/-	60 Years	60/65 Years	
V	Teaching Employees/ Statutory Officers	Rs. 60,00,000/-	65 Years	65 Years	
	Group 'A'	Rs. 60,00,000/-	60 Years	60 Years	
	Group 'B'	Rs. 45,00,000/-			
	Group 'C'	Rs. 35,00,000/-			
VI	Teaching Employees/ Statutory Officers	Rs. 60,00,000/-	65 Years	65 Years	
	Group 'A'	Rs. 60,00,000/-		60 Years	
	Group 'B'	Rs. 45,00,000/-			
	Group 'C'	Rs. 35,00,000/-			
VII	Teaching Employees/ Statutory Officers	Rs. 1,00,00,000/-	65 Years	65 Years	
	Group 'A'	Rs. 1,00,00,000/-	60 Years	60 Years	
	Group 'B'	Rs. 75,00,000/-			
	Group 'C'	Rs. 50,00,000/-			
VIII	Teaching Employees/ Statutory Officers	Rs. 1,00,00,000/-	65 Years	65 Years	
	Group 'A'	Rs. 1,00,00,000/-		60 Years	
	Group 'B'	Rs. 75,00,000/-			
	Group 'C'	Rs. 50,00,000/-			

***Additionally, the Insurer can also submit any other insurance plans as per standard plan of insurance agencies.**

Premium per Lakh per slab (for any increase or decrease of insurance cover) may also be provided additionally, as applicable.

Note: -

- The premium for each group may be provided as per the details of employees and sum assured placed at **Annexure –III** for each group.
- Retirement Age** of Teaching Employees is **65 Years**.
- Retirement Age** of Group 'A', 'B' and 'C' Employees is **60 Years**.
- Details/ particulars with group/ category of all employees are attached at **Appendix** for your reference.

Signature of Authorized Representative

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