



**REQUEST FOR PROPOSAL FOR INVITATION OF BIDS FOR GROUP FLOATER  
MEDICLAIM POLICY FOR THE EMPLOYEES OF THE DELHI GOLF CLUB**

**Request for Proposal (RFP) No. DGC/HR/2024/01 Dated 19.06.2024**

1. Bids in sealed cover are invited for Group Floater Mediclaim Insurance Policy for employees. Please superscribe the above-mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.
2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -
  - a. Bids/queries to be addressed to:

**The Secretary  
The Delhi Golf Club,  
Dr. Zakir Hussain Marg New Delhi- 110003**
  - b. Postal address for sending the Bids: **As mentioned Above**
  - c. Name/designation of the contact personnel: **Mr. Jatin Ruhela**
  - d. Telephone numbers of the contact personnel: **9871050868**
  - e. e-mail ids of contact personnel: [managerhr@delhigolfclub.org](mailto:managerhr@delhigolfclub.org)
  - f. Fax number: **NA**
3. This RFP is divided into three Parts as follows:
  - a. Part I – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
  - b. Part II – Contains essential details of the services required, such as the Details of Requirements (SOR), Terms & Conditions, Period of policy details.
  - c. Part III – Contains Standard Conditions of RFP and Price bid format, which will form part of the Contract with the successful Bidder.
4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

## **Part I – General information**

**1. Last date and time for depositing the Bids: By 12:00 Noon on 18<sup>th</sup> July 2024**

The sealed bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

**2. Manner of depositing the Bids: Sealed Bids should be either dropped in the Tender Box kept in **the Main Office of DGC** or to be sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non- delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).**

**3. Time and date for opening of Bids: At 12 Noon on 19<sup>th</sup> July 2024**

(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the DGC).

**4. Location of the Tender Box: Tender Box will be placed in Main Office Area outside Finance Controller's (FC) cabin. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.**

**5. Place of opening of the Bids:**

Tender will be opened in the Board Room of DGC. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.

**6. Single Bid system: The Tender is a Single Bid system. The bidder has to ensure to mark their agreement against the key requirements of the policy detailed below.**

**7. Forwarding of Bids: Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST number, Bank address with NEFT Account if applicable,etc. and complete postal & e-mail address of their office.**

**8. Clarification regarding contents of the RFP: A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 7 (Seven) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.**

**9. Clarification regarding contents of the Bids: During evaluation and comparison of bids, the DGC may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.**

**10. Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.**

**11. Unwillingness to quote: Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.**

**12. Validity of Bids: The Bids should remain valid till Finalization of the vendor by the buyer.**

## **Part II – Essential Details of Items/Services required**

1. **Schedule of Requirements** – The Delhi Golf Club desires to purchase a Group Floater Mediclaim Insurance Policy for its Employees and their family (including 2 children below 25 yrs of age). The policy should be a floater policy for all family members for a coverage amount of Rs. 8 lakhs per family.

2. **The key requirements of the policy would be –**

Coverages:

1. Policy Type	:	Floater
2. Policy construct	:	Employer Employee
3. Service Category	:	Both Cashless and Reimbursement
4. OPD/IPD	:	IPD
5. OTC / Non-OTC	:	OTC
6. Health Card	:	Physical health card to be issued
7. Age band	:	1 day – 60 yrs
8. Number of persons	:	Employees – 92, Dependents (spouse+Children) – 186
9. Family definition	:	Employee, spouse and 2 dependent children (below 25 yrs. of age)
10. Sum Insured	:	Sum insured per family Rs. 8,00,000/-
11. Pre-Existing Diseases	:	To be covered
12. Pre-post hospitalization	:	Pre hospitalization and post hospitalization for 30 days & 60 days respectively.
13. Mid-term inclusion	:	Mid-term inclusion of employees on adjustment of premium. Mid-term inclusion of dependents will be possible only in case of a) spouse on account of marriage during the policy term, b) children (childbirth during the policy but after child has completed 90 days of age) subject to not more than 2 children.
14. 1 <sup>st</sup> year Exclusion	:	Waived off
15. 30 days waiting period	:	Waived off

3. **Delivery Period** – The policy period will be for One year and shall be renewed at the discretion of DGC.

## **Part III – Evaluation Criteria & Price Bid issues**

1. **Evaluation Pre-qualification criteria:** The broad guidelines for evaluation of Bids will be as follows:

- a. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
- b. The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Para 2 of part 3.
- c. The Bidder must clearly state the acceptance or rejection of the key requirements mentioned in this RFP. The bidder may add any other terms and conditions of the policy and the same should be clearly defined in the bid.
- d. The Delhi Golf Club reserves the right to cancel the tendering at any stage.

2. **Price Bid Format**

SI No.	Scope of work	Unit	Qty	Amount
1	Group Floater Medclaim Insurance Policy (Employee + Spouse + 2 children , below age of 25 yrs age)			
<b>Premium Amount</b>				
<b>GST</b>				
<b>Total Premium Amount</b>				
<b>Name of the Insurance Company</b>				

Secretary  
The Delhi Golf Club