



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT
(Established by the Haryana State Legislature Act No. 15 of 2012)

Ref: DBRANLU/GEN./2024/EOI/01

Dated: 23.12.2024

EXPRESSION OF INTEREST

for

GROUP INSURANCE SCHEME (GIS) FOR STUDENTS OF DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, RAI, SONEPAT, FOR A PERIOD OF ONE YEAR

Sealed Expression of Interests are invited by the Dr. B.R. Ambedkar National Law University, Rai, Sonapat for the Group Insurance Scheme (GIS) for its students including Research Scholars from Insurance Regulatory and Development Authority of India (IRDAI) licensed Insurance Companies operating in India.

The proposals received against this EOI will go through Technical Bid Evaluation. The Financial Bids shall then be invited only from such Insurance Companies who qualify against the Technical Bid Evaluation. Interested Insurance Companies are requested to refer to this EOI document.

Important Dates & Time:

Sr. No.	Activity	Date & Time Limit
1.	Publication of Invitation for Expression of Interest (EOI)	24.12.2024
2.	Pre-Bid meeting #	10.01.2025
3.	Due Date and time for submission of Technical Bids*	16.01.2025
4.	Date of Opening of Technical Bids #	20.01.2025

Maximum two representatives of **each bidder** will be allowed to be present at the time of Pre-Technical Bid opening meeting.

* In normal circumstances, no extension will be granted for submission.

The EOI received after the due date and time mentioned above will not be entertained under any circumstances. Incomplete and unsigned EOI or the EOI not in prescribed format will be rejected without assigning any reason. The EOI should be complete in all respects and submitted to:

**Deputy Registrar (Gen.),
Dr. B.R. Ambedkar National Law
University, Rai, Sonapat-131029**



INTRODUCTION

Dr. B.R. Ambedkar National Law University, Sonapat (DBRANLU) was established by the State Government of Haryana in the year 2012 under the Haryana Act No. 15 of 2012 under the name of National Law University Haryana enacted by the legislature of the State of Haryana. As a tribute to Dr. B.R. Ambedkar, a great social reformer and architect of our present legal system and the Constitution, the State Legislature of Haryana, through an amendment in 2014, changed the name of this University to Dr. B.R. Ambedkar National Law University, Sonapat. DBRANLU, Sonapat is the only Law University in Haryana. The location provides a positive and congenial environment for legal education and professional training besides overall development of students. The University has firmly resolved to impart advanced legal education, to hone practical legal skills and inter disciplinary understanding, keeping in view the requirements of a just and equitable society. The University has approx. 600 students in B.A. LLB programme.

The DBRANLU intends to implement Group Insurance Scheme (GIS) for its students including Research Scholars. Accordingly, DBRANLU has floated this Expression of Interest (EOI), only for Insurance Regulatory and Development Authority of India (IRDAI) licensed Insurance Companies operating in India who satisfy the terms and conditions of this EOI. Interested Insurance Companies are invited to submit their Technical Bid in accordance with these EOI terms which are also available at DBRANLU website - www.dbranlu.ac.in.

The Insurance Companies are requested to send their Technical Bids strictly as per provisions of this EOI document within Due Date and time.

Format of the Technical Bid:

1. The Technical Bid (along with all Annexures) should be signed and submitted in a sealed Envelope super scribing “Expression of Interest and Technical Bid for GIS for students of DBRANLU”.
2. This Envelope should be submitted to the office of Registrar, Dr. B.R. Ambedkar National Law University, Rai - 131029 on or before due date & time.
3. All the papers regarding the Technical Bids should be duly signed by an authorized signatory of bidder on each page in token of having accepted the terms and conditions therein.
4. The documents submitted should not contain any interlineations, erasures, or over-writings.
5. The proposal must clearly provide Bidder’s Information in the format provided at **Annexure - A**.
6. Information provided here should be used for its intended scope & purpose and complete confidentiality should be maintained.
7. The bidder must agree to bear all costs related to the preparation of their proposal.



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT
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Queries:

Technical Bid submission details and all other terms and conditions are detailed out in this EOI document. All other communications / queries with regard to this EOI document needs to be directed to DBRANLU through e-mail to general@dbranlu.ac.in. The queries, if any should reach at least seven (07) days prior to due date for submission of technical bids. The query will be responded by email.

Timeline:

The following timeline shall be followed for this EOI:

Sr. No.	Activity	Time Limit
1.	Publication of Invitation for Expression of Interest (EOI)	24.12.2024
2.	Pre-Bid meeting #	10.01.2025
3.	Due Date and time for submission of Technical Bids*	16.01.2025
4.	Date of Opening of Technical Bids #	20.01.2025

Maximum two representatives of **each bidder** will be allowed to be present at the time of Pre-Technical Bid opening meeting.

* In normal circumstances, no extension will be granted for submission.

The address for the Pre-Bid meeting and opening of Technical Bid shall be as below:

**O/o Deputy Registrar (Gen.), Academic
Hall, DBRANLU, Rai - 131029**



SCOPE OF WORK

The details of benefits to be covered under Group Insurance Scheme are as under:

Policy	Student Safety Insurance (Package Policy)
Period of Insurance	One year
Accidental Death of the Insured	Rs. 2,00,000/- per Student (Personal Accident)
Hospitalization Expenses / OPD Expenses in cases of Dog, Monkey & Snake Bite	Up to Rs. 50,000/-
Accident Death of Parent/Guardian	Up to Rs. 1,00,000/- per Student (fee Reimbursement for remaining semesters)

1. Sustain any bodily injury resulting solely and directly from accident caused by external violent and visible means, the sum hereinafter set forth in respect of any of the Insured Persons specified in the schedule:
 - (a) If such injury shall within six calendar months of its occurrence be the sole and direct cause of the death of the Insured person the sum of Rupees Two lacs.
 - (b) In such injury within six (6) calendar months of its occurrence be the sole and direct cause of the total and irrecoverable loss of: -
 - (i) Sight of both eyes, or of the actual loss by physical separation of the two entire hands or two entire feet, or of one entire hand and one entire foot, or of such loss of sight of one eye and such loss of one entire hand or one entire foot, the sum of Rupees Two lacs.
 - (ii) Use of two hands or two feet, or of one hand and one foot, or of such loss of sight of one eye and such loss of use of one hand or one foot, the sum of Rupees Two lacs.
 - (c) If such injury shall within six calendar months of its occurrence be the sole and direct cause of the total and irrecoverable loss of:
 - (i) The sight of one eye, or of the actual loss by physical separation of one entire hand or one entire foot the sum of Rupees one lac.
 - (ii) Total and irrecoverable loss of use of a hand or a foot without physical separation, the sum of Rupees one lac.

NOTE: For the purpose of Clauses (b) and (c) above, 'physical separation' of a hand or foot means separation of hand at or above the wrist and/or of the foot at or above the ankle.
 - (d) If such injury shall, as a direct consequence thereof, immediately, permanently, totally and absolutely, disable 'the Insured person from engaging in being occupied with or giving attention to his normal activities of any description whatsoever the sum of Rupees two lacs.
 - (e) If such injury shall within six calendar months of its occurrence be the sole and direct cause of the total and irrecoverable loss of use or of the actual loss by physical separation of the following then the percentage of Rupees two lacs in the manner indicated below:



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT
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		Percentage of Capital Sum Insured
(i)	Loss of toes-all	20
	Great — both phalanges	5
	Great — one phalanges	2
	Other than great, if more than	
	One toe lost each	1
(ii)	Loss of hearing — both ears	50
(iii)	Loss of hearing — one ear	15
(iv)	Loss of four fingers and thumb of one hand	40
(v)	Loss of four fingers	35
(vi)	Loss of thumb — both phalanges	25
	One phalanx	10
(vii)	Loss of Index finger — three phalanges	10
	Two phalanges	8
	One phalanx	4
(viii)	Loss of middle finger — three phalanges	6
	Two phalanges	4
	One phalanx	2
(ix)	Loss of ring finger — three phalanges	5
	Two phalanges	4
	One phalanx	2
(x)	Loss of little finger — three phalanges	4
	Two phalanges	3
	One phalanx	2
(xi)	Loss of metacarpals	
	- first or second (additional)	3
	- third, fourth or fifth (additional)	2
(xii)	Any other permanent partial disablement - percentage as Assed by the Doctor	

(f) If such injury shall necessities treatment to the said insured person in a hospital or nursing home or OPD expenses incurred in cases of dog, monkey and snake bite, the medical expenses as may be necessarily, reasonably and actually incurred up to but not exceeding the sum of **Rupees fifty thousand for any one accident.**

2. Accidental Death of Parents (Earning): Reimbursement of University Fee up to maximum of Rs. One lac per student for remaining semesters in case of death of earning parent by accident caused by external, violent and visible means.



ELIGIBILITY CRITERIA FOR BIDDERS

I. Technical Qualifications

The Technical Qualifications for Insurance Companies under this EOI are as follows:

Sr. No.	Eligibility Criteria	Documents to be submitted
1.	They must have an IRDAI license as on the date of submission of the Technical Bid for providing Insurance business in India. The License must remain valid during the period of GIS.	A certified copy of the certificate should be submitted.
2.	They should be in existence for at least 5 years in the line of business of providing Insurance.	(i) Certified copies of Certificate of Incorporation and, (ii) Undertaking on the company's letterhead to that effect.
3.	They should have a minimum Claim Settlement Ratio (as per IRDAI) of 90% during the last two financial years, i.e. FY 2022-23 and 2023-24.	Undertaking on the company's letterhead.
4.	The Total Premium Collection should be more than Rs. 200 Lakhs for each of the last two financial years i.e. FY 2022-23 and 2023-24.	Certificate from the auditor to be submitted.
5.	They should have a minimum Solvency Ratio of 1:5 as on 31.03.2024	A solvency certificate certified by the Statutory Auditor to be submitted.
6.	They should have filed Income Tax Return for FY 2022-23 and 2023-24.	Copy of ITR Acknowledgment to be submitted.
7.	They should have adequate experience for providing such Group Insurance Schemes to Government/Semi-Government/Autonomous Body.	List of Government/Semi-Government/ Autonomous Body for which such Insurance Scheme has been provided along with the proof.

II. Financial Bids

The Financial Bids shall be invited only from such Insurance Companies who qualify against the Technical Bid Evaluation.



BIDDING PROCESS

I. Technical Bid opening process

1. The Technical Bids will be opened by the Technical Evaluation Committee, as constituted by DBRANLU.
2. Maximum **two representatives of each of the bidder** will be allowed to be present at the time of opening of Technical Bids.
3. The authorized representative of bidders, present at the time of opening of the Technical Bids shall be required to sign an attendance register as a proof of having attended the Technical Bid Opening Session.

II. Evaluation of Technical Bids

1. The Technical Evaluation Committee will evaluate the Technical Bid to determine the successful bidders against this EOI.
2. Any Technical Bids which deviate from the terms and conditions of this EOI shall be rejected.
3. Submission of Technical Bids by any bidder will be construed as acceptance of all the terms and conditions of this EOI.



INSTRUCTIONS FOR BIDDERS

I. Bidder warranties

By submitting the Technical Bid, the bidder represents and warrants to DBRANLU that, as on the date of submission of such Technical Bid:

1. The bidder has fully disclosed to DBRANLU in its proposal all information which could reasonably be regarded as affecting in any way DBRANLU's evaluation of the Technical Bid;
2. All information contained in the documents submitted as part of Technical Bid is true, accurate and complete and is not false or misleading in any way;
3. No litigation, arbitration or administrative proceeding is presently taking place, pending or to the knowledge of the bidder threatened against or otherwise involving the bidder, which could have an adverse effect on its business, assets or financial condition or upon DBRANLU's reputation if such litigation, arbitration or administrative proceeding is successful; and
4. The bidder will immediately notify DBRANLU of the occurrence of any event, fact or circumstance which may cause a material adverse effect on the bidder's business, assets or financial condition, or DBRANLU's reputation or render the bidder unable to perform its obligations to DBRANLU under this EOI.

II. Cost of bidding

The bidder shall be solely responsible for all costs, expenses or liabilities incurred by them or on their behalf in relation to the evaluation process (including in relation to providing DBRANLU with the Technical Bid documents or any additional information).

III. Validity of the Technical Bid - 120 Days from the Due Date.

IV. Amendments to the EOI

At any time prior to Due Date, DBRANLU may, for any reason, whether on its own or in response to the clarification request by a prospective bidder, modify this EOI.

All bidders are requested to visit DBRANLU website for any amendment / modification / corrigendum. Such amendment / modification / corrigenda shall always be binding on all bidders.

V. Late bids

1. DBRANLU shall not be responsible for:
 - a. delayed submission of Technical Bids whether sent by post, courier, etc.
 - b. submission / delivery of Technical Bids at an address other than the address mentioned in this EOI.
 - c. any Technical Bid received by DBRANLU after the Due Date & Time.
2. Technical Bids received by DBRANLU after the Due Date & Time shall not be accepted and will be summarily rejected.



VI. Supplementary offer/modification of original proposal

The Technical Bids submitted against this EOI shall not be returned in case of extension of Due Date.

VII. Confidentiality

Information relating to the evaluation of Technical Bids, and recommendation of successful bidders, shall not be disclosed to any bidder or any other person not officially concerned with this process, until such information is published on the website of DBRANLU.

VIII. Corrupt & fraudulent practices

The bidders must:

1. Always observe the highest standard of ethics including during the procurement and execution of contract with DBRANLU.
2. DBRANLU shall reject the Technical Bid if it is determined that the bidder has, directly or indirectly, engaged in corrupt, fraudulent, collusive or coercive practices in competing under this EOI.
3. For the purpose of this EOI:
 - a. **“Corrupt practice”** means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence the action of any official of DBRANLU in this process;
 - b. **“Fraudulent practice”** means a misrepresentation or omission of facts in order to influence this process;
 - c. **“Collusive practice”** means a scheme of arrangement between two or more bidders, designed to establish bid prices at artificial, non- competitive levels; and
 - d. **“Coercive practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in this process.

IX. Transfer and Sub-letting

No bidder shall sublet, transfer, assign or otherwise part with its duties under this EOI, either directly or indirectly, without the prior written permission of the DBRANLU.

X. Other Conditions

Notwithstanding anything specified in this EOI, DBRANLU reserves the right to:

1. Reject any or all Technical Bids received in response to this EOI without assigning any reason whatsoever.
2. Withdraw / cancel this EOI at any stage, without assigning any reason whatsoever.
3. Waive or change any formalities, irregularities, or inconsistencies in this EOI. Such a change / waiver would be notified on DBRANLU’s website only.
4. Extend the Due Date, date of Pre - Bid meeting, date of Technical Bid Opening Meeting.
5. Select a bidder even if a single Technical Bid is received as response to this EOI.
6. Share the information / clarifications provided into any bidder, with all other bidders.
7. Request additional financial/business information from any bidder at any point of time.



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT

(Established by the Haryana State Legislature Act No. 15 of 2012)

XI. Precedence of Documents

If there is any inconsistency between the terms of this EOI and any of its annexures, appendices, schedules or attachments, then, the terms of this EOI will prevail to the extent of any such inconsistency.

XII. Arbitration

All dispute and differences which may arise between the DBRANLU and the Insurance Company shall be referred to Vice-Chancellor, DBRANLU whose decision shall be binding on all concerned.

XIII. Dispute Settlement mechanism

In the event of any dispute arising out of this EOI, the decision of Vice-Chancellor, DBRANLU shall be final and binding. The courts in Sonapat will have exclusive jurisdiction to deal with any dispute arising out of this EOI.



TERMS AND CONDITIONS

1. EOI which are late/vague/conditional/incomplete/not confirming to the laid down procedure in any respect will be rejected.
2. EOIs sent by fax and/or E-mail will not be considered.
3. The successful company shall at its own cost comply with the provision of orders and notification issued by IRDA and Government from time to time.
4. The period of contract will initially be for one year and extendable on mutually agreed terms and conditions, which is liable to be terminated with one month's notice, if any lapse or unsatisfactory performance of the company/firm is noticed.
5. DBRANLU reserves the right to modify/change/delete/add any further terms and conditions prior to issue of agreement.
6. Cashless facility should be provided all over India and at least four major multi-specialty hospitals located in Sonapat and nearby cities. Details of such Hospitals are to be provided. All transactions with these hospitals should be totally cashless.
7. There should be a dedicated helpline (24 x 7) from the Third-Party Administrator (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.
8. If there is any reimbursement to the students by the TPA/Insurance Company, the same should be paid directly to the student within 10 days of receipt of bills.
9. The response time by the TPA/Insurance companies at the time of admission should be maximum of six hours.
10. In case of unsatisfactory service, suitable penalties as decided by the Competent Authority of DBRANLU shall be levied after issuing notice.
11. In case of failure in settlement of claims within the mutually agreed time frame, a penalty may be levied.
12. Reports including the claims of individuals and the details of the settlement are to be furnished to the University on monthly basis or as and when required by the University.



CHECKLIST FOR BID SUBMISSION

The following items must be checked before the Technical Bid is submitted: Envelope -

“Expression of Interest and Technical Bid for GIS for students of DBRANLU”

1. Bidder’s Information as per the format provided at **Annexure - A**.
2. Copy of this EOI document duly sealed and signed by the authorized signatory on every page.
3. A certified copy of the IRDAI License / certificate for providing Insurance Business in India.
4. Certifies copies of Certificate of Incorporation.
5. Undertaking that the Insurance Company is in existence for at least 5 years in the line of business of providing Insurance.
6. Undertaking that the Insurance Company has a minimum Claim Settlement Ratio (as per IRDAI) of 90% during the last two financial years, i.e. FY 2022-23 and 2023-24.
7. Certificate from an auditor stating that the total premium collection by the Insurance Company is more than Rs.200 Lakhs for each of the last two financial years i.e. FY 2022-23 and 2023-24.
8. A Solvency Certificate certified by the Statutory Auditor.
9. Copy of ITR Acknowledgment for the Income Tax Return filed for FY 2022-23 and 2023-24.
10. List of Government/Semi-Government/ Autonomous Body for which such Insurance Scheme has been provided along with the proof.
11. Details of TPA.
12. A dummy copy of Group Insurance Policy with detailed terms and conditions.
13. Forwarding letter as per **Annexure-B**.



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT
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ANNEXURE – A
Information of the Bidder

Sr. No.	Particulars	Details
1.	Name of the bidder	
2.	Address of the bidder	
3.	Status of the bidder (public limited / private limited)	
4.	GST No.	
5.	PAN No.	
6.	Name and designation of the contact person	
7.	Telephone / Mobile no.	
8.	E-mail address of the contact person	
9.	Website	



ANNEXURE – B
(ON OFFICE LETTER HEAD)

To

The Registrar
Dr. B.R. Ambedkar National Law
University, Rai, Sonapat-131029.

Subject: Expression of Interest and Technical Bid for GIS for students of DBRANLU, Rai.

Reference: Expression of Interest floated on University Website.

Dear Sir,

With reference to the above, I am/We are enclosing our Expression of Interest and Technical Bid for GIS for students of DBRANLU, Rai, Sonapat.

I/We hereby reconfirm and declare that I/We have carefully read and understood the above referred document and all subsequent corrigendum published on University Website.

Thanking You,

Yours faithfully,

(Signature of the Authorized Person)

Name :

Mobile No. :

Seal :