

Notice Inviting Tender

Dated: - 10.12.2025

NAME OF THE WORK: "Personal Accident Insurance Policy for Officers and Staff of NPC"

National Productivity Council, 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 invites Sealed Tender from General Insurance Companies (Licensed and Registered with IRDA) dealing with Personal Accident Insurance for implementation of **"Personal Accident Insurance Policy for Officers and Staff of NPC"** for a period of 01 year. The personal accident insurance policy will also cover medical benefit of expenditure incurred due to the accident.

1. The number of officers and staff to be covered is as follows:

S.No.	Group	Basic Sum Assured (Rs. in Lakh)	Nos of Employees
1.	A (All Officers)	Rs. 15,00,000	114
2.	B (JAO/SO/PS/TA)	Rs. 12,00,000	7
3.	C (Jr Asst to MTS)	Rs. 10,00,000	17
Total			138 *

*Number mentioned is tentative and may increase or decrease.

2. The Tender documents in sealed envelope, supported by prescribed Annexure; Pre-qualification bid & financial bid shall be placed in separate sealed envelopes each marked as **"Envelope-1: Technical & Pre-qualification Bid"** & **"Envelope-2: Financial bid"** respectively. Both envelopes shall be submitted together in another sealed envelope superscripted as **"Personal Accident Insurance Policy for Officers and Staff of NPC"**. The bids will be received up to **15.00 Hrs 26.12.2025**. Each copy of the tender document should be signed. No tender will be accepted **after 26.12.2025** under any circumstances whatsoever.
3. The envelopes Marked "Pre-qualification Bid" shall be opened by Tender Committee on the same day at 4:00 PM. Financial bid will be opened for the Pre-qualified bidders only, immediately after opening of Pre-qualified bidders are identified. In case more than 10 bids are received the date of opening of Financial bids by Tender Committee shall be informed by Council to Pre-qualified bidders later on.
4. Before quoting the rates Insurance Agency may visit the council and understand themselves about the nature and scope of the work.


Yadu Kumar Yadav
Deputy Director (Admin)
For GH(Admin)

SECTION 'A'

Letter of Offer

Dated 10.12.2025

The Group Head (Admin),
National Productivity Council,
5-6 Institutional Area, Lodhi Road,
New Delhi - 110003

Subject: Tender for **"Personal Accident Insurance Policy for Officers and Staff of NPC"**.

With respect to your above mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same in to without any alterations / modifications.

Yours faithfully,

Signature

Name & seal of Contracting Agency/company

SECTION 'B'

GENERAL INSTRUCTIONS TO BIDDERS

1. The sealed Tender bids in two bid system, supported by prescribed annexure; Pre-qualification bid & financial bid shall be placed in separate sealed envelopes each marked as **"Envelope-1: Technical & Pre-qualification Bid"** & **"Envelope-2: Financial bid"** respectively. All envelopes shall be submitted together in another sealed envelope superscripted as **"Personal Accident Insurance Policy for Officers and staff of NPC, New Delhi"**. The bids will be received up to **15.00 Hrs on 26.12.2025**. Each copy of the tender document should be signed on all pages. No tender will be accepted after **15.00 Hrs on 26.12.2025**, under any circumstances whatsoever.
2. The tender bid shall be submitted in a sealed envelope duly filled signed and stamped on each page. The tender shall be submitted in the office of the Group Head (Admin), National Productivity

Council, 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 on **26.12.2025 or before 15.00 Hrs** on the stipulated date and will be opened on the day at the office of National Productivity Council, 5-6 Institutional Area, Lodhi Road, New Delhi – 110003. The vendor/Insurance Agency or their representatives may choose to remain present at the time if they so desire.

3. The envelopes Marked "Pre-qualification Bid" shall be opened by Tender Committee in this office on the same day at xxxx PM. Financial bid will be opened for the Pre-qualified bidders only. Financial bid will be opened for the Pre-qualified bidders only, immediately after opening of Pre-qualified bidders are identified. In case more than 10 bids are received the date of opening of Financial bids by Tender Committee shall be informed by Council to Pre-qualified bidders later on.
4. Tender bid shall remain valid for acceptance by the Council for a period of 90 days from the date of opening of the bid which may be extended by mutual agreement and the bidder shall not cancel or withdraw the tender during this period. *In exceptional cases, the bidders may be requested by the purchaser to extend the validity of their tenders up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax followed by surface mail. The bidders, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender.*
5. The Insurance Agencies must use only the tender forms issued by the Council to fill in the rates. Any addition/alteration in the text of the tender form made by the bidder shall not be valid and shall be treated as null and void.
6. The tender form must be filled in English and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned, the tender may be considered invalid by the Council in its discretion.
7. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the Insurance Agency. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the tender will be entertained.
8. General specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not so signed will be rejected.
9. Tender incomplete in any form will be rejected outright; conditional offers will not be accepted.
10. No tender will be allowed to withdraw after submission of the tender.
11. National Productivity Council reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
12. The intending bidder can obtain any clarifications regarding the tender document, employee details, previous policy details etc. if any from the Group Head (Admin), National Productivity Council on any working day.
13. In all matters of dispute arising on the work, the matter shall be referred to Director General, National Productivity Council, 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 for a decision.



14. In the event that the Successful Bidder is not satisfied by the decision of the Director General, National Productivity Council, 5-6 Institutional Area, Lodhi Road, New Delhi – 110003, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation Act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be New Delhi and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in New Delhi. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place :

Signature of Bidder

With the seal of their company

Date :

SECTION 'C'

Terms and Conditions:-

It may be noted that no advisor/broker is involved in the tender.

1. The insurance company should have a valid license issued by IRDA to conduct the Group Personal Accident Insurance in India.
2. The Insurance Company should cover the Officers and Staff from Day 1 of commencement of policy.
3. During the validity of the policy, no revision in premium shall be considered by NPC on the basis of actual claim ratio or any enhancement in the premium pointed out by any statutory or other authority.
4. Once assigned the group personal accident insurance for any given period, the insurance company shall have no right to unilaterally terminate the operation of the policy during this period.



6. Exclusions & Inclusions: Exclusions & Inclusions should be clearly specified by the insurance company as part of the technical bid.

7. Any conditional bid or bids that are not in the prescribed Performa will not be accepted.
8. The insurance company will have no right to reject membership of a member as defined by NPC whose membership has been approved by NPC.
9. Notwithstanding anything contained in this document, the acceptance of tender will rest with NPC and NPC reserves full right to reject any or all tenders without assigning any reason whatsoever.
10. Confidentiality of all NPC information/documents to be ensured at all times
11. There will be no age limit on the insured covered by this scheme.
12. For the new employees who may join the NPC from time to time, identical coverage has to be made available from the day one of joining though the premium paid may be based on the fractional period involved. The employees leaving before completing of the contract insurance period, the pro-rata premium amount should be refunded to the NPC from the date of his/her leaving the NPC.
13. The coverage of the mid joiners shall be from Day 1 (Date of joining) irrespective of immediate payment of premium. The premium shall accordingly be calculated on pro rata basis.
14. The coverage for the mid leavers shall be till the date of leaving the NPC Institute. The premium shall accordingly be calculated on pro rata basis.
15. The balance amount for the mid leavers shall be refunded to the NPC on pro-rata basis.
16. The rate of premium must be inclusive of all taxes, stamp duty etc. However, the Goods and Service Tax (GST) has to be separately quoted. No subsequent increase in premium rates (except Taxes) will be allowed under any circumstances.
17. The bidders shall bid the rates both in English words as well as in Figures. In case of difference in rates between words and figures, the lesser of the two shall be treated as valid rate.
18. **At present the existing employees are covered under group personal accident insurance policy which is active. The validity of current policy is up to 14.01.2026.**
19. In case of calculation errors, the decision of the Council will be final and binding on the bidders and may even lead to rejection of the tender.
20. Bidders are required to bid their rates as per the Financial Bid.

21. Canvassing, Fraud and Corrupt practices:

Bidders are hereby informed that canvassing in any form for influencing the process of notification of award would result in disqualification of the Bidder. Further, they shall observe the highest standard of ethics and will not indulge in any corrupt, fraudulent, coercive, undesirable or restrictive practices, as the case may be.

22. **"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official.

23. **"Fraudulent practice"** means a misrepresentation of facts in order to influence Tender process or an execution of a contract to the detriment of the scheme and includes collusive practice among bidding Insurers/Authorized Representative (prior to or after bid submission) designed to establish bid prices at artificially non- competitive levels and to deprive the scheme the benefit of free and open competition;
24. NPC, New Delhi will reject a proposal for award if it determines that the Insurer/Insurers have engaged in corrupt or fraudulent practices.
25. NPC, New Delhi will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the bidding Insurer/Insurers have engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
26. NPC shall always be at liberty to reject or accept any offer or offers or part thereof at its sole discretion. The submission of offer shall have no cause of action or claim against NPC for rejection of offer. The Insurer, whose offer is not accepted shall not be entitled to claim any costs, charges and expenses incidental to or incurred in connection with submission of offer or its consideration by NPC, even though NPC may opt to modify/withdraw the Invitation to Tender or does not accept the offer or cancel the tender as a whole.
27. Action against the Tenderer: Furnishing incorrect information in the offer, failure to act according to tender condition, non-fulfillment of any or whole of the contract may entail black listing of Insurer in addition to taking other appropriate action against the Insurer.
28. If more than one bid is received on behalf of the same company then the bid quoted directly by the insurance company will only be considered.
29. The Council reserves the right to accept / reject any bid either in full or in part without assigning any reasons thereto. In the event of any ambiguity in the policy proposal with regard to any aspect, the interpretation of NPC, New Delhi shall be final and binding on the "Insurer".
30. The decision of NPC will be the final in all respect.
31. The offer shall be duly signed & stamped by the authorized signatory of the Insurance Company in a sealed envelope subscribing **"Tender for Personal Accident Insurance Policy for Officers and Staff of NPC, New Delhi"**. Your quotation along with other relevant information sought above be sealed and submitted in the drop box on or before **15.00 Hrs on 26.12.2025** at the following address:

Group Head (Admin), National Productivity Council, 5-6 Institutional Area, Lodhi Road, New Delhi – 110003.

32. **The bids shall be opened at 11:00 AM on 29.12.2025.** The bidders may depute their authorized representative to remain present during the bid opening. Any quotation received after closing time shall not be considered.
33. Offers made by fax or e-mail will not be accepted, nor any subsequent changes in quotation will be entertained.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

*Place :
Bidder*

Signature of

With the seal of their company

Date :

A handwritten signature or mark in blue ink, consisting of a circle with a stylized 'm' or 'n' inside, followed by a short horizontal stroke.

SECTION 'D'

QUALIFICATION CRITERIA

Minimum Qualification Documents to be submitted by Bidder along with qualification Bid

1. The bidder should be a registered under Insurance Act, 1938/IRDA and should have a valid license to carry out insurance business.
2. The Insurance company should be in existence for the at least 10 years.
3. The Bidder shall have valid PAN, Goods and Service Tax registration number (GST).
4. The bidder should have at least one group personal accident insurance scheme of at least 100 members during the period of last three years.
5. The bidder should have a claim settlement ratio of 90% & above (average of last 3 years). Valid proof of last three years claim settlement ratio should be attached authenticated by IRDA or published by the Insurance Company.
6. The Bidder should not have been black listed by any Government or its organizations in the past three years. (Submit an Undertaking on letter head as shown in Annexure-I)
7. The bidder should have either the Registered Office or one of the Branch Office located in New Delhi.

8. The Policy shall cover the Officers and Staff from Day 1 of commencement of policy. The Insurance company should compulsory cover all the facilities extended in our current policy without any terms and conditons or exceptions (Copy of the current coverage is attached as Annexure-II)

I/We hereby declare that I/we have read and understood the qualification criteria and the same will remain binding upon me/us.

Place :

Signature of Bidder

With the seal of their company

Date :



DOCUMENT CHECK LIST:

Sl. No.	Name of the Document	Copy enclosed (write Yes or No)
1	Copy of Firm's Insurance Registration under Act, 1938/IRDA	Mention Number
2	Copy of license to carry out Insurance business.	Mention Number
3	Copy of valid PAN.	Mention Number
4	Copy of Goods and Service Tax Registration Certificate	Mention Number
5	Proof of at least one group personal accident insurance scheme of at least 100 members.	
6	Proof for claim settlement ratio published by the company or by IRDA for the last 3 years. 2021-2022, 2022-23 & 2023-24	
7.	Exclusion of the policy if any (attached copy)	
8.	Inclusion of the policy if any (attached copy)	
9.	Claim settlement ratio for 3 years a. 2021 - 2022 b. 2022 – 2023 c. 2023 – 2024	a. b. c.
10.	Whether existence of company is more than 10 years	
11.	Whether average of claim settlement ratio for three years is more than 90% if yes write the percentage.	

(Signature & seal of Authorized signatory)

SECTION 'E'

S.No.	Group	Sum. Insured	Nos of Employees
1.	A (All Officers)	Rs. 15,00,000	114
2.	B (JAO/SO/PS/TA)	Rs. 12,00,000	7
3.	C (Jr Asst to MTS)	Rs. 10,00,000	17
Total			138*

*(Above numbers are tentative and it may increase or decrease during the commencement of policy)

About the Council

National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, GOI and promotes productivity consciousness in the country for sustainable socio-economic development by productivity promotion and dissemination through consultancy, research, and training activities in different sectors of economy. NPC has 12 Regional Offices located in major State Capitals/industrial centre with Headquarter in New Delhi and one Training Institute at Chennai,

Place :

Date :

Signature of Insurance Agency

With the seal of their company



ANNEXURE – I

**(IN INSURANCE COMPANY'S LETTER HEAD).
UNDERTAKING**

1. We solemnly affirm that (Name of Insurance Company) Limited has not been debarred from any other Govt. Companies & PSU for participating in any of their Tenders.
2. We undertake if we are awarded the contract, we undertake to settle all the claims of NPC New Delhi within 45 days from the date of receipt of the claim and non-settlement would attract an interest at SBI lending rate for cash credits. We understand that failure to do so might affect our business prospects with NPC New Delhi adversely.
3. We undertake that Insurance Policies shall cover all the members from Day 1 of commencement of policy.
4. We undertake that we have received the IRDA approval for Group Personal Accident Insurance Policy (The photocopy of the same is attached herewith).
5. We undertake that the bank account details are attached herewith.
6. We undertake that there will be no subsequent increase in premium rates during the contract period.
7. We undertake that the secrecy of NPC, New Delhi information/documents will be ensured at all times.
8. We undertake to comply all the terms and conditions of this Notice inviting Tender.

(Signature & seal of Authorized signatory)



FINANCIAL BID

Sl.No.	Group	No of members to be covered	Basic Sum Assured (Rs. in Lakh)	Basic Premium
1	A (All Officers)	114	15.00	
2	B (JAO/SO/PS)	7	12.00	
3	C (TA to MTS)	17	10.00	
TOTAL				

Sl. No	Total Premium Break - Up			Total Annual Premium
				(in Words)
	Basic	GST	Total	
1.				

(Above numbers are tentative and it may increase or decrease during the commencement of policy)

*NOTE :

While making the bid it is mandatory to cover all the above employees & staff from Day 1 of commencement of policy.

(Signature & seal of Authorized signatory)

