



**INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
DIAMOND HARBOUR ROAD  
KOLKATA - 700104**

भारतीय प्रबंध संस्थान कलकत्ता  
डायमंड हार्बर रोड, कोलकाता

**NOTICE INVITING TENDER**

**FOR**

**GROUP MEDICLAIM AND PERSONAL ACCIDENT INSURANCE  
POLICY FOR 457 STUDENTS OF MBA 60<sup>TH</sup> BATCH AND 480  
STUDENTS OF MBA 61<sup>ST</sup> BATCH FOR THE PERIOD OF ONE  
YEAR**

**TENDER REFERENCE NO: NIT/IIMC/PUR/MBA-INS/I/71/2024-25  
DATED: 07 JUNE 2024**

# NOTICE INVITING TENDER

**NIT REFERENCE NO & DATE: NIT/IIMC/PUR/MBA-INS/I/71/2024-25 DATE 07 JUNE 2024.**  
**GROUP MEDICLAIM AND PERSONAL ACCIDENT INSURANCE POLICY FOR 457 STUDENTS OF MBA 60TH BATCH AND 480 STUDENTS OF MBA 61ST BATCH FOR THE PERIOD OF ONE YEAR.**

<b>Tender Information Summary (TIS)</b>			
<b>1. Basic Tender Details</b>			
Tender Title	<b>SELECTION OF INSURANCE COMPANY GROUP MEDICLAIM AND PERSONAL ACCIDENT INSURANCE POLICY FOR 457 STUDENTS OF MBA 60TH BATCH AND 480 STUDENTS OF MBA 61ST BATCH FOR THE PERIOD OF ONE YEAR.</b>		
Tender Ref.	NIT/IIMC/PUR/MBA-INS/I/71/2024-25 DATE 07 JUNE 2024		
Tender Type	LTE		
Tender Category	Advertisement / Services	No. of Covers	Single Cover
Bidding System	Single Cover Single Envelopes	e-Reverse Auction to be held after Financial bid opening	No
Procuring Organisation	Indian Institute of Management Calcutta	Procuring Entity	The Director, IIMC
Tender Inviting Authority (TIA)	Senior Administrative Officer (Purchase)	Address	Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104
Appointing Authority for Arbitration	Head of the Procuring Organisation		
<b>2. Requirement Details</b>			
Evaluation Basis	L1- Bidder will be selected.	Part quotation allowed or not	Not Allowed
Inspection Type	N.A.	Inspection Agency	By Procuring Entity
Inspection Schedule	After completion of work and before making payment		
Item Details	As per Schedule of Requirement	Quantity and Units	As per Schedule of Requirement
Indicative HSN Code	Item wise	Consignee/ State	IIMC, Kolkata/ West Bengal
Terms of Delivery	As per Tender Document	Completion date of Delivery	As per Tender Document
<b>3. Critical Dates</b>			
Published Date & Time	07 June 2024 at 1130 HRS	Bid Validity	60 days from the date of opening of Bid
Document Download Start	07 June 2024 at 1200 HRS	Document Download End	13 June 2024 at 1500 HRS
Clarification Start	07 June 2024 at 1200 HRS	Clarification End	13 June 2024 at 1500 HRS
Bid Submission Start	07 June 2024 at 1200 HRS	Bid Submission Closing	13 June 2024 at 1500 HRS
Techno-commercial Bid Opening			14 June 2024 at 1500 HRS
<b>4. Eligibility to Participate</b>			
Is this item reserved for exclusive Procurement from MSEs	N.A.		
Nature of Bidders eligible – OEMs/ Dealers authorised by OEMs	N.A.		
Entities from countries not eligible to participate on reciprocal basis	N.A.		
Minimum local content for eligibility to participate	N.A.		
Classes of Local Suppliers eligible to participate	N.A.		
Mandatory Joint venture with Indian Company	N.A.		
<b>5. Obtaining the Tender Document and clarifications</b>			
eProcurement Portal and helpdesk for Document availability and submission	https://eprocure.gov.in/eprocure/app	[0120-4001 002; 0120-4001 005; 0120-6277 787 or support-eproc@nic.in]	
	<a href="http://www.iimcal.ac.in">www.iimcal.ac.in</a> under Information/ Tender Tab		
Cost of Tender Document (INR)	N.A.		
Office/ Contact Person/ email for clarifications	Purchase Department		

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<b>6. Preparation and Submission and Opening of Bids</b>			
Bids to be Addressed to	Senior Administrative Officer (Purchase) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104		
Instructions for Online bid Submission	[https://etenders.gov.in/eprocure/app?page=HelpForContractors&service=page]		
Tender Opening Place	On e-procurement portal(s) mentioned above		
Alternate Bids allowed or not	No		
<b>7. Physical submission of Originals/ Self-attested copies of Originals of Scanned Documents uploaded</b>			
Physical documents required/ permitted to be submitted	Yes		
If Yes, List of Documents to be submitted physically	As per Tender Document		
Deadline for physical submission of originals/ self-attested copies of Originals of uploaded scanned documents	As per Tender Document		
Address of Physical Submission of Originals	Senior Administrative Officer (Purchase) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104.		
<b>8. Documents relating to Bid Security and Performance Security</b>			
Bid Security and Validity	45 Days		
Performance Security and Validity	3% of Contract Value 60 days beyond the date of completion of all contractual obligations including Warranty obligations (if any)	Form of Security and To whom to be addressed	In favour of the "INDIAN INSTITUTE OF MANAGEMENT CALCUTTA" payable at KOLKATA in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque/Bank Guarantee from any Commercial Bank or Private Bank authorized to conduct Government business.
<b>11. Additional Clauses</b>			
Integrity Pact to be Signed and Submitted along with bid	YES	Independent External Monitor, Name and Contact Details	No
Price Variation Clause	No		
Quantity Splitting/ Parallel Orders	N.A.	If Yes, Ratio of Distribution among L-1 and others	N.A.

