

Social Audit Unit, Jharkhand

(Under the aegis of Rural Development Department, Govt. of Jharkhand)

No: 762/ER/190/Ranchi

Dated: 25/03/2019

LETTER OF INVITATION

To

The Interested Agencies

Sub:- Health Insurance & Group Accidental Insurance Policy for SAU Staff.

Dear Sirs,

- 1) You are hereby invited to submit technical and financial proposals for Insurance coverage required for Social Audit Unit (SAU), staff which could form the basis for future negotiations and ultimately a contract between your firm and SAU, Ranchi.
- 2) The purpose of this assignment is to:
 - a) Enable the agency to express a professional opinion on the effectiveness of the overall Insurance coverage.
 - b) Provide Insurance Policies with timely information on premium and benefit aspects of the policy.
- 3) The following documents are enclosed to enable you to submit your proposal:
 - a) Terms of reference (TOR) for the assignment (**Annexure-I**);
 - b) A Sample Form of Contract for Insurance Agency under which the services will be performed (**Annexure-II**).
 - c) Performa for submission of Financial Bid (**Annexure-III**)
 - d) Technical Data Sheet (**Annexure-IV**)
- 4) The SAU has received funds from Ministry of Rural Development, Govt. of India for facilitating audits of works under Department of Rural Development, and intends to apply a portion of this fund to eligible payments under this Contract.
- 5) **Supplementary information for Insurance agency:**
 - a) Approach or methodology proposed for carrying out the required work.
 - b) Name and Designation of person who would be responsible for the service. (At least two).
 - c) The financial proposals should include the schedule of Price Bid in **Annexure-III** with cost break-up for the work program indicated in the ToR.
- 6) **Pre-proposal meeting:** A pre-proposal meeting will be held on **1st April 2019 at 11.30 AM** in the conference hall of SAU. If any agency interested to attend, they will send the name of their authorize representative

prior to the pre-proposal meeting. Any changes suggested in the pre-proposal meeting that will be floated in the website of SAU and interested agency should check the website of SAU and submit their proposal accordingly.

- 7) **The Submission of Proposals:** The proposals shall be submitted in single envelope including Technical and Financial proposal latest by 15.30 hours of **4th April, 2016** addressing to the, SC-SAU, Social Audit Unit, 3rd Floor, FFP Building, Dhurwa, Ranchi – 834002.
- 8) The "**Technical**" and "**Financial**" proposals must be submitted in single sealed envelope following the formats/schedules given in the supplementary information for consultants as in Para-5 above. The "**Technical proposal**" should include quality of the policy and benefit proposed and shall be considered as the paramount requirement, the description of the firm/organization, the firm general experience in the field of assignment, the proposed work plan methodology and approach in response to suggested terms of reference. The "**Financial proposal**" should contain the detailed premium price offer for one employee including his dependant and all taxes, if any.. The agency should fill up the Technical Form placed at **Annexure-IV** and to provide the relevant data.
- 9) **Opening of proposal:**
The proposals will be opened by a Committee in presence of the authorized representative of different firms at in his office at 16.00 hours on **8th April, 2019** in the conference hall of SAU, FFP Building, Dhurwa, Ranchi.
- 10) **Evaluation:**
Technical and Financial evaluation will be done simultaneously. The technical proposals will be evaluated using the following criteria:
 - (a) (i) the agency's relevant experience for the assignment ;
(ii) the quality of the policy and benefit proposed ; and
 - (b) Financial proposal on **Annexure-III** will be evaluated along with the Technical proposal compliance as placed at **Annexure-IV**.
- 11) **Deciding Award of Contract:**
Quality of the policy and benefit proposal shall be considered as the paramount requirement. The decision of the award of the contract would be as under:
 - (a) The Proposals shall be opened publicly in the presence of the agencies' representatives who choose to attend. The name of the agency, the policy, and the proposed charges shall be read aloud and recorded when the proposals are opened. The Client shall prepare minutes of the public opening.
 - (b) The evaluation committee will determine whether the Proposals are complete. The Client will select the most beneficial among the bidders and will invite them for negotiations.

(c) During negotiations, the agency must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by them, as may be required to adjudge the reasonableness of the price proposals. If the negotiation with this agency is successful, the award will be made to the agency and all other consultants notified. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with this agency, the services of next suitable agency shall be invited for negotiations. This process will be repeated till an agreed contract is concluded.

- 12) Please note that the SAU, Ranchi is not bound to select any of the firms submitting proposals.
- 13) You are requested to hold your proposal valid for a minimum period of 90 days from the date of opening of the proposal without any change in proposed price. The SAU will make its best efforts to select a consultant firm within this period.
- 14) Please note that the cost of preparing a proposal and of negotiating a contract including visits to SAU, Ranchi, if any is not reimbursable as a direct cost of the assignment.
- 15) Please note that the premium amount which you receive from the contract will be subject to normal tax liability in India. Kindly contact the concerned tax authorities for further information in this regard if required.
- 16) We would appreciate if you inform us by Telex/Facsimile:
 - (a) Your acknowledgment of the receipt of this letter of invitation; and
 - (b) Whether or not you will be submitting a proposal.

Yours faithfully,


Chief Executive Officer

Enclosures:

1. **Annexure-I:** Terms of Reference.
2. **Annexure-II:** Draft contract under which service will be performed.
3. **Annexure-III:** Performa for quoting price.
3. **Annexure-IV:** Technical Data Sheet .