



**NATIONAL SEEDS CORPORATION LTD.
(A GOVT. OF INDIA ENTERPRISE)**

CALL FOR TENDER FROM REPUTED INSURANCE COMPANIES

National Seeds Corporation Ltd.(NSCL), a fast growing Central PSU under Ministry of Agriculture engaged in the business of Production and Distribution of certified seeds invites "Tender (two packet-Technical proposal & Financial proposal)" from Insurance Companies (Licensed and Registered with IRDA) or agencies (enable by Central legislation to undertake Insurance related activities) dealing with Health Insurance for Implementation **Post Retirement Contributory Medical Benefit Scheme of the National Seeds Corporation Limited.**

Detailed eligibility & other criteria may be viewed from the tender document. The Insurance Companies fulfilling the requisite prescribed criteria are required to submit their proposal by **28/01/2011**. NSC reserves the right to modify, expands, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reasons. Responses received after the stipulated time period or not in accordance with the specified format will be summarily rejected.

Interested agencies fulfilling the above eligibility criteria may obtain tender document on written request at the address mentioned below, on payment of Rs. 500/- (Rupees five hundred only) through cash or by demand draft (Rs. 50/- extra by post) favouring National Seeds Corporation Ltd, payable at New Delhi. The tender document will also be available at NSC website www.indiaseeds.com. Those who wish to use the downloaded form have to attach a demand draft of Rs. 500/- while submitting. NSC will not be responsible for any postal delays.

Sale of tender forms from: **06/01/2011 to 28/01/2011.**

{from 10.00 a.m. to 5.00 p.m. (Monday to Friday)} and on 28/01/2011 the Tender Form will be available till 11.00 a.m.

Last date for submission of tender documents: **28/01/2011 by 1500 hrs.**

Opening of Technical Proposal: **28/01/2011 at 1530 hrs.**

In case 28/01/2011 is declared holiday, the tender will be opened at the same time on the next working day.

General Manager (Admn.)
National Seeds Corporation Ltd.
Beej Bhawan, Pusa Complex, New Delhi 110012
Fax: 011- 25841377

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National Seeds Corporation wish to introduce a scheme entitled “**Post Retirement Contributory Medical Benefit Scheme, 2009**” with effect from 1st January, 2007 aimed at providing Medical facilities to retired/retiring employees of the Corporation for indoor treatment through Medi claim Insurance Policy and treatment of prolonged illness. This is purely a welfare/social security measure for providing them medical facility in their old age.

The expected number of retired employees from 01-01-2007 till date is about 100. However in the next five financial year, that is, from 2010-11 to 2014-15 number of employees retired / retiring will be 166.

Interested Insurance Companies or agencies fulfilling the eligibility criteria contained in the tender document, which they may get it on written request at the address mentioned below, on payment of Rs. 500/- (Rupees five hundred only) through cash or by demand draft (Rs. 50/- extra by post) favouring National Seeds Corporation Ltd, payable at New Delhi. The tender document will also be available at NSC's website www.indiaseeds.com. Those who wish to use the downloaded form have to attach a demand draft of Rs. 500/- while submitting their tender documents. NSC will not be responsible for any postal delays.

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Address:

General Manager (Admn.),
NSC Ltd.,
(A Govt of India Enterprise)
Beej Bhawan, Pusa Complex
New Delhi-110012.
Fax: 011- 25841377

Post Retirement Contributory Medical Benefit Scheme in National Seeds Corporation

BACKGROUND OF THE SCHEME.

The officer / employees of the National Seeds Corporation Limited posted at Head Office, New Delhi are covered under the Central Government Health Scheme (CGHS), while other officers and staff working at Regional Offices and Area Offices located at different states are not covered under CGHS, they are governed under CS (MA) rules. For the staff not covered under CGHS, maximum ceiling limit for medical reimbursement is Rs.5000/- for outdoor treatment and for hospitalization in the government / CGHS / CS (MA) authorized hospitals, there is no such limit on treatment under Central Government Health Scheme. There is no post-retirement medical facility in operation in the NSC at present. Hence, it becomes important to have a medical benefits scheme for the retired employees.

Interested and eligible insurance companies or agencies are requested to go through the scheme carefully and submit their bids in the format specified in the tender documents.

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PART – I

SAILENT FEATURE OF THE POST RETIREMENT CONTRIBUTORY MEDICAL SCHEME FOR EMPLOYEES OF NATIONAL SEEDS CORPORATION LIMITED

1. TITLE :

The scheme is titled as NSC “**Post Retirement Contributory Medical Benefit Scheme, 2009**” aimed at providing Medical facilities to retired/retiring employees of the Corporation for indoor treatment through Med claim Insurance Policy and treatment of prolonged illness. This is purely a welfare/social security measure for providing them medical facility in their old age.

2. COMMENCEMENT :

The scheme shall come into force w.e.f. 1.4.2011 and will be applicable to all the regular employees as per the eligibility criteria laid down in the scheme. The scheme will not cover those who had retired before 1.1.2007 from the services of the Corporation. **The scheme will be reviewed after every five years for its continuance.**

3. ELIGIBILITY:

3.1 The scheme will be made applicable for all regular employees including Board level appointees who separate from the Corporation on account of retirement on attaining the age of superannuation provided the concerned employee should have completed a minimum qualifying period of 15 years of continuous service in Central/State Govt./Public Sector Undertaking/Statutory Body/ Autonomous Body/ Quasi Govt. Body out of which a minimum of 3 years shall be in National Seeds Corporation. The employees and their spouses are only covered under the scheme. The spouse of the employee who dies while in service of the Corporation will also be eligible to be covered under the scheme. The scheme also covers the employee and his/her spouse where he/she meets an accident while discharging official duties and suffers permanent physical disability and leave the service of the Corporation on this ground provided the spouse shall not be employed on companionate grounds and he/she is not dependent on his/her son/daughter. The employees who retire otherwise than on superannuation, such as resignation, VRS, removal/dismissal from service on account of disciplinary action shall not be eligible to get medical benefits under the scheme.

3.2 The benefit under the scheme would be applicable to those employees only whose spouse is neither gainfully employed or availing any medical facility from or through the Central/State Govt./Public Sector Undertaking/Quasi Govt. Body/Statutory Body/Autonomous Body in individual capacity or as dependent.

3.3 The Board level appointees shall be eligible for benefit under the scheme provided they have rendered 15 years of regular service in Central/State Govt./Public Sector Undertaking/Statutory Body/ Autonomous Body/Quasi Govt. Body out of which 3 years should be in the Corporation.

COVERAGE UNDER THE SCHEME :

CMD and functional Directors	Rs. 5 lakhs for self and spouse
General Managers	Rs. 4 lakhs for self and spouse
DGM & AGM equiv. rank	Rs. 3 lakhs for self and spouse
Manager/Asstt. Manager & equiv.	Rs. 2 lakhs for self and spouse
Acctt. Officer/Admn. Office/AAO & equiv.	Rs. 1.5 lakhs for self and spouse
Other staff member	Rs. 1 lakh for self and spouse

While deciding the quantum of Medical Insurance coverage to be given to Officers/Staff of the Corporation, it has been kept in view that it should be around 8 times of the minimum Basic pay in each category as stated above.

PART – II

GENERAL INSTRUCTIONS

1. SELECTION OF SUCCESSFUL BIDDER (INSURANCE COMPANY OR AGENCY)

The successful bidder would be selected on the basis of lowest quoted rate in the requisite format in the tender document.

The offer shall remain valid for a period of 90 days from the last date of submission of tender documents.

2. LAST DATE AND ADDRESS FOR SENDING THE TENDER

Interested agencies may send their duly completed tender proposal on or before -----
--- by 1500 hrs. at the following address by person or by post to:

Company Secretary,
National Seeds Corporation Ltd.,
(A Government of India Enterprise)
Beej Bhawan, Pusa Complex
New Delhi-110012.

The responses should be submitted strictly as per prescribed format alongwith documents in support of information submitted therein by the responding Insurance Company or Agency..

NSC reserves the right to modify, expands, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reasons. Tender received after the stipulated time period or not in accordance with the specified format will be summarily rejected. Delivery of the responses alongwith documents against the Tender at the above address will be the sole responsibility of the responding Insurance Company or Agency.

3. SUBMISSION OF PROPOSAL

The Technical proposal and the financial proposal duly signed on every page including annexures / appendices shall be submitted in separate sealed envelopes clearly super-subscribed as “Technical Proposal,” and “Financial Proposal.” respectively. All the relevant documents except Financial Proposal shall be enclosed with the Technical Proposal. These two envelopes shall be sealed in an outer envelope bearing the address indicated above. The envelope shall be clearly marked:

“TENDER FROM EXPERIENCED INSURANCE COMPANY OR AGENCY FOR POST RETIREMENT CONTRIBUTORY MEDICAL SCHEME FOR EMPLOYEES OF NATIONAL SEEDS CORPORATION LIMITED”

“DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.”

The tender should be signed by a duly authorized representative of the Insurance Company or Agency. It shall be certified that the person signing the tender is empowered to do so on behalf of the Company. A copy of the Memorandum and Articles of Association of the Company shall be attached to the tender.

The person signing the proposal or any documents forming part of the proposal on behalf of another or on behalf of a firm shall be responsible to produce a power of attorney duly executed in his favour, stating that he has the authority to bind such other person or the firm as the case may be, in all matters pertaining to the contract. If the person so signing the tender fails to produce the said power of attorney, his proposal shall be liable to summary rejection without prejudice to any other right of NSC under the law.

The proposal shall be filled in by the Insurance Company or Agency neatly and accurately. Any corrections or overwriting would render the proposal invalid.

Conditional offers / offers which are not in conformity to the prescribed document will be summarily rejected

All the documents submitted with the Tender are to be furnished duly signed on all pages alongwith the technical proposal.

4. PROPOSAL EVALUATION

A two-stage procedure shall be adopted in evaluating the proposals. The technical evaluation shall be carried out first. The financial evaluation will be carried out of only those agencies which fulfill the technical criteria.

Technical Proposal

The Evaluation Committee appointed by NSC shall carry out its evaluation for the technical proposal.

The technical proposal will be opened on ----- at 1530 hrs at the address given above and the Insurance Company or Agencies are at liberty to be present personally or through their authorized agents at the time of opening. In case ----- is declared holiday, the tender will be opened at the same time on the next working day.

Financial Proposal

Financial proposal of only those Insurance Companies or Agencies which fulfill the technical criteria will be opened and the date and time of opening of financial proposal will be decided and intimated by NSC to such bidders separately. Insurance Companies or Agencies are at liberty to be present personally or through their authorized agent at the time of opening of financial proposal.

The evaluation committee, after determining whether the financial proposals are complete and without errors shall determine the lowest financial proposal for conducting negotiation / award of contract.

5. AWARD OF CONTRACT

The contract shall be awarded to the Insurance Company or Agency, by conveying acceptance of the proposal by NSC through registered / speed post / courier. Negotiation with the Insurance Company or Agency, if needed will be done before award of contract.

All the terms and conditions as stated in the Tender documents, Appendices and Acceptance conveyed by NSC will constitute the contract between the Insurance Company or Agency and NSC.

The selected agency is expected to commence the Assignment on the date and at the location to be specified in the work order to be issued by NSC as per its requirement and on the terms and conditions specified.

6. TECHNICAL CRITERIA FOR INSURANCE COMPANIES OR AGENCIES

i) Insurance company should be registered with IRDA or enabled by a Central legislation to undertake insurance related activities. The Insurer should attach a copy of the license as a proof of its registration.

ii) Insurance company should have a full fledged establishment with experience in conceptualizing, designing and implementing large healthcare schemes and have at least one year experience in catering to health insurance of 500 families or more under the one group health insurance scheme in 2008-09 and 2009-10.

iii) Insurance company should have arrangement of healthcare at all the locations where NSC's offices are located.

(iv) Annual turnover of last three financial year (audited financial statement of last 3 years to be enclosed).

(v) PAN no. (Attach documentary evidence).

(vi) Service Tax registration no.(attach documentary evidence).

(vii) Details of satisfactory performance report from their clients from Govt. / PSUs (Attach documents).

(viii) Executive summary about the Insurance Company or Agency.

7. FORCE MAJEURE

For the purposes of this Contract, "Force majeure" means any unforeseen event directly interfering with the services during the currency of the contract such as war, insurrection, restraint imposed by the government, act of legislature or other authority, explosion, accident, strike, riot, lockout, act of public enemy, act of God, sabotage which is beyond the reasonable control of a Party and which makes a Party's performance of

its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

The obligations of NSC and the Insurance Company or Agency shall remain suspended if and to the extent that they are unable to carry out such obligations owing to force majeure or reasons beyond their control.

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event -

(a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and

(b) has informed the other Party as soon as possible about the occurrence of such an event and such impossibility subsists for not less than 60 days.

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

The Insurance Company or Agency is entitled to the payments for the portion of the work already completed before the happening of any event constituting force Majeure culminating in termination of contract. Decision of NSC in this regard will be final.

8. INDEMNITY

The Insurance Company or Agency hereby agrees to keep indemnified and shall keep indemnified and hold harmless, NSC and its Directors, officers and employees from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this Contract or arising from any breach or non-compliance whatsoever by the Insurance Company or Agency or any of the persons deployed by it pursuant hereto of or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether within or without the premises.

9. EARNEST MONEY DEPOSIT

The Insurance Company or Agency shall furnish a Earnest Money deposit (EMD) in favour of "National Seeds Corporation Limited" issued by any Nationalized Bank or by State Bank of India or its subsidiaries for an amount of Rs.25,000/- at the time of submission of proposal along with technical proposal. The EMD of unsuccessful bidder will be refunded without interest within a period of 60 days of opening of financial proposal. The EMD of the selected Insurance Company or Agency will be refunded without interest on expiry of contract unless forfeited on the grounds of unsatisfactory service. The decision as to what constitutes "unsatisfactory service" shall solely lie with NSC and shall be final and binding.

10. OTHER TERMS AND CONDITIONS

Any changes in the terms of the document can only be made in writing and by mutual agreement. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of India for the time being in force.

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person or sent by registered/speed post/courier to an authorized representative of the Party.

The Services shall be performed at such locations as specified by NSC from time to time.

Any action required or permitted to be taken, and any document required or permitted to be executed, under this contract by NSC or the Insurance Company or Agency, may be taken or executed by the officials authorized.

Unless otherwise specified, the Insurance Company or Agency, and their Personnel shall pay such taxes, duties, fees etc. as may be levied under Central/State law and the same will not be reimbursed by NSC.

13. Commencement, Completion, Modification, and Termination of Contract Effectiveness of Contract

This Contract shall come into effect from the date of issuance of letter of intent by NSC.

Commencement of Services

The selected agency is expected to commence the Assignment on the date and at the location to be specified in the work order to be issued by NSC as per its requirement. If the Insurance Company or Agency fails to commence the assignment within the specified schedule as per work order, the contract shall be liable to be terminated.

Expiration of Contract

Unless terminated earlier, this Contract shall expire at the end of such time period after the effective date as specified.

Modification

After award of the contract, any minor changes in the modus of implementation can be agreed to mutually in writing.

Subletting

The Insurance Company or Agency shall not sublet, transfer or assign the contract or any part thereof to other party. In the event of the Insurance Company or Agency contravening this condition, NSC shall be entitled to terminate the contract and get the work done through other party at the risk & cost of the Insurance Company or Agency. In such case the EMD of the selected Insurance Company or Agency, will be forfeited.

Termination

By Corporation (NSC)

NSC may terminate this Contract, by not less than thirty (30) days written notice of termination to the Insurance Company or Agency, to be given after the occurrence of any of the events specified below in clauses (a) through (c) of and sixty (60) days in the case of the event referred to in clause (d):

(a) If the Insurance Company or Agency commits breach of contract or do not remedy /rectify a failure in the performance of their obligations under the Contract.

(b) If the Insurance Company or Agency become insolvent or bankrupt;

(c) If, as the result of FORCE MAJEURE, the Insurance Company or Agency are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or

(d) If NSC, in its sole discretion, decides to terminate this Contract.

In the event of termination on unsatisfactory service or in violation of any of the terms & conditions of contract, the EMD shall stand forfeited in addition to banning of Insurance Company or Agency for a period of 2 years.

By Insurance Company or Agency

The Insurance Company or Agency may terminate this Contract, by not less than thirty (30) days' written notice to NSC if it fails to pay any undisputed amount due to the Insurance Company or Agency under the Contract, provided that if NSC pays such amount within the notice period such termination notice shall become infructuous.

Payment upon Termination

NSC at its sole discretion may decide & pay remuneration for Services satisfactorily performed prior to the effective date of termination provided such termination is not on account of any breach of contract by the Insurance Company or Agency.

14. OBLIGATIONS OF THE INSURANCE COMPANY OR AGENCY

The Insurance Company or Agency shall perform the Services and carry out their obligations with all due diligence, efficiency, and economy in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Insurance Company or Agency shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to NSC, and shall at all times support and safeguard NSC 's legitimate interests in any dealings with the third parties.

The Insurance Company or Agency not to Benefit from Commissions, Discounts, recruitment fee etc.

The recruitment charges of the Insurance Company or Agency shall constitute the Insurance Company or Agency' sole payment in connection with this Contract or the Services, and the Insurance Company or Agency shall not accept for their own benefit any trade commission, discount, or similar payment or any other benefits in connection with activities under the Contract, and the Insurance Company or Agency shall use their best efforts to ensure that the Personnel or agents too shall not receive any such payment/benefit.

Neither the Insurance Company or Agency nor their Personnel shall engage, either directly or indirectly, in any such activities which conflicts with their role under the assignment.

All transactions between the Insurance Company or Agency and third parties shall be carried out as between two principals without reference in any event to NSC. The Insurance Company or Agency shall also undertake to make the third parties fully aware of the position aforesaid.

Insurance Company or Agency shall be liable to pay damages to NSC for any losses, costs and expenses incurred by NSC due to breach of any of the terms and conditions of this contract and failure to perform any of the obligations under the contract.

The Insurance Company or Agency shall give detailed descriptions of the Services to be performed, period for completion of various tasks, different tasks, specific tasks etc., to be approved by NSC.

Confidentiality and Nondisclosure Agreement

Each party shall not without prior written consent of the other party at any time divulge or disclose to any person or use for any purpose unconnected with the implementation of the project, any information concerning the project, the services, Proprietary Material except to their respective officers, directors, employers, agents, representatives and professional advisors on a need to know basis or as may be required by any law, rule, regulation or any judicial process.

This Clause shall not apply to information:

- i) Already in the public domain, otherwise than by breach of this Agreement.
- ii) Already in the possession of the receiving Party before it was received from the other Party in connection with this Agreement and which was not obtained under any obligation of confidentiality; or
- iii) Obtained from a third Person who is free to divulge the same and which was not obtained under any obligation of confidentiality.

The Insurance Company or Agency shall obtain NSC 's prior approval in writing wherever necessary.

Documents Prepared by the Insurance Company or Agency to be the Property of NSC. All plans, charts, specifications, designs, reports, and other documents and software submitted by the Insurance Company or Agency shall become and remain the property

of NSC, and the Insurance Company or Agency shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to NSC, together with a detailed inventory thereof. The Insurance Company or Agency may retain a copy of such documents and software provided the future use of these documents, if any, shall be subject to the prior written approval of the NSC.

15. OBLIGATIONS OF THE CORPORATION (NSC)

NSC shall provide the Insurance Company or Agency such reasonable assistance as may be required in order to carry out the assignment.

16. PAYMENTS TO THE INSURANCE COMPANY OR AGENCY

The HR agencies will be paid at the accepted rates on successful completion of work subject to the terms and conditions of the contract. The payment will be inclusive of all staff costs, printing, communications, travel, accommodation, taxes, fees, levies etc., and all other costs incurred by the Insurance Company or Agency in carrying out the Services unless provided for to the contrary in the contract. Any increase/ change in the statutory taxes, levies, fees etc. will also be borne by the Insurance Company or Agency and NSC will not be responsible for the same.

Terms and Conditions of Payment

All payment shall be made after the conditions listed for such payment have been met, and the Insurance Company or Agency has submitted an invoice to NSC specifying the amount due.

17. CORRUPT OR FRAUDULENT PRACTICES

NSC expects the highest standard of ethics during the selection and executions of such contracts.

In pursuance of the above objective, the following defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the selection process or in contract execution;

(ii) "fraudulent practice" means misrepresentation or omission of facts in order to influence a selection process or the execution of a contract to the detriment of NSC. Submission of forged documents in connection with this tender.

(iii) "collusive practice" means a scheme or arrangement between two or more Insurance Company or Agency, with or without the knowledge of NSC (prior to or after proposal submission) designed to establish bid prices at artificial non-competitive levels and

(iv) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the executive of contract.

It is further provided that NSC will reject the proposal, forfeit the EMD and ban the Insurance Company or Agency for a period of 2 year if it is found that the Insurance Company or Agency has engaged in corrupt or fraudulent activities in competing for the contract in question. NSC shall be free to take any other action also.

NSC reserves the right to inspect the accounts and records of the Insurance Company or Agency relating to the performance of the contract and to have them audited by auditors appointed by NSC.

18. SCOPE OF SERVICE

In performing the terms and conditions of the Contract, the Insurance Company or Agency shall at all times act as an Independent Insurance Company or Agency. The contract does not in any way create a relationship of principal and agent between NSC and the Insurance Company or Agency. The Insurance Company or Agency shall not act or attempt or represent itself as an agent of NSC. It is clearly understood and accepted by both parties that this Contract between the parties evidenced by it is on a Principal to Principal basis and nothing herein contained shall be construed or understood as constituting either party hereto, the agent or representative of the other, under any circumstances. The employees of the Insurance Company or Agency shall never, under any circumstances whatsoever, be entitled to claim themselves to be the employees of the NSC.

19. ARBITRATION

In the event of any dispute arising amongst the Parties, the Parties agree to use their best efforts to attempt to resolve all disputes in prompt, equitable and good faith. In the event the Parties are unable to do so, then such dispute shall be finally resolved by arbitration. The arbitration shall be conducted in the English language and the venue of the arbitration shall be in New Delhi. The sole arbitrator will be appointed by CMD, NSC whose decision in this regard will be final and binding.

20. JURISDICTION

The parties hereby irrevocably consent to the sole jurisdiction of the Courts of Delhi only in connection with any actions or proceedings arising out or in relation to this Tender.

21. Performance Guarantee

i) The successful bidders will have to submit performance security to ensure due performance of the health care work as Insurance Company or Agency to an amount of Rs 1,00,000 (Rupees one lakh only) in the form of an Account Payee Demand Draft/ Fixed Deposit from a commercial bank/ Bank Guarantee from a commercial bank in the name of National Seeds Corporation Ltd., as per the text provided by the Authority.

(ii) The performance security be valid for a period for a period of 30 days beyond the validity of the Recruitment Agreement.

(iii) Earnest Money will be refunded to the successful Applicant on receipt of performance security.

**General Manager/Admn.
For & On behalf of NSC**

**FORMAT FOR SUBMITTING TECHNICAL BID BY THE
INSURANCE COMPANIES OR AGENCIES**

(To be submitted on letter head of Insurance Company or Agency under signatures of the authorized signatory)

- (1) Name of the Insurance Company or Agency**
- (2) Address with telephone and Fax no.**
- (3) Insurance company should be registered with IRDA or enabled by a Central legislation to undertake insurance related activities. The Insurer should attach a copy of the license as a proof of its registration.**
- (4) Details of Insurance Company's full fledged establishment with experience in conceptualizing, designing and implementing large healthcare schemes and have at least one year experience in catering to health insurance of 500 families or more under the one group health insurance scheme in 2008-09 and 2009-10.**
- (5) Addresses of Healthcare Centre with whom Insurance Company or Agency have the arrangements.**
- (6) Annual turn over of last three financial years (audited financial statement of last 3 years to be enclosed).**
- (7) PAN no. (Attach documentary evidence).**
- (8) Service Tax registration no.(attach documentary evidence).**
- (9) Details of satisfactory performance report from their clients from Govt. / PSUs (Attach documents).**
- (10) Executive summary about the Insurance Company or Agency.**

I/We hereby submit that the information submitted hereby is correct and best of my / our knowledge and belief. My / Our Insurance Company or Agency has not been debarred by any Govt. department / PSUs for handling recruitment process in last 3 years. In case of any information / documents found to be false, fake or incorrect, NSC is free to take action against my / our agency as deemed fit by them. I / we, _____do also hereby declare that I / we are not engaged in any activity, which conflicts directly or indirectly with the proposed

assignment. I / we further declare that during the currency of the contract, I / we will not engage in any such conflicting activity.

(Signature of Authorized person with seal)

Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed along with technical proposal.

ANNEXURE - II

**FORMAT FOR SUBMITTING FINANCIAL BID BY THE INSURANCE COMPANIES
OR AGENCIES**

(To be submitted on letter head of Insurance Company or Agency under signatures of the authorized signatory)

**General Manager (Administration),
National Seeds Corporation Limited,
Beej Bhawan, Pusa Complex,
New Delhi - 110012.**

Dear Sir,

SUBJECT: TENDER FROM EXPERIENCED HUMAN RESOURCE AGENCIES FOR RECRUITMENT SERVICES.

I / We, hereby submit our financial offer for the captioned Subject, if the work is awarded to us:

Premium to be charged for coverage of insurance of Rs. one lakh per person (including pre-existing diseases) as per the retired employees and their spouses appendix.	Amount in Rs.
---	---------------

The offer will be valid for 90 days from the last date of submission of this bid.

The offer is made after taking into consideration and understanding all the terms and conditions stated in the Tender documents and agreeing to the same.

Signature of Authorized Signatory:

Name and Seal of the bidder:.....

Place :

Date :