

**No Duba/Admin/653/1/2008**  
**Consulate General of India**  
**Dubai**

**Invitation for Tender**

Sealed tenders in 2 (two) Envelopes System are invited from eligible Contractors for the under mentioned requirements as per terms and conditions set forth in the Tender Documents:

1.	Tendering Authority	Consulate General of India, Dubai
2.	Invitation Ref no & date	No Duba/Admin/653/1/2008
3.	Procurement Method	Open Tendering Method
4.	Source of Fund	Government of India
5.	Tender Name	Invitation of bids for Health Insurance cover for local employees of Consulate General of India, Dubai and their dependent family members
6.	Earnest Money Deposit/ Tender Security Amount	AED 5,000/- (Dirham Five Thousand only) by way of Banker's cheque/Demand Draft in favour of <b>Consulate General of India, Dubai</b> . Any bid not accompanying with Earnest Money Deposit/Tender Security Amount shall be rejected. The EMD of unsuccessful bidder will be returned within 30 days after the award of the contract. The EMD will be forfeited in case the bidder withdraws his bid during the period of bid validity or in case of a successful bidder, the selected bidder fails to sign the agreement in time or furnishing of any wrong information.
7.	Tender Submission date	<b>Publication Date : 10.04.2019 (0900 hrs.)</b> <b>Pre Bid Meeting : 24.04.2019 (1100 hrs)</b> <b>Last date of submission of bids : 2.05.2019 (1300 hrs.)</b>
8.	Tender Opening Date & Time	<b>Technical bids will be opened on 06.05.2019 (1500 hrs) &amp; Financial bids will be opened on 07.05.2019 (1500 hrs).</b> Intending tenderers or their authorized representatives may attend the opening of tenders.
9.	Eligibility of Tenders	The invitation of tender is open to all eligible tenderers as mentioned below: i) Insurance company, which are registered with Department of Health, Dubai should have a minimum of five years of overall experience in providing health insurance cover in UAE and have successfully completed similar type of work in any Govt / Semi Govt. / Autonomous Body / Embassy / Consulate. ii) Tenderer must have up to date Trade License/Requisite approval from UAE regulatory authorities.
10.	Name and address of the office Receiving Tenders	Office of the Consul (Head of Chancery), Consulate General of India, Dubai.
11.	Name and address of the	Office of Consul (Head of Chancery), Consulate General of

	office for opening Tenders	India, Dubai (Al Hamriya, Diplomatic Enclave Area No 312/8, Um Hurair 1, Dubai).
12.	Name and address of the officer(s) selling Tenders Documents	Office of Consul (Head of Chancery), Consulate General of India, Dubai (Al Hamriya, Diplomatic Enclave Area No 312/8, Um Hurair 1, Dubai)
13.	Special instructions	<p>i) The tenders should be submitted in two sealed covers – the first sealed cover should be superscribed “<b>Technical Bid</b>” and second sealed cover superscribed “<b>Financial Bid</b>”. Both the sealed covers should be placed in the main sealed envelope superscribed “<b>Tender for Health Insurance</b>” and addressed to “Head of Chancery, Consulate General of India, P.O. Box No.737, Dubai”.</p> <p>ii) The ‘Technical Bid’ should contain – (a) The requisite information duly filled in as per proforma at Annexure-I; (b) Agency profile including previous experience (c) Demand Draft/Banker’s cheque for Earnest Money Deposits; (d) All other required documents. The bidder should also clearly mention in the tender that the terms and conditions of the tender are acceptable to them.</p> <p>iii) The ‘Financial Bid’ should contain rates as proforma at Annexure-II. This should also mention statutory taxes as applicable.</p> <p>iv) The Tenderer shall submit documentary evidence in respect of their financial and technical capabilities and also of their experience in execution of similar nature of work.</p> <p>v) The tenderer can submit only one tender. A Tenderer who submits or participates in more than one tender will be disqualified.</p> <p>vi) The Agency/procuring entity reserves the right to accept or reject any or all the Tenders without assigning any reasons whatsoever.</p> <p>vii) Two sets of Tender shall be submitted, one in original and one in copy. In case on any discrepancy between the original and the copy, the original shall prevail.</p> <p>viii) If the Tenderer submit any false-incorrect or forged certificates, his tender will be summarily rejected and the Tender security may be forfeited.</p> <p>ix) Quotation should be valid for at least 120 days.</p>
14.	Scope of work	Health Insurance cover for local Employees of the Consulate General of India and their dependent family members, as admissible under the United Arab Emirates Laws for Dubai as per the salary of these local employees detailed in ANNEXUR-III (limit of insurance is AED 1,50,000/- per person)

	<p><b>Scope of Work:</b></p> <p><b>In-Patient Treatment:</b></p> <ul style="list-style-type: none"> <li>i. Inpatient and Day treatment (including Pre &amp; Post in hospital treatment)</li> <li>ii. Accommodation Type - General Room/Private Room</li> <li>iii. Hospital Accommodation &amp; Services</li> <li>iv. Consultant's Surgeon's &amp; Anaesthetist's Fees and other fee</li> <li>v. Ambulance Services</li> <li>vi. Parent Accommodation for accompanying Child</li> <li>vii. Companion Accommodation for Critical Illness</li> </ul> <p><b>Out-Patient treatment:</b></p> <ul style="list-style-type: none"> <li>i. Physician/Consultant</li> <li>ii. Diagnostics (x-Ray, MRI, CT-Scan, Ultra Sound, etc.), Laboratory</li> <li>iii. Pharmaceuticals</li> <li>iv. Physiotherapy</li> </ul> <p><b>Other Services:</b></p> <ul style="list-style-type: none"> <li>i. Emergency Treatment in UAE</li> <li>ii. Diagnostic and treatment services for dental and gum treatment (Medical emergency cases)</li> <li>iii. Repatriation of Mortal Remains to country of origin</li> <li>iv. Healthcare services for work illnesses and injuries</li> </ul> <p><b>Maternity:</b></p> <ul style="list-style-type: none"> <li>i. Inpatient Maternity</li> <li>ii. Outpatient Maternity</li> </ul>
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	<p><b>Others:</b></p> <p>Insurance service provider at his discretion may offer additional services at the lowest price, or without any additional cost. While evaluation of tender qualification, maximum service offered at lowest price will be key factor. 60% weightage will be given to facilities offered &amp; 40 % weightage will be given to rates offered.</p> <p>For any tender-related enquiry/query/clarification please contact: Vice Consul(Admn) mail: admn1.dubai@mea.gov.in</p>
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The tendering authority reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which the service provider has bid.

Any bid received by the tendering authority after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to the service provider.

**Technical Bid**

To

Head of Chancery  
Consulate General of India  
Dubai

Dear Sir/Madam,

I/We, \_\_\_\_\_, Representative(s) of  
M/s.\_\_\_\_\_ solemnly declare that:-

1. I/We are submitting tender for Health Insurance Cover for Local Employees of Consulate General of India, Dubai against Tender Notice No.Duba/Admin/653/1/2008 dated 10.04.2019.
2. Myself or my partners do not have any relative working in any office of Consulate General of India, Dubai.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price – Bid submitted by me/us is “WITHOUT ANY CONDITION”.
6. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.
7. If any information or document submitted is found to be false/incorrect, Consulate may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.
8. All the terms and conditions of the tender are acceptable to us.

Yours sincerely,

(Signature of Tenderer)

### **GENERAL INFORMATION AND EMD DETAILS**

1	EMD Details DD No and date: Amount in DHS. Name of the Bank:	
2	Name and Address of the Bidder:	
3	Contacts:	
4	Telephones:	
5	Fax:	
6	E-mail:	
7	Mobile No:	
8	Category of the Bidder (Whether company, partnership firm or Proprietary concern)	
9	Details of Owners/Partners-Nationality (Please attach passport copies)	
10	Name of Chief Executive Officer and Telephone No.	
11	Year of Establishment	
12	Trade License Number (please provide copy)	
13	Yearly turnover of the last 2 years.	
14	Name and Address of the Banker	
15	List of major Clients and the size of orders executed	

**Note: Separate sheets may be attached wherever necessary.**

**Signature of the Tenderer  
With stamp and date**

**Annexure-II**

**Financial Bid**

<b>SUM INSURED</b>	<b>AED 1,50,000/-</b>
<b>TERRITORY</b>	
<b>ELIGIBILITY</b>	
<b>NETWORK</b>	
<b>TPA</b>	
<b>DEDUCTIBLE</b>	
<b>CHRONIC CONDITIONS</b>	
<b>DENTAL</b>	
<b>OUT OF NETWORK</b>	
<b>OUTPATIENT</b>	
<b>INPATIENT</b>	
<b>AIR TRAVEL</b>	
<b>COMPANION</b>	
<b>ACCOMMODATION</b>	
<b>MATERITY</b>	
<b>PREVENTIVE SERVICE, VACCINES &amp; IMMUNIZATIONS</b>	
<b>NEW BORN COVER</b>	
<b>TOTAL COUNT</b>	
<b>PREMIUM PER PERSON</b>	
<b>ANY OTHER CHARGE</b>	
<b>VAT, if any</b>	

**Signature of the Tenderer  
With stamp and date**

## ANNEXURE-III

**List of Local employees of Consulate General of India, Dubai and their dependent family members**

S1 No.	Employee & Family Members	Date Of Birth	Gender	Marital Status	Nationality	Monthly Salary
1	Employee	30-May-69	MALE	MARRIED	Indian	14137
2	Spouse	7-Oct-79	FEMALE	MARRIED	Indian	
3	Child	1-Feb-02	FEMALE	SINGLE	Indian	
4	Child	6-Oct-07	FEMALE	SINGLE	Indian	
5	Child	31-Dec-12	FEMALE	SINGLE	Indian	
6	Employee	12-Apr-62	MALE	MARRIED	Indian	9061
7	Spouse	6-Oct-67	FEMALE	MARRIED	Indian	
8	Child	27-Feb-01	MALE	SINGLE	Indian	
9	Employee	7-Feb-63	FEMALE	MARRIED	Indian	8889
10	Child	29-Sep-01	MALE	SINGLE	Indian	
11	Employee	31-May-69	MALE	MARRIED	Indian	8889
12	Employee	1-May-73	MALE	MARRIED	Indian	9061
13	Spouse	10-Mar-73	FEMALE	MARRIED	Indian	
14	Child	30-Dec-99	FEMALE	SINGLE	Indian	
15	child	26-Oct-02	MALE	SINGLE	Indian	
16	Employee	9-Sep-62	FEMALE	MARRIED	Indian	8889
17	child	5-Jan-93	FEMALE	SINGLE	Indian	
18	Employee	30-May-67	MALE	MARRIED	Indian	9061
19	child	21-Jun-02	MALE	SINGLE	Indian	
20	child	26-Sep-08	MALE	SINGLE	Indian	
21	Employee	15-Nov-77	MALE	MARRIED	Indian	8716
22	Child	11-Apr-88	FEMALE	MARRIED	Indian	7681
23	child	10-Oct-16	MALE	SINGLE	Indian	
24	Employee	29-Jul-65	FEMALE	MARRIED	Indian	8371
25	Employee	5-May-68	FEMALE	MARRIED	Indian	8371
26	Employee	22-Nov-82	MALE	MARRIED	Indian	8544
27	Spouse	5-Dec-85	FEMALE	MARRIED	Indian	
28	child	6-Aug-09	MALE	SINGLE	Indian	

29	child	14-Sep-12	FEMALE	SINGLE	Indian	
30	child	17-Oct-15	FEMALE	SINGLE	Indian	
31	Employee	10-Aug-75	FEMALE	MARRIED	Indian	8026
32	Employee	22-Mar-59	FEMALE	MARRIED	Indian	8199
33	Employee	5-Feb-73	FEMALE	MARRIED	Indian	7854
34	child	26-Mar-99	MALE	SINGLE	Indian	
35	child	3-Feb-08	MALE	SINGLE	Indian	
36	Employee	10-Jan-75	FEMALE	MARRIED	Indian	7681
37	child	16-Aug-08	FEMALE	SINGLE	Indian	
38	child	18-Oct-04	FEMALE	SINGLE	Indian	
39	Employee	2-Aug-85	FEMALE	MARRIED	Indian	8026
40	Employee	10-Apr-81	FEMALE	MARRIED	Indian	8026
41	child	16-Apr-04	FEMALE	SINGLE	Indian	
42	Employee	22-Sep-88	FEMALE	MARRIED	Indian	7854
43	child	15-Jun-12	FEMALE	SINGLE	Indian	
44	child	15-Oct-13	MALE	SINGLE	Indian	
45	Employee	18-Sep-75	MALE	MARRIED	Indian	9424
46	Employee	11-Feb-66	FEMALE	MARRIED	Indian	7854
47	Employee	15-May-87	FEMALE	MARRIED	Indian	7854
48	child	1-Nov-09	MALE	SINGLE	Indian	
49	child	30-Nov-15	FEMALE	SINGLE	Indian	
50	Employee	25-Aug-74	MALE	MARRIED	Indian	7854
51	Spouse	3-Sep-73	FEMALE	MARRIED	Indian	
52	Employee	29-May-82	FEMALE	MARRIED	Indian	7854
53	child	7-Jul-15	MALE	SINGLE	Indian	
54	Employee	9-Nov-78	FEMALE	MARRIED	Indian	7681
55	child	8-Sep-11	FEMALE	SINGLE	Indian	
56	Employee	9-Dec-77	FEMALE	MARRIED	Indian	6991
57	child	7-Feb-06	FEMALE	SINGLE	Indian	
58	child	20-Oct-07	MALE	SINGLE	Indian	
59	Employee	21-Mar-72	MALE	MARRIED	Indian	6991
60	spouse	8-May-77	FEMALE	MARRIED	Indian	
61	child	13-Sep-05	MALE	SINGLE	Indian	
62	child	6-May-13	FEMALE	SINGLE	Indian	
63	Employee	6-May-84	FEMALE	MARRIED	Indian	6301
64	child	1-Apr-10	MALE	SINGLE	Indian	
65	Employee	2-Oct-87	MALE	MARRIED	Indian	6301
66	Employee	20-Aug-91	FEMALE	MARRIED	Indian	6128
67	child	25-Dec-17	FEMALE	SINGLE	Indian	

68	Employee	17-Jun-82	MALE	MARRIED	Indian	6128
69	Employee	11-Jun-97	MALE	SINGLE	Indian	5783
70	Employee	10-Jul-93	FEMALE	MARRIED	Indian	6128
71	Employee	4-Jan-88	FEMALE	MARRIED	Indian	5955
72	Employee	18-Aug-91	FEMALE	MARRIED	Indian	6128
73	Employee	20-Aug-90	FEMALE	SINGLE	Indian	6128
74	Employee	12-Oct-90	FEMALE	MARRIED	Indian	8782
75	Employee	27-May-87	MALE	MARRIED	Indian	5955
76	Employee	15-Apr-67	MALE	MARRIED	Indian	8026
77	spouse	30-May-75	FEMALE	MARRIED	Indian	
78	child	21-Dec-99	FEMALE	SINGLE	Indian	
79	child	12-Sep-10	MALE	SINGLE	Indian	
80	Employee	10-Mar-67	MALE	MARRIED	Indian	9234
81	spouse	30-May-77	FEMALE	MARRIED	Indian	
82	child	14-Feb-02	MALE	SINGLE	Indian	
83	Employee	30-May-83	MALE	MARRIED	Indian	8026
84	spouse	25-Dec-86	FEMALE	MARRIED	Indian	
85	child	9-Jun-15	FEMALE	SINGLE	Indian	
86	child	15-Nov-11	MALE	SINGLE	Indian	
87	Employee	5-Jul-82	MALE	MARRIED	Indian	6128
88	Employee	8-Oct-75	MALE	MARRIED	Indian	4867
89	Employee	19-Jul-73	MALE	MARRIED	Indian	4962
90	Employee	12-Dec-59	FEMALE	MARRIED	Indian	9234
91	Employee	6-Feb-66	FEMALE	MARRIED	Indian	9234
92	Employee	20-Oct-85	MALE	MARRIED	Indian	4010
93	Employee	28-May-87	MALE	MARRIED	Indian	3439
94	Employee	6-Sep-89	MALE	MARRIED	Indian	3343
95	Employee	8-Apr-83	MALE	MARRIED	Indian	5783
96	child	28-Jul-14	FEMALE	SINGLE	Indian	
97	Employee	13-Aug-83	MALE	MARRIED	Indian	5783