

**No. Duba/Admn/653/1/2018  
Consulate General of India  
Dubai**

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**TENDER NOTICE**

Sealed quotations are invited from the reputed and experienced bidders for “Renewal of Medical insurance to locally recruited staff members(Local Cadre) in Consulate General of India, Dubai”. The last date of receipt of bids in sealed envelop is on or before **1600 hrs of 30<sup>th</sup> September 2022** in the office of Head of Chancery, Consulate General of India, Diplomatic Enclave, Al Hamariya, Bur Dubai, Dubai. Details of the tender documents are available on [www.cgidubai.gov.in/tenders](http://www.cgidubai.gov.in/tenders) and [www.eprocure.gov.in](http://www.eprocure.gov.in).

Sd/-  
(Head of Chancery)

**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 2,000/- (Dirham Two 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 : 01.09.2022 (1100 hrs)</b> <b>Pre Bid Meeting : 12.09.2022 (1100 hrs)</b> <b>Last date of submission of bids : 30.09.2022 (1600 hrs)</b>
8.	Tender Opening Date & Time	<b>Technical bids will be opened on 03.10.2022 (1000 hrs) &amp; Financial bids will be opened on 04.10.2022 (1000 hrs).</b> Intending tenderer or their authorized representatives may attend the opening of tenders.
9.	Eligibility of Tenders	The invitation of tender is open to all eligible tenderer 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 for opening Tenders	Office of Consul (Head of Chancery), Consulate General of 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. If the Tenderer submit any false-incorrect or forged certificates, his tender will be summarily rejected and the Tender security may be forfeited. Quotation should be valid for at least 120 days.</p>
a.	Scope of work ( Minimum insurance cover is required under the local laws )	<p>Health Insurance cover for local Employees of the Consulate General of India as admissible under the United Arab Emirates Laws for Dubai as per the salary of these local employees detailed in ANNEXURE-III (limit of insurance is AED 1,50,000/- per person)</p> <p><b>Scope of Work:</b></p> <p><b>In-Patient Treatment:</b></p> <ol 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; Anesthetist’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> </ol> <p><b>Out-Patient treatment:</b></p> <ol 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> </ol>

		<p>iv. Physiotherapy</p> <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> <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% weight-age will be given to facilities offered &amp; 40 % weight-age will be given to rates offered.</p> <p>For any tender-related enquiry/query/clarification please contact: (Admn) mail: <a href="mailto:admn.dubai@mea.gov.in">admn.dubai@mea.gov.in</a></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:-

9. 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 01.09.2022.
10. Myself or my partners do not have any relative working in any office of Consulate General of India, Dubai.
11. 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.
12. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
13. The Price – Bid submitted by me/us is “WITHOUT ANY CONDITION”.
14. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.
15. 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.
16. 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	
10	Name of Chief Executive Officer and Tele- phone No.	
11	Year of Establishment	
12	Trade License Number (please provide copy)	
13	Name and Address of the Banker	
14	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 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**

S. No	Name	DOB	Gender	Marital Status
1	Mrs. Sadhana Jangla	07-02-1963	Female	Married
2	Mrs. Mary Grace	29-07-1965	Female	Married
3	Mrs. Uma Thyagarajan	06-02-1966	Female	Married
4	Mrs. Sabiha Begum M Shaikh	11-02-1966	Female	Married
5	Mr. K.S Gulsharjan	10-03-1967	Male	Married
6	Mr. M.Muraleedharan	15-04-1967	Male	Married
7	Mr. Suresha Prasad	30-05-1967	Male	Married
8	Mrs. Lathika Suresh	05-05-1968	Female	Married
9	Mr. Abdul Kareem	30-05-1969	Male	Married
10	Mr. Sunny Antony	31-05-1969	Male	Married
11	Mr. Atikur Rehman	21-05-1972	Male	Married
12	Mrs. Bindu Rajeendran	05-02-1973	Female	Married
13	Mr. Prabhakar Chaturvedi	01-05-1973	Male	Married
14	Mr. Famous Lal Abdulla	19-07-1973	Male	Married
15	Ms. Pravitha VR	02-05-1974	Female	Married
16	Mr.Ratnesh Kumar Pathak	25-08-1974	Male	Married
17	Mrs. Nisha.P	10-01-1975	Female	Married
18	Ms. Meena Kumari	10-08-1975	Female	Married
19	Mr. S.Saibudheen	08-10-1975	Male	Married
20	Mr. Shamsudheen A.A	18-11-1975	Male	Married
21	Mr. Jasmeet Singh Bajwa	15-11-1977	Male	Married
22	Mrs. Gorretti Misheal Fernandas	09-12-1977	Female	Married
23	Mrs. Seema S.Salgaonkar	09-11-1978	Female	Married
24	Mr. Mohd Shehabudeen	15.04.1979	Male	Married
25	Mrs. Simran Sharma	10-04-1981	Female	Married
26	Mr.Sukhwinder Singh	10-02-1982	Male	Married
27	Mrs. Haripriya Shine	29-05-1982	Female	Married
28	Mr. Balaji Iyer	17-06-1982	Male	UnMarried
29	Mr. Chandra Bhan Yadav	05-07-1982	Male	Married
30	Mr. Mansoor Moosa	22-11-1982	Male	Married
31	Mr. James George	08-04-1983	Male	Married
32	Mr. Anup Babu	13-08-1983	Male	Married
33	Mrs. Nijitha Somavally	06-05-1984	Female	Married
34	Mrs. Salina Sasikant	02-08-1985	Female	Married
35	Mr. Ram Dhani Yadav	20-10-1985	Male	Married
36	Mr. Febin Paul	01-12-1986	Male	Married
37	Mrs. Sanitha Sreejith	15-05-1987	Female	Married
38	Mr. Ashfaq Pukkela Valappil	27-05-1987	Male	Married
39	Mr. Ismail Mohd Ismail	28-05-1987	Male	Married
40	Mr. Ahsan Javed	02-10-1987	Male	UnMarried
41	Mrs. Suman	04-01-1988	Female	Married
42	Mrs. Shanty.A.John	11-04-1988	Female	Married
43	Mrs. Asma Amir	22-09-1988	Female	Married
44	Mrs. Pretty Sithara	13-02-1989	Female	Married
45	Mr. Muhammed Aslam	06-09-1989	Male	Married
46	Mrs. Gagandeep Kaur	20-08-1990	Female	Married
47	Mrs. Jyoti Sharma	05-01-1991	Female	Married
48	Mr. Syed Ali Raza Naqvi	01-03-1991	Male	UnMarried
49	Mr. Sohail Yaseen Patel	19-04-1992	Male	UnMarried
50	Mrs. Gurmeet Kour	25-08-1992	Female	Married
51	Mr. Dinoop Suresh Kumar	11-06-1997	Male	UnMarried
52	Mr. Ajmal Kabeer	19-11-1994	Male	Married
53	Mr. Mohammad Ajmal Esmail	13-06-2000	Male	UnMarried
	<b>India Tourism Staff</b>			
1	Mrs. Sathirathnam Manoj	09-03-1963	Female	Married
2	Mrs. Ganga Parvathi	06-08-1969	Female	Married
3	Mr. Almaz Hussain	12-08-1984	Male	Married