



RFQ No.: AGL/60/HR/MEDICLAIM INSURANCE-FTC  
EMPLOYEES/03/2025  
RFQ FOR MEDICLAIM HEALTH INSURANCE POLICY FOR FTC  
EMPLOYEES.



**AAVANTIKA GAS LIMITED**  
(A JOINT VENTURE COMPANY OF GAIL & HPCL)

CITY GAS DISTRIBUTION PROJECT IN INDORE,  
UJJAIN, PITHAMPUR & GWALIOR

REQUEST FOR QUOTATION

FOR

MEDICLAIM HEALTH INSURANCE POLICY FOR FTC EMPLOYEES

RFQ No.: AGL/60/HR/MEDICLAIM INSURANCE-FTC  
EMPLOYEES/03/2025

ISSUE DATE: 18.03.2025

Schedule of RFQ submission at AGL Head Office and other details:

**Important Dates**

RFQ Issue Date	18.03.2025
Last Date & Time of Submission of RFQ	25.03.2025 up to 16.00 Hrs
Date & Time of Opening of Priced Quotation	25.03.2025 up to 16.30 Hrs
For Query / Clarification <b>CONTACT PERSON at Aavantika Gas Limited:</b> 1) Mr. Himanshu Nigote, Ch Mngr: Mobile – 92000 16005 / Email: <a href="mailto:himanshunigote@aglonline.net">himanshunigote@aglonline.net</a> 2) Mr. Anurag Singh, Engineer: Mobile – 86006 90470 / Email: <a href="mailto:anurag@aglonline.net">anurag@aglonline.net</a> <a href="mailto:cp@aglonline.net">cp@aglonline.net</a> ,0731-4222520	

**RFQ along with Annexure-A :**

Prepared By :

Reviewed By :

Verified By :

**RFQ No.: AGL/60/HR/MEDICLAIM INSURANCE-FTC  
EMPLOYEES/03/2025  
RFQ FOR MEDICLAIM HEALTH INSURANCE POLICY FOR FTC  
EMPLOYEES.**

**1. INTRODUCTION:**

Avantika Gas Limited (AGL) is a Joint venture of GAIL (INDIA) Ltd. & HPCL for implementation of City Gas Distribution (CGD) projects in Indore, Ujjain, Pithampur & Gwalior cities of Madhya Pradesh. Natural Gas is distributed in the form of PNG (Piped Natural Gas) and CNG (Compressed Natural Gas) for domestic, commercial, industrial and automotive sectors.

AGL is floating this RFQ for Hiring of Insurance Agency For Mediclaim Group Health Insurance Policy for Fixed Term Contract Employees.

**2. SCOPE OF WORK:**  
**SCOPE OF WORK**

1. A Group Mediclaim Insurance policy is required for AGL Fixed Term Contract (FTC) Employees. **Sum Insured per FTC shall be Rs.3,00,000/-** basis during the policy period. The coverage is required on cash less basis from the date of inception of the policy for one year which can be extended on mutual consent on same rate, terms and conditions.
2. **For addition of lives during the year** – tentative one (1) number of lives in each age band are shared, Bidder will provide net premium calculation as per age band provided starting from 18 years to 50 years for sum insured of Rs 3,00,000/-. The premium will be based on age band for the whole year and accordingly during addition of lives in between of policy tenure it will be calculated and paid to insurance provider on pro rata basis. The rates as per age band for SI are taken for evaluation purpose and number of addition of lives will be as per actual during the tenure of policy
3. **For deletion of lives during the year** – On the basis of actual premium paid during starting of the policy and accordingly the same will be calculated on pro rata basis till the last working day. This will be reduced/minus from the total paid premium during starting of policy. The amount will be reflected in CDA account.
4. For bid evaluation purpose, please refer Clause No. 4 of this RFQ.

**Policy should cover below conditions**

5. A Group Mediclaim Insurance Policy is required for AGL Fixed Term Contract Employees.
6. Sum Insured per FTC shall be Rs.3,00,000/- on the policy period. The coverage is required on cash less basis from the date of inception of the policy for one year which can be extended on mutual consent on same rate, terms and conditions.

Sr. No.	Employees in Grade	Total Number of Employees	Sum Insured
1	FTC	45	Rs. 3,00,000/-

7. As on date the details of FTC employees Coverage on required floater basis, age, date of birth, sex etc. is attached herewith as **Annexure-A**
8. The premium quoted shall remain firm till the expiry of the contract and the insurer shall not be entitled to increase or revision (statutory or otherwise) or any other right or claim whatsoever.
9. The premium shall be paid in advance after issuing of WO on Annual basis or at the time of renewal, addition of lives in the policy if applicable.

RFQ No.: AGL/60/HR/MEDICLAIM INSURANCE-FTC  
EMPLOYEES/03/2025  
RFQ FOR MEDICLAIM HEALTH INSURANCE POLICY FOR FTC  
EMPLOYEES.

10. New FTC employees joining the Group in between the policy period should be covered by charging premium on pro-rata basis as mentioned above in addition of lives condition.
11. Midterm inclusion/deletion of members are allowed subject to the confirmation from AGL.
12. Suitable provision for addition and deletion of members during the contract period shall be available. For which Premium shall be calculated on pro rata basis.
13. Refund should be allowed on pro-rata basis for the unexpired period in case of withdrawal of the policy.
14. Physical health card to be issued to Individual FTC.
15. Cashless Access Service: The Insurer has to ensure that all the members are provided with adequate facilities so that they do not have to pay any deposits at the commencement of the treatment or at the end of the period in the network hospital of the Insurer subject to the allowable limit. In other cases all reimbursement of claim must be settled within 30 days of submission of final bill. Query against the submitted bill if any must be raised within a week by the Insurance Company / TPA.
16. Pre Existing Diseases coverage required for all insured persons.
17. Coverage for Pre and Post hospitalization for 30 days and 60 days required.
18. On hospitalization capping for normal room rent to be 1.5% of sum insured on per day basis & 2.5% for ICU/ICCU of sum insured on per day basis.
19. The Policy should cover expenses of hospitalization (Room Charges, Doctors/ Surgeon, Anaesthetist, Medical Practitioner, Consultants special fees, ICU/ICCU, Medicines, pathology reports, Anaesthesia, Blood, Oxygen, OT Charges, Surgical appliances, Medicines, Drugs, Diagnostic Material, X-Ray, Dialysis, Chemotherapy, Radiography, Cost of Pacemaker, Artificial Limbs and cost of Stent & Implant etc.) on a reimbursement/cashless basis, incurred as a result of illness and/or accidents as an inpatient in a recognized hospital with no restriction on the limit.
20. All doctors' charges including Surgeon, anaesthetist, medical practitioner, consultants, specialist fees whether charged within the main hospitalization bill and/or billed separately to be covered under the policy and will not form part of non-admissible expenses.
21. Day care procedures / treatments or any other similar surgery procedure / treatment taken in the hospital where the patient is discharged on the same day require to be covered on actual basis.
22. Maternity benefit for FTC female employees sub limit – Rs 70000/- for normal cases and Rs 100,000/- for C section cases or actual whichever is less. (New born baby will not be covered in the policy)
23. Waiting period for the Maternity Benefit should be waived off.
24. Any type of treatment or procedure or surgeries which require Laser Assistant should be reimbursed due to advancement to technology.

RFQ No.: AGL/60/HR/MEDICLAIM INSURANCE-FTC  
EMPLOYEES/03/2025  
RFQ FOR MEDICLAIM HEALTH INSURANCE POLICY FOR FTC  
EMPLOYEES.

25. The Policy should cover the medical expenses for in – patient treatment in a recognised psychiatric unit of a hospital including consultation, diagnostics, counselling and / or therapy and medication. The in – patient treatment under this benefit must at all times be administrated under the direct control of the registered psychiatrist.
26. Waiting period (30 days, First year, etc.) will not be applicable.
27. Local Ambulance charges for admission, transfer to another hospital and /or discharge under critical condition should be cover on actual.
28. Ambulance charges should be cover per incident in case of emergency.
29. Service Charge levied by the Hospital or any other charges similar in nature would be payable under the policy.
30. Day care procedures to be covered as per standard list.

**3. QUALIFICATION CRITERIA:**

- The Bidder must be an Insurance Company registered with Insurance Regulatory and Development Authority of India (IRDA).
- Bidder has to submit copy of the valid Registration Certificate issued by the IRDA and payment confirmation of annual fees to IRDA for the year 2024-25.
- The offers of Insurance Companies debarred/blacklisted by IRDA are liable to be rejected.

**4. EVALUATION AND COMPARISON OF BIDS:**

- Price bid shall be opened on the same day as technical bid opening date.
- Evaluation shall be done on overall lowest premium quoted by bidder in SOR
- If more than one bidder quotes the same rate and happens to be L-1, then the Insurance then Company who has the oldest registration with IRDA will be given preference for award.
- For evaluation GST shall be considered @18% However, payment to the company shall be made as per actual.
- Bids received after the due date and time, are liable to be rejected. Bids through Telex/Fax/E-mails are not acceptable.
- AGL reserves the right to accept or reject any or all bids received at its absolute discretion without assigning any reason whatsoever.

**5. SUBMISSION OF QUOTATION:**

**PLEASE SUBMIT YOUR MOST COMPETITIVE QUOTATION IN SEALED ENVELOPE COMPLETE WITH ABOVE DETAILS IN SCHEDULES OF RATES(SOR) ATTACHED AS ANNEXURE-1 LATEST BY 25.03.2025 UPTO 16:00 HRS.**

**Quotation Opening Time: 25.03.2025 at 16:30 HRS.**

**Quotation shall be submitted as under:**

**ENVELOPE - 1: PRICED QUOTATION: (Super - scribing “Priced Quotation – Not to be opened”).**

- i. This should contain the Original copy of SOR with QUOTED prices.
- ii. RFQ Document Sealed and Signed by Bidder.
- iii. Qualification Criteria Document



RFQ No.: AGL/60/HR/MEDICLAIM INSURANCE-FTC  
EMPLOYEES/03/2025  
RFQ FOR MEDICLAIM HEALTH INSURANCE POLICY FOR FTC  
EMPLOYEES.



**Bidder should not modify the format.**

**Bidder to note that “Priced Quotation” shall be submitted in sealed envelope only.**

All the above are to be enclosed in a Sealed Master Envelope super scripted as – “QUOTATION – NOT TO BE OPENED” Name of the Work and Due Date and shall be submitted to –

Contracts and Procurement Department  
Avantika Gas Limited  
202 – B, 2nd Floor, NRK Business Park,  
Vijay Nagar Square, A.B. Road,  
Indore (M.P), Pin – 452010  
Contact No. 0731-4222520

**6. INSURANCE COVERAGE PERIOD:**

Insurance Coverage shall be valid for a period of One (01) Year from the date of advance payment of premium

**7. PAYMENT TERMS:**

The premium shall be paid in advance for availing one year insurance policy w.e.f. 01st April 2025.

The advance payment term shall also be duly applicable in case of renewal of policy as per mutually agreed Terms & Conditions

Payment will be made by way of normal banking channels.

**10. APPLICABILITY OF LAW & JURISDICTION:**

The RFQ shall be governed and interpreted in accordance with the applicable laws of India and Courts at Indore (Madhya Pradesh) shall be exclusive Jurisdiction.

**11. OTHER TERMS & CONDITIONS:**

- a) The offer should remain valid for 3 months from the bid due date / extended due date of tender.
- b) The prices once quoted shall not be changed whether resulting or arising out of any subsequent technical / commercial clarifications sought regarding the bid and even if any deviation or exclusion may be specifically stated in the bid.
- c) Bidder is advised to quote strictly as per scope & terms and conditions of bid document and not to stipulate any deviation / exceptions.
- d) Purchaser reserves the right to accept or reject any or all bids received at its absolute discretion without assigning any reason, whatsoever.
- e) In absence of requisite documents requested by AGL in this Tender, AGL reserves the right to reject the bid without making any reference, what so ever, to the bidder.
- f) At any time prior to the bid due date, Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bid documents, by issuing corrigendum.
- g) Any corrigendum thus issued shall be part of the Bid documents and shall be notified in writing by email to all prospective bidders, who have received the Bid documents. Prospective bidders shall promptly acknowledge receipt of each corrigendum by email to the Purchaser.

RFQ No.: AGL/60/HR/MEDICLAIM INSURANCE-FTC  
EMPLOYEES/03/2025  
RFQ FOR MEDICLAIM HEALTH INSURANCE POLICY FOR FTC  
EMPLOYEES.

- h) The Purchaser may, at its discretion, extend the bid due date in order to allow prospective bidders, a reasonable time to furnish their most competitive bid taking into account the amendments issued.
- i) Any bid received by the Purchaser after the deadline for submission of bid will be declared "Late" and rejected and may be returned unopened to the bidder at the sole discretion of the Purchaser.
- j) During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- k) The Bidder whose bid is found substantially responsive shall be invited to attend the opening of price bid. Such bidders may be required to attend the price bid opening at a short notice. The place, date and time of price bid opening will be informed to all such Bidders. The Bidders' representatives who are present shall sign a register evidencing their attendance.
- l) ARITHMETIC CORRECTIONS
- I. The bids will be checked for any arithmetical errors as follows if any, will be rectified on the following basis:
  - II. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected;
  - III. If there is a discrepancy between words and figures, the amount in words will prevail;
  - IV. If the bidder does not accept the correction of errors, its bid will be rejected and the bid security will be forfeited.
- m) Quotation received after the due date and time, are liable to be rejected. Quotations through Email / Telex / Fax / Photocopied are not acceptable.
- n) Bidders must abide to follow all statutory norms and regulations & labor laws and comply with all as applicable.

Please submit your most competitive **Quotation in Sealed Envelope** complete with above details in Schedule of Rates (SOR) attached as Annexure-1 latest by **25/03/2025 upto 16:00 Hrs.**

**SCHEDULE OF RATES (SOR)**

<b>Sr. No.</b>	<b>Item Description</b>	<b>Number of AGL-FTC Employees</b>	<b>Total Premium Amount Excluding GST  Rs.</b>
1	<b>Providing Medical Group Health Insurance Policy for Fixed Term Contract Employees as per scope for One (1) Year</b>	45 Nos	

**ANNEXURE TO SOR**

**Premium for Addition/Deletion of Lives (Excluding GST)**

**Bidder to quote Age Band Wise Premium for Single life in below table**

Age Band	18 to 25 years	26 to 35 years	36 to 45 years	45 to 50 years
No. of Lives	1	1	1	1
Premium Amount Quoted for one Year				

**General Conditions:**

- 1) Please refer Scope of Work
- 2) Please refer list of employees for Mediclaim GHI Policy.
- 3) Bidders has to quote **Lumpsum Premium Amount for 45 Employees in SOR.**
- 4) **For Annexure to SOR - Bidder has to quote premium amount for one year for each one number of life in each age band. This amount will be freeze throughout the year and as per required addition/deletion of lives during the year the premium will be paid on pro rata basis. (The amounts filled in ANNEXURE TO SOR has NO relation with the total Premium Amount to be paid for start of Policy).**
- 5) Bidder are hereby requested to kindly check the claim dump data provided by AGL for last year.

Note:

1. Bidder has to quote in the specified format only. No conditional bid shall be accepted and shall be summarily rejected.
2. Bidders are advised not to submit any conditional price bids. Terms and conditions, if any, which the bidders want to quote need to be submitted with the unpriced bids only. Any terms and conditions in the price bid, which are not in line with the tender terms and conditions, will make the price bid liable for rejection. **Any other charges, if any, should be quoted in firm rates and not "as actuals etc."** Evaluation of such bids for arriving at the total quoted value being indefinite are liable for rejection and will be considered as unresponsive.

Name of the Insurer-

Signature -

Seal: