

संचालनालय, पेंशन, भविष्य निधि एवं बीमा म.प्र., भोपाल

क्र./ संपेभनिबी/भण्डार/एक्युरी 20-21/671

भोपाल, दिनांक 12/03/2020

// ई-निविदा आमंत्रण सूचना //

संचालनालय, पेंशन, भविष्य निधि एवं बीमा, म.प्र., भोपाल अंतर्गत कर्मचारी, बीमा सह बचत योजना-2003 के Acturial Valuation हेतु Actuaries Firms से निर्धारित प्रपत्र में ऑनलाईन निविदाएं आमंत्रित की जाती हैं। निविदा के प्रकाशन की तिथि 16/03/2020 निर्धारित है। निविदा से संबंधित निविदा दस्तावेज/प्रपत्र वेबसाइट www.mptenders.gov.in पर देखी जा सकती है। निविदा प्रपत्र का मूल्य राशि रूपये 500/- ऑनलाईन पोर्टल पर Credit/Debit/Cash/Internet Banking के माध्यम से भुगतान कर केवल ऑनलाईन दिनांक 16/03/2020 समय 17:30 p.m. से क्रय किये जा सकेंगे। Bid Submission Start Date 27/03/2020 Time 16.30 p.m. Bid Submission End Date 07/04/2020 Time 16.30 p.m. है। Bid Opening Date 08/04/2020 Time 15.00 p.m. है। निविदा दिनांक 08/04/2020 समय 11:30 a.m. तक संचालनालय, पेंशन भविष्य निधि एवं बीमा, म.प्र. भोपाल, 26 किसान भवन, अरेरा हिल्स, भोपाल, पिन-462011 में प्रस्तुत करना होगा। निविदा से संबंधित समस्त आवश्यक संशोधन वेबसाइट www.mptenders.gov.in/www.pension.mp.gov.in पर ही जारी किये जावेंगे।

जी.24044/20

संचालक
पेंशन, भविष्यनिधि एवं बीमा, म.प्र., भोपाल

Directorate of Pension Provident fund and Insurance,

26 Kisan Bhawan,

Jail Road, Bhopal (M.P.)

ENGAGEMENT OF ACTUARIAL VALUATION CONSULTANT/FIRM

NO./DOPFFI/

1 Actuary/20-20/671

DATE-12.03.2020

Directorate of Pension Provident Fund & Insurance (DoPPFI) invites offers in sealed cover from experienced Actuaries Consultant/Firms, who are members of the Institute of Actuaries of India, for the Actuarial Valuation for the Madhya Pradesh Government employees Deposit-Cum-Insurance Schemes, 2018. The details can be downloaded from the DoPPFI website **www.mptenders.gov.in/www.pension.mp.gov.in**. The last date of receipt of offers is on dated 07.04.2020 at 16:30 p.m. The late Bid will not be entertained and DoPPFI will not be responsible for such late bid received after the due date and time. Tender form fee of Rs. 500/- can be deposited online through **www.mptenders.gov.in** to purchase the form.



Director

**Pension Provident fund & Insurance
M.P. Bhopal**

Directorate of Pension Provident fund and Insurance,
26 Kisan Bhawan,
Jail Road, Bhopal (M.P.)

Engagement of Actuarial Consultants/Firms for Madhya Pradesh Government employees Deposit-Cum-Insurance Schemes, 2018, the employees of the Institute-reg.

1. Scope of Work:-

1.1 DoPPFI is looking for engagement of an Actuary firm for essaying out examination of Madhya Pradesh Government employees Deposit-Cum-Insurance Schemes, 2018, in Consultation with Insurance Regulatory and development authority of India (IRDAI).

1.2 IRDAI requires a detailed note M.P. Govt. employees Deposit-Cum-Insurance Schemes, 2018, prepared by a qualified actuary (Fellow of Institute of Actuaries of India) having a valid certificate of practice (CoP) in life Insurance satisfying the norms of appointed actuary (life) as prescribed by IRDAI (Appointed Actuary) Regulations, 2017.

1.3 The applicant if selected, is also required to assist in further satisfying the objection or queries raised by IRDA/Govt. of India on submission of report as well.

my

2. Bidding :-

- I. The tenderer shall upload the tender with all the required documents in e-portal website: www.mptenders.gov.in only.

Tender should be submitted in two parts, as given below:

Part-I: The details of the Actuary/Firm, Commercial details, list of Government clients etc are to be provided along with the supporting documents in Annexure- I. The sealed envelop containing these documents is to be superscripted as **Part-I (Note: It should not contain the Financial Bid)**.

Part-II The price offered for the work is to be submitted in Annexure-II, in a sealed envelope. The envelope containing the offer Price Bid should be marked as **PART-II Financial Bid**.

Tenders must be uploaded/submitted in the e-procurement www.mptenders.gov.in portal no later than the time and date specified in the Invitation for tenders.

The bid/offers for Part I and Part II are also to be submitted in a separate sealed envelope. All envelopes are to be addressed to DoPPFI, 26 Kisan Bhawan Jail Road, Arera hills , Bhopal.

The Tender No. and due date of opening should be super scribed on the envelop.

- II. The bid/offers are also to be submitted with a covering letter in a sealed cover. Each page of the offer should be sealed and signed by the authorized signatory. The offers shall be submitted latest by 07.04.2020 at 16:30 p.m. to the above address.
- III. The Technical and financial Bids will be opened in e-procurement www.mptenders.gov.in portal. The bid/offers in Part-I will be opened 08.04.2020 at 15:00 p.m. DoPPFI in the

presence of the authorized representative of the Actuary/ Firm, who may like to attend the bid opening process.

- IV. DoPPFI reserves the right to reject or accept or withdraw the offer in full or part as the case may be without assigning reasons thereof.
- V. The Price Bid in Part-II of those Actuary/Firm who qualifies the eligibility criteria will be opened. The date and time of opening of Price Bid will be intimated to the Actuary/Firm who qualifies the eligibility criteria.
- VI. All necessary amendments in the tender will be issued only on the website www.mptenders.gov.in/www.pension.mp.gov.in There will be no separate publications in the News Paper of such amendments.
- VII. There will be no exemption in the EMD amount or Tender form fee.

3. Eligibility Criteria :-

- I. The Actuary should be a practicing member of the Institute of Actuaries of India for at least preceding five (05) years. In the case of firms, it should be registered with the Institute of Actuaries of India and should have relevant experience of at least Five years. Authenticated self-attested copies are to be submitted.
- II. The Actuary/Firm should have the experience of actuarial valuation in respect of GIS.
- III. No disciplinary action by the Institute of Actuaries of India against the Actuary/Firms has been taken/ pending. A declaration in this regard is to be submitted on their firm's letter heads.
- IV. The Actuary/Firm should have an office in Indian Territory

4. Award of Work :-

The offers from the Actuary/Firm who fulfill the eligibility criteria will be evaluated on the basis of total amount (Inclusive of taxes). The lowest of total amount quoted by Actuary/Firm will be considered as L-1 and may be awarded the assignment of actuarial valuation, subject to fulfillment of the other conditions.

5. Terms and Conditions :-

- i. The following document (self-attested) is required to be submitted along with the offer document.
 - a. GST Registration.
 - b. PAN No. (Firm or individual)
 - c. Copy of Membership Certificate issued from the Institute of Actuaries of India/Firm registration certificate from the Institute of Actuaries of India.
- ii. No TA/DA or out of pocket expenses will be admissible to attend any meeting, for submission of offer or during carrying out of the assigned work.
- iii. Appointment of actuary will be for the valuation of GIS of M.P. Govt. employees Deposit-Cum-Insurance Schemes, 2018.
- iv. The interested Actuary/Firm have to submit their offer strictly in the Performa along with relevant document in support.
- v. No request for extension in the date of submission of offer will be considered.
- vi. Any request for increase in the price quoted by Actuary/firm for the defined job will not be entertained.

- vii. DoPPFI will not be responsible for postal or any other delays in receipt of offers. Offers received after due date will be summarily rejected.
- viii. No overwriting, corrections and cutting on the offer is permitted.
- ix. Offers received not as per prescribed form will be summarily rejected.
- x. Unsealed or unsigned offers will be summarily rejected.
- xi. If any dispute (s) or difference (s) of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution and settlement through Director of DoPPFI. The Decision of the Director of DoPPFI will be final.
- xii. EMD amount of Rupees 20,000/- should be deposited online through www.mptenders.gov.in website and receipt should be submitted along-with the hard copy of the tender document.

6. Terms and Conditions :-

The work should be complete within 01 month from the date of award of the work.

7. Terms and Conditions :-

- i. 50% payment of the agreed fees for the work will be released on submission of the Draft Report along with relevant enclosures/details.
 - ii. The balance 50% payment for the work will be released after submission of Final Report and acceptance of the Report by the competent Authority.
 - iii. No interest shall be paid for delayed payment.
 - iv. Payment will be released after deduction of TDS as applicable.
- 8.** Interested Actuary/Firm may visit the DoPPFI to understand the requirement of the DoPPFI or may take the required information from the DoPPFI during all working days. Ph. No: 0755-2676032, 2576035

BID SUBMISSION FORM

Ref. No.

Form: [Name, address and telephone nos. of the bidder]

To,

Directorate of Pension Provident Fund
and Insurance, 26 Kisan Bhawan, Jail
road, Bhopal (M.P.)

Sub:- Submission of Bid to appoint an Actuarial Valuation of GIS for existing employees of the Institute-reg.

Dear Sir,

We, the undersigned, offer to provide the services in accordance with terms and conditions of tender enquiry No.....We are hereby submitting our bid.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us are valid till six months from the date of submission of the quotation. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the bid and to bear any further pre-contract costs.

We understand that the DoPPFI is not bound to accept the lowest or any bid or to give any reason for the award, or for the rejection of any proposal.

I confirm that I have the authority of [Insert name of the Actuarial Valuation Consultant/Firm] to submit the bid on its behalf.

Yours sincerely

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Bidder:

Address:

Telephone (Office):

Telephone (Mobile):

Email:

Details of Team Composition and Task Assignment-To be deployed for Proposed Assignment.

Sr. No.	Name of the Consultancy Firm	Consultants Name	Educational Qualification	Length of Association with the firm (in Years)	Key Responsibilities

Signature with stamp _____

Date _____

Full Name _____

Address _____

Note :- Please attach the Curriculum Vitae (C.V.) of each members of the team to be deployed for the proposed assignment only and not of the all personnel of the firm.

ANNEXURE-I

GENERAL PARTICULARS/DETAILS OF THE ACTUARY/FIRM

SR. NO.	PARTICULARS	
1.	Name of the actuary / Firm:	
2.	Address of the Actuary / Firm:	
3.	Name of contact person of the Firm:	
4.	Designation of the contact person of the Firm:	
5.	Contact details of the Actuary / Firm	
	(i) Mobile Number	
	(ii) Landline Number	
	(iii) Fax Number	
	(iv) Email Address	
6.	Income Tax Pan No.	Pan No..... (Attach Copy)
7.	GST Registration	GST Reg. No..... (Attach Copy)
8.	Membership Number of the Institute of Actuaries of India/Registration Number of the Firms with the Institute of Actuaries of India.	Reg. No..... (Attach Copy)
9.	Details of similar worked carried out for Autonomous bodies/Govt. organization (Attach Copies)	
10.	Time required for the completion of the work.	

Note1: Enclose Curriculum Vitae (CV) of the Actuary / deployed members of the Firm.

Note2: **Self certified Supporting Documents are required to be submitted along with this Form**

Signature with stamp _____

Date _____

Full Name _____

Address _____

ANNEXURE-II

FORMATE FOR FINANCIAL BID

PARTICULARS	Amount (Rs.)
Consultancy/Professional Charges for the whole work	
GST @.....%	
Total	

Amount in words : Rs.....

Note:-

1. The Consultancy Charges/fee quoted above shall be inclusive of all expenses/charges except GST.
2. The percentage and amount of GST should be clearly mentioned in the Bid. Any vogue terms i.e., as applicable, as per rule etc. will not be considered for evaluation.
3. Payment will be made as per agreed terms and TDS as applicable will be deducted as per rules.

Signature with stamp_____

Date_____

Full Name_____

Address_____