

Embassy of India
Abu Dhabi

NOTICE INVITING TENDER FOR: Selection of Insurance provider for staff at the Embassy of India, Abu Dhabi

Tender Notice No. Abu/Admn/653/01/2025

Dated: 20.11.2025

| Bid Schedule# | |
|---|------------|
| Published date | 20/11/2025 |
| Pre-Bid Meeting date | 26/11/2025 |
| Deadline for bid submission | 11/12/2025 |
| Date of Technical Bid opening | 12/12/2025 |
| Date of Presentation by prospective bidders | 16/12/2025 |
| Date of opening of financial bid | 17/12/2025 |
| Date of Award of Work | 06/02/2026 |

#The above dates are subject to change

The bids shall be submitted by hand or post at the Embassy of India, Abu Dhabi. All queries for clarification shall be directed to Head of Chancery, Embassy of India, Abu Dhabi, via email

Address:

**Embassy of India
Plot No. 10, Sector W-59/02,
Diplomatic Area,
Off the Sheikh Rashid bin Saeed Street,
near to Pepsicola, P. O. Box 4090,
Abu Dhabi, United Arab Emirates.**



Arpit Jain
First Secretary (Press, Information and Culture) & Head of Chancery
Embassy of India,
Abu Dhabi
Email Id: hoc.abudhabi@mea.gov.in

TENDER NOTICE

Subject: Selection of Insurance provider for staff at the Embassy of India, Abu Dhabi

Objective

The Embassy of India, Abu Dhabi, invites competitive bids from appropriately qualified and adequately experienced Medical Insurance Companies/Agencies for providing health insurance cover for 34 local employees and their 53 dependent family members. Only insurance companies currently licensed by the Department of Health, Abu Dhabi and eligible to issue health insurance policies may participate.

A). Scope of work:

The Health Insurance Cover shall cover 34 local Local Employees of the Embassy of India, Abu Dhabi, and their 53 dependent family members as per **Annexure-I**.

- i. All benefits offered must comply with extant Laws of Abu Dhabi and guidelines published by the Department of Health – Abu Dhabi. Insurance provider must declare in writing that all offered benefits meet the minimum required for health insurance under current UAE laws for Abu Dhabi.
- ii. The insurance coverage shall be commensurate to the salary of the listed employees in Annexure -I.
- iii. The monetary limit of insurance coverage shall not exceed is AED 2,50,000/- per person.
- iv. The insurance coverage shall include the following facilities/provisions:
- v. **In-Patient Treatment:**
 - a) Inpatient and Day-care treatment (including Pre & Post in hospital treatment)
 - b) Accommodation Type - General Room/Shared Room
 - c) Hospital Accommodation & Services
 - d) Consultant's Surgeon's & Anesthetist's Fees and other fee
 - e) Ambulance Services (Emergency cases only)
 - f) Parent Accommodation for accompanying Child
 - g) Companion Accommodation for Critical Illness
- vi. **Out-Patient treatment:**
 - a) Physician/Consultant
 - b) Diagnostics (x-Ray, MRI, CT-Scan, Ultra Sound, etc.), Laboratory
 - c) Pharmaceuticals
 - d) Physiotherapy
- vii. **Other Services :**
 - a) Emergency Treatment in UAE
 - b) Diagnostic and treatment services for dental and gum treatment (Medical emergency cases)
 - c) Hearing and vision aids, and vision correction by surgeries and laser (Medical emergency cases)
 - d) Repatriation of Mortal Remains to country of origin
 - e) Minimum coverage for work-related injuries / illnesses as per UAE labor laws
- viii. **Maternity:**
 - a) Inpatient Maternity
 - b) Outpatient Maternity

ix. Exclusions may only be applied as permitted under law, and must be disclosed in full in the tender submission.

B). Validity & Extension of Contract: The contract work would be assigned initially for a period of one year, which may be given maximum 2 extensions of 1 year each at the sole discretion of the Embassy on the same terms & conditions, subject to satisfactory performance and with the written consent of the agency.

C). Process of Bidding: A two-bid system shall be followed. Bidders will submit their bids in two parts. Part – 1 shall be the technical bid and Part – 2 shall be the financial bid. The bids shall be submitted in a sealed envelope latest by **11/12/2025** at the Embassy of India, Abu Dhabi by post or by hand. The technical bids shall be opened by a Tender Evaluation Committee on **12/12/2025** in the presence of representatives of bidders. After opening of the technical bid, bidders shall be invited for a presentation of their proposal in-person at the Embassy of India, Abu Dhabi in front of the Tender Evaluation Committee. The presentation shall be evaluated by the committee and those bidders who receive less than 70% of the maximum marks shall not be eligible for evaluation of financial evaluation.

D). Pre-bid Meeting: A prospective bidder, requiring a clarification on the Tender document shall write to the Embassy of India, Abu Dhabi via email to hoc.abudhabi@mea.gov.in within the time-frame as indicated in the Bid Schedule. The Embassy of India, Abu Dhabi will conduct the Pre-bid Meeting to address the submitted queries, if any, on **26/11/2025** at 1100 hrs at Embassy of India, Abu Dhabi. Responses to the queries received through email and those raised at the Pre-Bid meeting will be uploaded on the website of the Embassy (www.indembassyuae.gov.in). Any resulting amendments shall also be uploaded on the website.

E). Submission of bids:

- i. The bid shall be submitted by hand or post at the Embassy of India, Abu Dhabi
- ii. The bids (complete in all respect) must be submitted in a sealed envelope titled **“Proposal for health insurance for local employees of the Embassy of India, Abu Dhabi.”** The name and address of the bidding company/entity must be clearly mentioned on the envelope. The envelope must be addressed to the Head of Chancery, Embassy of India, Abu Dhabi.
- iii. Inside the covering envelope as per para (ii) above, bids are to be separated into technical and financial bids. The technical and financial bids must be sealed in two separate covers respectively. The technical and financial bid documents must not be in the same cover.
- iv. Only those proposals which are received in sealed covering envelope (containing two separate covering envelopes inside (one each for technical and financial bids respectively) shall be accepted and opened for further processing.
- v. The technical bid should contain documentation as per Annexure – II.
- vi. The bidders shall be required to present their technical proposal, in person, at the Embassy of India Abu Dhabi as per the Bid Schedule. The technical presentation shall be evaluated on criteria as specified by Clause (F) of this tender document. The minimum score required in technical evaluation shall be 70%. Failure to achieve this score will lead to automatic disqualification. Financial bids of only those bidders, who achieve more than 70% in the technical evaluation, will be opened.

vii. The financial bid must conform to the proforma as per Annexure – III.

F). Technical Evaluation :

i. Only the agencies who submit their bids in accordance with Clause (E) of this tender document shall be eligible for technical evaluation. Such agencies shall be required to present a Technical Presentation showcasing their proposals and packages.

ii. The technical evaluation of the bidders proposal/packages shall be made on following points:

| S No. | Criteria | Marks |
|--------------|--|---|
| 1 | Co-payment/ Deductibles for consultation (to be paid by the Individual) (Maximum marks: 10) | Calculation will be done as per the following Marking Procedure – if the copay charges are -More than AED 50 (2 marks) -AED 41-50 (4 Marks), -AED 31- 40 (6 Marks), -AED 21-30 (8 Marks), -AED 20 or less (10 Marks) |
| 2 | Pharmaceutical cost Coverage (Maximum marks: 10) | Calculation will be done as per the insurance coverage percentage: - 70% or more (10 marks) - 65%-69% (8 Marks), - 60%-64% (6 Marks), - 55%-59% (4 Marks), - 50%-54% (2 Marks), - Less than 50% (0 Marks) |
| 3 | Number of hospitals /clinics affiliated with the insurance company (Maximum marks: 05) | Relative Marking shall be applied <i>(Company is required to share list of hospitals/clinics on its network)</i> For Bidders with the largest network : 05 marks For Bidders with the second largest network: 04 marks For Bidders with the third largest network: 03 marks For Bidders with the fourth largest network: 02 marks For rest of the bidders: 01 mark |

| | | |
|---|--|---|
| 4 | <p>In-Patient Treatment: (Maximum 6 marks)</p> <ul style="list-style-type: none"> • Inpatient and Day-care treatment (including Pre & Post in hospital treatment) • Hospital Accommodation & Services • Consultant's Surgeon's & Anesthetist's Fees and other fee • Ambulance Services (Emergency cases only) • Parent Accommodation for accompanying Child • Companion Accommodation for Critical Illness | <p>Each sub point in the criteria is worth 1 mark.</p> <p>Based on the proposal for each sub-point, the bidder shall be awarded either 1 mark or 0 mark.</p> |
| 5 | <p>Out-Patient treatment coverage: (Maximum 04 marks)</p> <ul style="list-style-type: none"> • Physician/Consultant • Physiotherapy | <p>Marking will be as follows:</p> <p>04 Marks: both parameters covered</p> <p>02 Marks: Either of parameters is covered</p> <p>Zero Marks: None of parameters is covered.</p> |
| 6 | <p>Co-payment/ deductibles for Diagnostics & Laboratory tests (Maximum 10 marks)</p> | <p>Calculation will be done as per the following Marking Procedure – if the copay charges are</p> <ul style="list-style-type: none"> -AED 10 or less (10 Marks), -AED 11-20 (08 Marks), -AED 21- 30 (06 Marks), -AED 31-40 (04 Marks), -More than AED 40 (02 marks) |
| 7 | <p>Other Services: (Maximum 5 marks)</p> <ul style="list-style-type: none"> • Emergency Treatment in UAE • Diagnostic and treatment services for dental and gum treatment (Medical emergency cases) • Hearing and vision aids, and vision correction by surgeries and laser (Medical emergency cases) • Repatriation of Mortal Remains to country of origin • Coverage for work-related injuries / illnesses as per UAE labor laws | <p>Each sub point in the criteria is worth 1 mark.</p> <p>Based on the proposal for each sub-point, the bidder shall be awarded either 1 mark or 0 mark.</p> |

| | | |
|----|--|---|
| 8 | Maternity: (Maximum 04 marks) <ul style="list-style-type: none"> • Inpatient Maternity • Outpatient Maternity | Marking will be as follows: 04 Marks: both parameters covered 02 Marks: Either of parameters is covered Zero Marks: None of parameters is covered |
| 9 | Experience in health insurance industry (in number of years) (maximum 06 marks) | Marking will be as follows: If number of years > 10: 06 marks If number of years >5, but <10: 3 marks If number of years ≤ 5: 1 marks |
| 10 | Is insurance coverage of at least AED 250,000 included (maximum 10 marks) | Marking will be as follows: If Yes: 10 marks If No : 0 marks |
| 11 | Maximum marks possible (total of maximum marks for each criteria)=70 | Marks obtained by bidder = (total sum of marks obtained in each criterion out of 70 = .../70 |

iii. Only those bidders who obtain a minimum qualifying score of 70% shall be considered for financial bids evaluation.

G). Financial Evaluation:

i. Only the agencies which qualify the technical evaluation as per Clause (F), will be eligible to participate in the financial bid evaluation stage. The date and time for opening of the Financial Bids will be as per Bid Schedule.

ii. The financial bid must be submitted as per Clause (E).

iii. No change in financial bids is allowed after the last date of submission of tender document.

iv. After evaluation of financial bids, the bidder will be awarded the contract as per Least Cost System. The bidder with the least cost shall be identified as L1.

H). Award of work:

The L1 Bidder shall be awarded the contract.

I). Other Terms & Conditions:

i. Bids received after the closing date and time will not be entertained

ii. The Embassy reserves the right to extend the last date and time for submission of the

bids at its own discretion.

- iii. The bidder/agency shall bear all costs associated with the preparation and submission of its bids and the Embassy of India will in no way be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. It is also clarified that no binding relationship will exist between any of the respondents and the Embassy until execution of a contractual agreement.
- iv. The bids shall remain valid for a period of 180 (One hundred & eighty) days from the date of opening of bid. In exceptional circumstances, the consent of the bidder may be requested in writing for an extension to the period of bid validity. Such requests should preferably be made much before the expiry of the bid validity.
- v. Failure to furnish all the required information may result in rejection of the bid.
- vi. Agencies applying for the tender will submit a certificate that the information submitted by them is correct and they will abide by the decision of the Embassy. In case the information submitted by the firm is found to be false and/ or incorrect in any manner, the agency can be suspended and/or debarred.
- vii. Any notice by one party to the other pursuant to the Contract shall be sent by e-mail/letter and confirmed in writing to the address specified for that purpose in the Contract.
- viii. To assist in technical evaluation, the Embassy reserves the right to call for any clarification from any/all bidder/agency during the evaluation of the bids. Such clarification should be submitted only in writing. However, no other correspondence on bids will be entertained.
- ix. Participation in this bid will imply that the bidder has accepted all the terms and conditions and subsequent modifications, if any, of this bid document.
- x. In all matters related to dispute relating to this tender, the decision of this office will be final and binding upon the firm/agency.
- xi. The Embassy reserves the right to accept or reject any or all proposals without assigning any reasons. No bidders shall have any cause or claim against the Embassy for rejection of its proposal.

J). Payment terms:

- i. The price quoted shall remain fixed and not be subject to variations in exchange rate, duties, levies etc.
- ii. The payment against the invoice raised in accordance with the quoted price shall be made on annual basis or as per mutual agreement between the Embassy and the Contractor.
- iii. If there are any additions or deletions in the number of insurees during the insurance period, the premium to be paid or refunded will be calculated on a pro-rata basis, using the criteria conveyed by the company in the financial bid.
- iv. Agencies, which submit the bid, are advised to ensure that the prices/ rates quoted are inclusive of the manpower support required for the execution and continuous monitoring of the Embassy's account for the Contract period. No deviation in any of the

conditions is allowed during the contract period. No increase in prices would be allowed during the contract period.

K). FORCE MAJEURE:

i. The Embassy may consider relaxing the penalty and delivery requirements, as specified in the tender document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of Force Majeure.

ii. Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Contractor.

iii. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the affected Party shall give notice and full particulars in writing to the other Party, of such occurrence or cause if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract.

iv. The affected Party shall also notify the other party of any other changes in condition or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice or notices required hereunder, the Party not affected by the occurrence of a cause constituting force majeure shall take such action as it reasonably considers being appropriate or necessary in the circumstances, including granting the affected Party of a reasonable extension of time in which to perform any obligations under the Contract.

v. If the contractor is rendered unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under the Contract, the Embassy of India shall have the right to suspend or terminate the Contract on the same terms and conditions with immediate effect. In any case, the Embassy of India shall be entitled to consider the Contractor permanently unable to perform its obligations under the Contract in case the Contractor is unable to perform its obligations, wholly or in part, by reason of force majeure.

L). Closure of Contract- After the final payment to the contractor is made, the contractor shall furnish a "no claim certificate" as per the format given in the Annexure IV.



(Arpit Jain)

First Secretary (PIC) & Head of Chancery,
Embassy of India,
Abu Dhabi

E-mail ID: hoc.abudhabi@mea.gov.in

Annexure I

Embassy of India
Abu Dhabi

List of Local employees of Embassy of India, Abu Dhabi and their dependent family members

| S.No | Relation | Gender | Date Of Birth | Nationality | Marital Status | Monthly Pay of Employee (Principal) in AED |
|------|----------|--------|---------------|-------------|----------------|--|
| 1 | EMPLOYEE | MALE | 05/05/1984 | INDIAN | MARRIED | 13270 |
| 2 | EMPLOYEE | MALE | 11/06/1987 | INDIAN | MARRIED | 9049 |
| 3 | SPOUSE | FEMALE | 26/06/1996 | INDIAN | MARRIED | - |
| 4 | CHILD | FEMALE | 02/07/2014 | INDIAN | SINGLE | - |
| 5 | CHILD | FEMALE | 29/04/2018 | INDIAN | SINGLE | - |
| 6 | EMPLOYEE | FEMALE | 23/09/1989 | INDIAN | MARRIED | 10,200 |
| 7 | CHILD | FEMALE | 14/05/2022 | INDIAN | SINGLE | - |
| 8 | EMPLOYEE | FEMALE | 04/02/1971 | INDIAN | MARRIED | 10,457 |
| 9 | EMPLOYEE | FEMALE | 02/12/1987 | INDIAN | SINGLE | 8,437 |
| 10 | EMPLOYEE | MALE | 24/10/1970 | INDIAN | MARRIED | 10,457 |
| 11 | SPOUSE | FEMALE | 22/07/1972 | INDIAN | MARRIED | - |
| 12 | CHILD | FEMALE | 10/08/2011 | INDIAN | SINGLE | - |
| 13 | EMPLOYEE | MALE | 12/05/1978 | INDIAN | MARRIED | 10,161 |
| 14 | SPOUSE | FEMALE | 05/06/1981 | INDIAN | MARRIED | - |
| 15 | CHILD | MALE | 28/06/2009 | INDIAN | SINGLE | - |
| 16 | EMPLOYEE | MALE | 29/05/1988 | INDIAN | MARRIED | 8,233 |
| 17 | EMPLOYEE | FEMALE | 18/12/1986 | INDIAN | MARRIED | 10,161 |
| 18 | EMPLOYEE | MALE | 22/04/1986 | INDIAN | MARRIED | 7,417 |
| 19 | EMPLOYEE | MALE | 05/05/1980 | INDIAN | MARRIED | 7,213 |
| 20 | SPOUSE | FEMALE | 24/01/1988 | INDIAN | MARRIED | - |
| 21 | CHILD | MALE | 28/09/2011 | INDIAN | SINGLE | - |
| 22 | CHILD | FEMALE | 28/03/2014 | INDIAN | SINGLE | - |
| 23 | EMPLOYEE | MALE | 01/06/1985 | INDIAN | MARRIED | 8,437 |
| 24 | SPOUSE | FEMALE | 03/05/1989 | INDIAN | MARRIED | - |
| 25 | CHILD | MALE | 09/01/2016 | INDIAN | SINGLE | - |
| 26 | CHILD | FEMALE | 08/02/2022 | INDIAN | SINGLE | - |
| 27 | CHILD | FEMALE | 31/10/2023 | INDIAN | SINGLE | - |
| 28 | EMPLOYEE | FEMALE | 19/03/1980 | INDIAN | MARRIED | 10,457 |
| 29 | SPOUSE | MALE | 06/10/1977 | INDIAN | MARRIED | - |
| 30 | EMPLOYEE | MALE | 29/01/1972 | INDIAN | MARRIED | 9,865 |
| 31 | SPOUSE | FEMALE | 15/09/1976 | INDIAN | MARRIED | - |
| 32 | EMPLOYEE | MALE | 01/01/1980 | INDIAN | MARRIED | 10,753 |
| 33 | SPOUSE | FEMALE | 17/08/1980 | INDIAN | MARRIED | - |
| 34 | CHILD | FEMALE | 18/01/2012 | INDIAN | SINGLE | - |
| 35 | EMPLOYEE | MALE | 07/07/1989 | INDIAN | MARRIED | 7,009 |
| 36 | SPOUSE | FEMALE | 09/09/1995 | INDIAN | MARRIED | - |
| 37 | CHILD | FEMALE | 13/08/2017 | INDIAN | SINGLE | - |
| 38 | CHILD | MALE | 13/02/2021 | INDIAN | SINGLE | - |
| 39 | CHILD | MALE | 30/09/2022 | INDIAN | SINGLE | - |

| | | | | | | |
|----|----------|--------|------------|--------|---------|--------|
| 40 | EMPLOYEE | MALE | 13-05-1988 | INDIAN | MARRIED | 8,029 |
| 41 | EMPLOYEE | MALE | 13/08/1987 | INDIAN | MARRIED | 7,009 |
| 42 | SPOUSE | FEMALE | 16/10/1997 | INDIAN | MARRIED | - |
| 43 | EMPLOYEE | MALE | 26/05/1982 | INDIAN | MARRIED | 8,641 |
| 44 | SPOUSE | FEMALE | 23/03/1994 | INDIAN | MARRIED | - |
| 45 | CHILD | FEMALE | 23/12/2013 | INDIAN | SINGLE | - |
| 46 | CHILD | MALE | 25/09/2017 | INDIAN | SINGLE | - |
| 47 | EMPLOYEE | MALE | 11/03/1978 | INDIAN | MARRIED | 10,753 |
| 48 | SPOUSE | FEMALE | 31/05/1984 | INDIAN | MARRIED | - |
| 49 | CHILD | MALE | 12/09/2013 | INDIAN | SINGLE | - |
| 50 | CHILD | FEMALE | 12/09/2013 | INDIAN | SINGLE | - |
| 51 | CHILD | MALE | 30/03/2023 | INDIAN | SINGLE | - |
| 52 | EMPLOYEE | MALE | 05/04/1982 | INDIAN | MARRIED | 4,208 |
| 53 | EMPLOYEE | MALE | 13/03/1966 | INDIAN | MARRIED | 4,700 |
| 54 | EMPLOYEE | MALE | 15/09/1995 | INDIAN | MARRIED | 6,805 |
| 55 | SPOUSE | FEMALE | 02/11/1988 | INDIAN | MARRIED | - |
| 56 | EMPLOYEE | MALE | 03/05/1984 | INDIAN | MARRIED | 7,009 |
| 57 | SPOUSE | FEMALE | 29/05/1987 | INDIAN | MARRIED | - |
| 58 | CHILD | FEMALE | 06/12/2016 | INDIAN | SINGLE | - |
| 59 | CHILD | MALE | 29/07/2024 | INDIAN | SINGLE | - |
| 60 | EMPLOYEE | MALE | 30/04/1996 | INDIAN | MARRIED | 6,805 |
| 61 | SPOUSE | FEMALE | 12/05/1996 | INDIAN | MARRIED | - |
| 62 | CHILD | FEMALE | 21/05/2024 | INDIAN | MARRIED | - |
| 63 | EMPLOYEE | FEMALE | 30/06/1972 | INDIAN | MARRIED | 9,865 |
| 64 | EMPLOYEE | FEMALE | 27/07/1982 | INDIAN | MARRIED | 8,029 |
| 65 | CHILD | MALE | 14/11/2009 | INDIAN | SINGLE | - |
| 66 | CHILD | FEMALE | 01/02/2012 | INDIAN | SINGLE | - |
| 67 | EMPLOYEE | FEMALE | 31/05/1975 | INDIAN | MARRIED | 10,753 |
| 68 | CHILD | MALE | 22/11/2010 | INDIAN | SINGLE | - |
| 69 | CHILD | MALE | 22/11/2010 | INDIAN | SINGLE | - |
| 70 | CHILD | MALE | 22/11/2010 | INDIAN | SINGLE | - |
| 71 | EMPLOYEE | FEMALE | 18/11/1987 | INDIAN | MARRIED | 8,437 |
| 72 | CHILD | FEMALE | 21/03/2014 | INDIAN | SINGLE | - |
| 73 | CHILD | MALE | 26/01/2020 | INDIAN | SINGLE | - |
| 74 | EMPLOYEE | MALE | 27/05/1987 | INDIAN | MARRIED | 10,516 |
| 75 | SPOUSE | FEMALE | 09/11/1993 | INDIAN | MARRIED | - |
| 76 | CHILD | MALE | 18/06/2016 | INDIAN | SINGLE | - |
| 77 | CHILD | MALE | 30/05/2017 | INDIAN | SINGLE | - |
| 78 | CHILD | FEMALE | 02/11/2022 | INDIAN | SINGLE | - |
| 79 | EMPLOYEE | MALE | 24/07/1989 | INDIAN | MARRIED | 7,417 |
| 80 | CHILD | FEMALE | 10/02/2025 | INDIAN | SINGLE | - |
| 81 | CHILD | MALE | 10/02/2025 | INDIAN | SINGLE | - |
| 82 | EMPLOYEE | MALE | 05/04/1978 | INDIAN | MARRIED | 4,208 |
| 83 | SPOUSE | FEMALE | 20/06/1980 | INDIAN | MARRIED | - |
| 84 | EMPLOYEE | MALE | 21/09/1981 | INDIAN | MARRIED | 8,641 |
| 85 | SPOUSE | FEMALE | 19/11/1987 | INDIAN | MARRIED | - |
| 86 | CHILD | MALE | 14/05/2012 | INDIAN | SINGLE | - |
| 87 | EMPLOYEE | MALE | 15/07/1998 | INDIAN | SINGLE | 10,210 |

Checklist of documents to be provided for Technical Proposal

| | Document |
|----|---|
| 1. | Brief profile of the company along with any other information |
| 2. | Copy of Commercial/Trade license issued by the Government of the UAE |
| 3. | A list of owners/partners etc. of the agency. |
| 4. | Undertaking to the effect that the firm is not blacklisted by any Govt. Department. |
| 5. | List of clients from the Government/Private sector |
| 6. | Detailed proposal/package for insurance cover to cover local employees of the Embassy and their eligible dependents as per list in Annexure-I |

Financial bid proforma as per Clause (E)**Premium Matrix**

| Age | Male | Female with Maternity Benefits | Female without Maternity Benefits |
|------------|----------------|---------------------------------------|--|
| Age | Premium Amount | Premium Amount | Premium Amount |

Total Annual Insurance Premium payable as per the Premium Matrix

| <u>Particular</u> | <u>Value</u> |
|--------------------------|---------------------|
| Annual Premium | |
| VAT @ 5% | |

**No Claim Certificate
(On company letterhead)**

To,

**Head of Chancery,
Embassy of India,
Abu Dhabi,**

NO CLAIM CERTIFICATE

Sub: Contract Agreement no. ----- dated -----for the supply of Group Health Insurance coverage of Embassy Staff and their family members

We have received the sum of AED _____/- in full and final settlement of all the payments due to us for the delivery of Health insurance services for Embassy staff and their family members under the above-mentioned contract agreement, between us and Embassy of India, Abu Dhabi. We hereby unconditionally and without any reservation whatsoever, certify that with this payment, we shall have no claim whatsoever, of any description, on any account, against Procuring Entity, against aforesaid contract agreement executed by us. We further declare unequivocally, that with this payment, we have received all the amounts payable to us, and have no dispute of any description whatsoever, regarding the amounts worked out as payable to us and received by us, and that we shall continue to be bound by the terms and conditions of the contract agreement, as regards performance of the contract.

Yours faithfully,
Signatures of contractor or
officer authorised to sign the contract documents
on behalf of the contractor
(company stamp)

Date: _____

Place: _____