



BID NOTICE

SERVICE PROVIDER FOR INSURANCE -Staff

Medical Cover

BID NO-WE/PUR/SI/2023/19

Waters Edge Ltd, Battaramulla invites Bids from reputed insurance companies for annual insurance cover – staff medical.

Bid Forms & relevant documents can be obtained from the Purchasing Department at Waters Edge Ltd. from 08th August 2023 until 22nd August 2023 between 9.00 am and 3.00 pm on weekdays, by paying a non-refundable fee of Rs.3,500/= per tender form in cash. **A letter of authorization is required from the respective organization in order to obtain the Bid Forms.**

Sealed Tender Forms addressed to the Chairman Procurement Committee, Waters Edge Ltd, No.316, Ethul Kotte Road, Battaramulla. should be submitted by hand to Procurement Department on or before 3.30 pm on 22nd August 2023. **“SERVICE PROVIDER FOR INSURANCE – Staff Medical Cover”** should be marked on the top left-hand corner of the envelop. Bids will be opened 22nd August 2023 3.30 pm in the presence of the Bidders or their authorized representatives who choose to attend. Please attach a copy of the receipt of your deposit with Bid Form. Suppliers are required to fill all the details requested in the Bid Form.

Note

One company can allow only one bid (only one bid, direct submission from the company or through only one agent/person).

The Chairman - Procurement Committee,
Waters Edge Ltd,
No.316,
Ethul Kotte Road,
Battaramulla

For further details please contact
Manager - Procurement
Tel; 011 2863863/ 011 2887050 - (Ext 3030)

DRAFT BIDDING DOCUMENT

(This Draft document is only for the information & must not used for Bid submission.)

Tender for Provision of Staff Medical Insurance Cover at the Waters Edge Ltd, Battaramulla.

BID NUMBER : WE/PUR/SI/2023/19
Dated : August 08, 2023

Last date for submission of Bid: August 22nd, 2023

**Waters Edge Ltd,
316, Ethul Kotte Road, Battaramulla.**

Bid Invitation

- Bid Name: Provision of Staff Medical Insurance Cover
- Bid No: WE/PUR/SI/2023/19
- Bid Closing: 22nd August 2023 – 3.30 PM

General

- Your offer should be complying with the attached Bidding format.
- Please submit sealed quotation and mentioned the **Bid Name, Number & Closing date** on top of Left corner of the envelope and use the right side of the corner to place the item category for identification purposes.
- All quotations shall be address to the Chairman – Procurement Committee, Waters Edge Ltd, 316, Ethul Kotte Road, Battaramulla, on or before closing date & time of bids.
- No quotation would be accepted after the “date & time of closing of bids” and no quotation shall be accepted through email.
- The Waters Edge Limited shall not accept responsibility for the bid misplacement of premature opening of offers if the cover has not been marked as prescribed above.
- One company can allow only one bid (only one bid, direct submission from the company or through only one agent/person).
- Bidders should be registered at the Insurance Board of Sri Lanka.

Tender awards

- The Procurement Committee reserves the right to take reject any Bids or all the Bids

Tender opening

- Bids will be opened soon after the deadline of the bids submission at the Waters Edge Ltd
- One of your company representatives allowed to participate for the Bid opening, if necessary.

Please attach photocopies of certificates in support of

- **Bid Bond (Original Document) - Bid Bond clause**
Bid Documents should furnish an unconditional on-demand Bid Security (Bank guarantee), issued by a commercial bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka. Value of the Bid Security should be Rs. 350,000.00. Bid Security shall be addressed to Chairman-Waters Edge Ltd. Bid Security shall be valid up to 21st December 2023. (Cheques or any guarantees or bonds issued by any other agencies will not be accepted).
- **Certificate of Business Registration**
- **Clients Details / Documents to prove experience.**
- **Copy of the vat registration and clearance letter instead of income tax**
- **Copy of the receipt of the Non - Refundable Deposit**

LETTER OF BID

Dated , 2023

To,
Chairman
Procurement Committee
Waters Edge Ltd,
316, Ethul Kotte Road,
Battaramulla

Ref: Invitation for Bid No. WE/PUR/SI/2023/19 dated August 08, 2023

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Appendixes issued in accordance with Instructions to Bidders,
2. We offer to execute in conformity with the Bidding Documents for providing medical insurance service to employees at the Waters Edge Ltd, 316, Ethul Kotte Road, Battaramulla.
3. Our bid shall be valid for a period of 119 days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and may be accepted at any time before the expiry of the period.
4. If our Bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.
5. We also declare that the Government of Sri Lanka or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this Bidding Document and undertake to abide by them, including the condition that you are not bound to accept highest ranked Bid / lowest Bid or any other Bid that you may receive.

Yours sincerely,
Authorized Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding company)
Full Name and Designation
(To be printed on Bidder's letterhead)

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SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

1. Implementation period / Timelines

The complete implementation of service must be carried immediately after the receipt of letter of Award of Service

2. Contract Agreement Terms

The contract will be initially for a **period of one year**. The contract can be extended further upon both party agreement on same rates, terms & conditions, if the performance is satisfactory. The extension shall be granted on the sole discretion of the Waters Edge Ltd;

3. Order Placements and Release of Payment

The Award of Work and payment shall be processed by:

**Waters Edge Ltd,
316, Ethul Kotte Road, Battaramulla**

4. Amendment of Bidding Documents

At any time prior to the deadline for submission of Bids, **Waters Edge Ltd, Battaramulla** may, for any reason, whether on its own initiative or in response to the clarification request by a prospective Bidder, modify the Bid Document.

5. Bid Security (BS)

- a. Bid document should furnish an unconditional on-demand Bid Security (bank guarantee) issued by a commercial bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka; value of the Bid Security shall be Rs. 350,000.00. Bid Security shall be addressed to Chief Executive Officer-Waters Edge Ltd. Bid Security shall be valid up to 21st December 2023. Bid Security should be submitted together with the Bid. Bids submitted without Bid Security will be rejected.
- b. The successful Bidder, on award of contract / order, must send the contract/ order acknowledgement in writing, within 7 days of award of contract/ order, failing which the Bid Security will be forfeited and the order will be placed to the next successful Bidder.
- c. **The Bid Security shall be forfeited:**
 - i) If the Bidder withdraws the Bid during the period of Bid validity specified in the tender.
 - ii) In case a successful Bidder, fails to furnish the Performance Bank Guarantee
 - iii) If the Bidder fails to furnish the acknowledgement in writing, within 7 days of award of contract.

6. Period of validity of Bids

Bids shall be valid for a minimum 91 days from the date of submission of Bids. A Bid valid for a shorter period shall stand rejected.

7. Preparation of Bids

- a. The Bid shall be neatly arranged, plain and intelligible. Each page of the Bid should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional Bid will be summarily rejected. Insertions, postscripts,

additions and alterations shall not be recognized, unless confirmed by Bidder's signature.

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- a. Bids and all accompanying documents shall be in **English** only.

8. Submission of Bids

- a. Bids are to be submitted to Chairman – Procurement Committee, Waters Edge Ltd, 316, Ethul Kotte Road, Battaramulla. All the documents in support of eligibility criteria etc. and other required documents are to be submitted along-with the Bid Documents.
- b. No Bid shall be accepted after the specified date and time. However, Chairman Procurement Committee, Waters Edge Ltd,, reserves right to extend the date / time for submission of Bids, before opening of the Bids.

8.1. Late Bids

- a. Any Bid inadvertently received by Waters Edge Ltd, 316, Ethul Kotte Road, Battaramulla after the deadline for submission of Bids, will not be accepted and returned unopened to the Bidder.

9. Bid opening procedure

- a. The Bids shall be opened at the Waters Edge Ltd, 316, Ethul Kotte Road, Battaramulla on August 22nd ,2023 at 3.30 hrs in the presence of Bidders or their representatives and the Tender Opening Committee constituted by the competent authority of the Waters Edge Ltd.
- b. Absence of Bidder or their representative shall not impair the legality of the opening procedures.
- c. After opening of the Bids and verifying the Bid Security amount, Bids shall be evaluated to ensure that the Bidder meets the minimum eligibility criteria as specified in the Bid Document.

10. Bid evaluation and clarification requests

- a. The Bids shall be evaluated and ranked in accordance with the criteria of years of experience in similar industry category, stability of the organization in financial and administrative criteria's, competent and skillful workforce capacity, After Sales Service, Customer portfolio and Customer recommendations, etc... Relevant Documents proofs for the above criteria's shall be submitted by the Bidder. The responsibility to provide all information requested belongs to the Bidder.
- b. Any clarification Failure of the Bidder to provide any information requested in this proposal may result in disqualification of their proposal.
- c. To assist in the examination, evaluation, and comparison of the Bids, and qualification of the Bidders, the client may, at its discretion, ask any Bidder for a clarification of its Bid. The client's request for clarification and the response shall be in writing.
- d. If a Bidder does not provide clarifications of its Bid by the date and time set in the client's request for clarification, its Bid may be rejected.
- e. Client also reserves the right to seek confirmation/clarification from the Chairman Procurement Committee, Waters Edge Ltd, on the supporting documents submitted by the Bidder.

SECTION IV: SCOPE OF WORK
2023

Medical Insurance - Scope Document										
Current Categories Available	No of Employees				Benefits					
	T	M	UM F	UM I	Hospitalization		OPD	Spectacles	Dental	
Directors	Please refer the special notes (Additional) given below									
Key Personnel A	16	15	-	1	Private Hospitals	400,000.00	Normal Childbirth, Cesarean Childbirth, Instrument Childbirth (Within Annual inpatient limit)	30,000.00	15,000.00	10,000.00
					Government Hospital	4,000.00	Government Hospital Per day (Non-Paying wards Max 15 days)			
Key Personnel B	39	34	1	4	Private Hospitals	350,000.00	Normal Childbirth, Cesarean Childbirth, Instrument Childbirth (Within Annual inpatient limit)	30,000.00	15,000.00	10,000.00
					Government Hospital	4,000.00	Government Hospital Per day (Non-Paying wards Max 15 days)			

Key Personnel C	51	42	2	7	Private Hospitals	300,000.00	Normal Childbirth, Cesarean Childbirth, Instrument Childbirth (Within Annual inpatient limit)	30,000.00	15,000.00	10,000.00
					Government Hospital	4,000.00	Government Hospital Per day (Non-Paying wards Max 15 days)			
Executive	130	84	18	28	Private Hospitals	250,000.00	Normal Childbirth, Cesarean Childbirth, Instrument Childbirth (Within Annual inpatient limit)	25,000.00	15,000.00	10,000.00
					Government Hospital	4,000.00	Government Hospital Per day (Non-Paying wards Max 15 days)			
Team Member	176	80	51	45	Private Hospitals	200,000.00	Normal Childbirth, Cesarean Childbirth, Instrument Childbirth (Within Annual inpatient limit)	25,000.00	15,000.00	10,000.00
					Government Hospital	4,000.00	Government Hospital Per day (Non-Paying wards Max 15 days)			
Total		412								

Critical Illness Cover	
Per person Per Year	800,000.00
Annual Limit	4,000,000.00

M - Married Employees

UM F - Unmarried Employees family included

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- ❖ **You Proposal needed to be submitted for the following two options**
 - **Option 01: should be within the maximum limit of Rs. 15,000,000/= Total Annual Premium.**
 - **Option 01: should be within the maximum limit of Rs. 20,000,000/= Total Annual Premium.**
- ❖ **The mentioned beneficial amounts are the minimums & high beneficial amounts within the maximum annum annual premium would be added advantage.**
- ❖ **Last Year Claims- Average Claims 18,750,488.28 (OPD – Rs. 5.9 Mn)**
- ❖ **You may able to provide more than one optional cover Indoor**
- ❖ **Medical Checkup for Key Personnel A category .**

Special Notes – Additions

1) The quotations should include the following:

Married Employee + Family

Family Unit includes Insured, Spouse and all unmarried children up to the age of 25 years

Unmarried Employee + Parents (Mother and Father both - age 65 and below)

Single Employees – unmarried individuals

2) Total 16 in A Category include 7 Directors

These 7 Directors to be offered a cover of LKR 600,000/- for Indoor at the same premium charged for A Category

Therefore A Category will be 9 in total

Similarly the Outdoor cover of Rs.35,000/- to be offered to the 7 Directors at the same premium charged for A Category Outdoor Cover

- 3) Rs.5,000/- Emergency Traveling Allowance within Sri Lanka to obtain emergency treatment charges payable within indoor limit – subject to bills being produced
- 4) Rs.35,000/- to be given for Cataract Operations for all categories of staff. This should be separated from the Indoor Limit
- 5) Additional Rs.20,000/- for birth of twins for all employees
- 6) If the child birth is in a government hospital, Rs.100,000/- fixed deposit certificate to be given in the name of the employee's child
- 7) No maximum room charge limit for Directors.
- 8) Claim submission for outdoor and indoor claims must be within 3 months
- 9) Hospitalization for dental surgeries under General Anesthesia – subject to a maximum of Rs.30,000/-
- 10) Pregnancy related ailments complications including miscarriages are covered
- 11) Diagnostic studies or investigations uncured at hospitalization must be paid
- 12) Vitamins prescribed by the doctor must be paid
- 13) Payment of eyeglasses within the spectacles limit must be paid regardless of being prescribed at a mass eye clinic for a number of employees by one eye specialist
- 14) Reusable medical equipment must be paid
- 15) Apparatus must be paid

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16) Epidemic and Pandemic deceases are covered

- 17) Quarantine centers affiliated with cashless hospitals should make their payment on the spot
- 18) Other government-approved quarantine center bills to be paid accordingly
- 19) Registered Ayurvedic Private and Government Hospitals are covered for the indoor claims
- 20) Day Surgeries are covered under the indoor limit
- 21) Newborn babies are covered from birth, subject to submission of Name and DOB within 3 months from birth
- 22) Pre-existing ailments are covered

a. Expenses incurred in respect of the below mentioned tests, without being admitted to the hospital and recommended by a consultant are reimbursed under the indoor limit

MRI Scans, CT Scan, Endoscopy, Colonoscopy, Bronchoscopy, Sigmoidoscopy, Cystoscopy, Laparoscopy

All investigations done with an insertion of a camera into the body

23) Consultation fee and fee of attending doctor to be limited to Rs.10,000/-

24) Ayurvedic treatment obtained from a government registered ayurvedic practitioner covered up to the OPD Limit

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SECTION V: SPECIAL CONDITIONS OF CONTRACT (SCC)

1. **The Location:** This service for the employees at Waters Edge Ltd, 316, Ethul Kotte Road, Battaramulla.

2 Prices

- a. The price quoted shall be considered firm and no price alteration will be permitted.
- b. Bidders must quote the price in the format given in Price Schedule at Annexure-1 of this document.
- c. All items are to be quoted only in Sri Lankan Rupees.

3 Taxes and Duties

The prices quoted should be inclusive of all taxes other than VAT. If VAT is applicable, please state separately.

4 Performance Bank Guarantee (PBG):

The successful Bidder will be required to furnish the Performance Bank Guarantee in form of a Bank Guarantee for the 10% (ten percent) amount of the Letter of award (LA) within 14 days of receipt of Letter of Acceptance. This bank guarantee shall remain valid till the completion of Contractual Period.

5 Payments:

Payment shall be provided in terms as agreed on Bid awarding.

6 Settlements:

Hospitalization & OPD bills need to be paid in full including the VAT component by the medical insurance service provider. Such settlements need to be completed within 07 days of submission of the final original bill.

Format for Submitting the Price Schedule for providing medical insurance service for the employees at the Waters Edge Ltd, 316, Ethul Kotte Road, BattaramullaBID No. **WE/PUR/SI/2023/19**

Date:.....

To:
Chairman- Procurement Committee
 Waters EdgeLtd,
 316, Ethul Kotte Road,
 Battaramulla.

Price Schedule

Current Categories Available	No of Employees	Civil Status	No of Employees	Premium per Person LKR	
Key Personnel A (7 Directors Included)	16	Married	15	Married	
		Un Married	1	Un Married	
Key Personnel B	39	Married	34	Married	
		Unmarried family included	1	Unmarried family included	
		Un Married	4	Un Married	
Key Personnel C	51	Married	42	Married	
		Unmarried family included	2	Unmarried family included	
		Un Married	7	Un Married	
Executive	130	Married	84	Married	
		Unmarried family included	18	Unmarried family included	
		Un Married	28	Un Married	
Team Member	176	Married	80	Married	
		Unmarried family included	51	Unmarried family included	
		Un Married	45	Un Married	
Total	<u>412</u>				

Bidder's VAT No..... (if any)

Total Bid before VAT in Sri Lankan Rupees

.....
.....
..... Only.

Name of the Bidder:

Date:

Address:

Signature:

Please Mentioned Following Terms Separately (If there is Any)

- Payment Terms
- Settlement Terms by the insurer
- Contract Agreement (Please Attach Format)
- Any Other Terms & Conditions Related to this Bid

Note:

Above quoted price is complete in all respect as per the terms & conditions mentioned in the Bid document.

Yours faithfully,

(Signature of Authorized Signatory)

Name :

Designation :

Company seal :

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CONTACT DETAILS FORM

GENERAL DETAILS OF BIDDER

1. NAME OF THE COMPANY
2. NAME AND DESIGNATION OF AUTHORISED REPRESENTATIVE
3. REGISTERED MAIL ADDRESS
4. PHONE NO./MOBILE NO.
5. FAX E-MAIL I.D,

PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE

1. NAME OF THE CONTACT PERSON
2. DESIGNATION
3. PHONE NO
4. MOBILE NO
5. E-MAIL ID

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Bid Guarantee

----- *[insert issuing agency's name, and address of issuing branch or office]* -----

***Beneficiary: Chairman - Procurement Committee, Waters Edge Ltd, No. 316, Ethul Kotte Road, Battaramulla.**

Date: ----- *[insert (by issuing agency) date]*

BID GUARANTEE No.: ----- *[insert (by issuing agency) number]*

We have been informed that *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of *[name of contract]* under Invitation for Bids No. *[IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a bid guarantee.

At the request of the Bidder, we *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* (*[amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the Bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of Bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

[signature(s)]