

**Indian Institute of Information Technology,  
Design and Manufacturing, Kurnool  
Jagannathagattu, Dinnidevarapadu, Kurnool.**



**Tender Document**

**For**

**Group Mediclaim and Group Personal Accident Insurance  
Policy**

Date: 11 Oct 2019

Tender Enquiry No	:	IIITKL/19-20/S&P/Insurance/14 Dated:11.Oct.2019
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Sealed Tender is invited from General Insurance Companies (Licensed and Registered with IRDA) dealing with Group mediclaim and Group Personal Accident Insurance for the Students of Indian Institute of Information Technology Design and Manufacturing ,Kurnool.

**Two Bid System:**

**Submission of Offer** : Two bid system will be followed in this tender. In this system the bidder must submit his offer in **two separate sealed envelopes**. Both the technical bid and commercial bid envelopes should be securely sealed and stamped separately and clearly marked as **“Envelope No: 1 – Technical Bid”** and **“Envelope No: 2 – Commercial Bid”** respectively. **These two sealed envelopes should be placed in a different envelope super scribing the tender No and description of the item.**

**Place of Submission Bid** : **The Registrar I/c**  
Indian Institute of Information Technology, Design and Manufacturing Kurnool  
Jagnnathagattu, Dinnidevarapadu,  
Kurnool,  
Andhrapradesh-518007.

**Due Date**  
**(For submission of bids)** : **05.00 PM 09.11.2019**  
(any bid received after the due date and time by any means will be summarily rejected)

**Opening of Technical Bid** : **02:00 PM, 11.11.2019**

**Important :**

All communications are to be addressed to in the name of Registrar, IIITDM Kurnool only and not in the name of any officer and mails has to be sent to official purchase email id [purchase@iiitk.ac.in](mailto:purchase@iiitk.ac.in)

## Crucial Dates of Tender Document

Sr.No	Particulars	Date Time
1	Date of Publication of Tender / Download of Tender	11.10.2019
2	Pre-Bid Meeting	21.10.2019 (11:00 AM)
3	Bid Submission Start Date	22.10.2019
4	Bid Submission Close Date	09.11.2019(5:00 PM)
5	Opening of Technical Bids	11.11.2019(2:00 PM)

### Terms and Conditions

1. The Bidders are requested to give detailed tender in two bid format.  
**Envelope-I : Technical Bid**  
**Envelope-II : Commercial Bid**
2. The bidder has to accept all terms and conditions of the Institute and conditional offers will not be accepted.
3. The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/epublish/app?> or Institute website <http://iiitk.ac.in/home> and the duly filled tenders should be submitted to the Registrar Indian Institute of Information Technology, Design and Manufacturing, Kurnool, Jagannathagattu, Dinnidevarapadu, Kurnool-518007 **on or before 09.11.2019( 05.00 PM).**

#### **4. SEARCHING FOR TENDER DOCUMENTS:**

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

#### **5. Eligibility Criteria:**

- I. The bidder should be a registered Indian Insurer in accordance with the Insurance Act, (registered and licensed by IRDA (Insurance Regulatory Development Authority) as Medical/Health Insurer and should have a license to carry out Medical insurance business on a Pan India basis
- II. The Insurance Company shall be in the Medical Insurance business in India at least for five years as on scheduled date of tender opening. The turnover in the medical insurance business during each of the last three financial years (FY 2016-17 to FY 2017-18 FY 2018-19 ) should have been Rs. 15 crore or higher.
- III. The Insurance Company should be having Medical insurance participation in a minimum of three major companies/institutions/ organizations etc. (Documentary evidence to be furnished).
- IV. Tenderer has to submit declaration along with unpriced technical bid (Part-1) stating that they have not been Black-Listed/De-listed or are put to any holiday

by any Indian Institutional Agency/Government Department/Public Sector Undertaking in the last three years. In case they have been black listed by any of the Institutions, details of the same be furnished. Moreover, no restraint order has been passed by the competent court of law.

- V. Offers shall be submitted with proper documentary evidence to substantiate fulfillment of the qualifying requirements as specified above.
- VI. Notwithstanding anything stated above, IIITDM Kurnool reserves the right to assess the Medical Insurer's capacity and capability to perform the Medical Insurance business should the circumstances warrant or such an assessment is thought to be in the overall interest of IIITDM Kurnool. If required, the past performance of the insurers may be taken into consideration for evaluation of offers to award & distribute the medical insurance business.
- VII. The Institute shall have absolute right to consider or not consider any of the offerer / Insurance Company.

#### **Technical and Financial Bids:**

One copy shall be submitted in a separate sealed cover subscribing the Tender No., description of tender clearly indicating **Part-I (Un-priced Technical Bid)** and containing the forms specified in Part-I along with any required supporting documents.

One copy shall be submitted in a separate sealed cover subscribing the Tender No., description of tender clearly indicating **Part-II (Financial bid)** and containing the filled forms as specified in Part-II along with any required supporting documents.

This is a two-part tender. On the date and time specified in the tender, Part-I (Un-priced technical bid) of the offers received will be opened. The Part-II (Financial bid) will be kept sealed and financial bids of only the technically acceptable offers would be opened. Date and time of opening of the financial bids will be intimated separately to the short listed bidders.

If the bidder desires to be present at the time of opening, he shall depute his representatives (not more than two persons) with due authorization for participating in the tender opening.

Incomplete offers would be summarily rejected. No extension of time shall be permitted for the collection of Tender Documents and/or Tender opening date.

Any cutting or overwriting should be attested by the tenderer with full signature and seal.

Offers submitted against tender documents only will be considered and the offer shall be in the name of the insurer on whose behalf the tender document has been issued. The insurer has to give an undertaking they have submitted their bid as a single entity only and have not formed a consortium for the scheme.

While submitting the bid, tenderers are requested to ensure that bids are in compliance to the regulations applicable under various statutes. Any fine, penalty or expenses due to breach arising thereon will be borne by the tenderer, IIITDM Kurnool will bear no financial implication on this account.

For financial bid it is mandate for the companies that they must submit the bifurcated quotation for Rs. 1.00 Lakh, of (Group Mediclaim Policy), Rs.1.00 lakh of (Group Personal Accident Policy) and Rs.10.00 Lakh of (Corporate Buffer). i.e., the quotation should be specific w.r.t. age of students of the Institute.

IIITDM Kurnool takes no responsibility for delays, loss or non-receipt of tender documents or any letters sent by post/courier either way and also reserve the right to reject any offer in part or full without assigning any reasons thereof.

IIITDM Kurnool shall always be at liberty to reject or accept any offer or offers or part thereof at its sole discretion. The submission of offer shall have no cause of action or claim against IIITDM Kurnool for rejection of offer. The Insurer, whose offer is not accepted shall not be entitled to claim any costs, charges and expenses incidental to or incurred in connection with submission of offer or its consideration by IIITDM Kurnool, even though IIITDM Kurnool may opt to modify/withdraw the Invitation to Tender or does not accept the offer or cancel the tender as a whole.

The Premium to include cost of services offered by Third Party Administrator (TPA) for all claims settled by the insurance company. For claims prepared by insurance company but to be reimbursed by IIITDM KURNOOL due to exhaustion of buffer amount, fee per transaction for preparation of claim can be quoted.

During the validity of the current policy, no revision in premium shall be considered by IIITDM Kurnool on the basis of actual claim ratio or any enhancement in the premium pointed out by any statutory or other authority.

The period of insurance contract will be for Eleven Months from the effective date of award of contract which may further be extended on the discretion and review of the Institute. In case the insurance company wants to modify the premium for the extended period i.e., beyond one year, it has to give a notice of at least 4 months prior to the expiry of the current contract period. The terms and conditions regarding the premium may be reviewed in parlance with the norms applicable and enforced by IRDA and regulatory bodies.

The terms and conditions of insurance are provided at Annexure I.

- 1) Number of students would be around **412**. The students would be in the age bracket of 17-25 years.
- 2) Premium will be paid on pro rata basis with a clause for free entry and exit.
- 3) Waiver of pre-existing diseases & cover period which means that insurance cover starts from the day students premium is submitted to the company and the pre-existing diseases are also covered.

- 4) It should be noted that the Incurred Claim Ratio (ICR) under the expiring Medi claim policy is approximately 37.63 % for IIITDM Kurnool as on 13.06.2017. No claim under Accidental Insurance Policy. The insurance company are expected to propose a premium which is compatible enough as students are a non-earning community.
- 5) The insurance company shall ensure that re-imburement of claims are processed and settled **within 10 working days.**

Taking into account the above points, the insurance companies are requested to send us the quotation (as per Annexure II ) in a sealed envelope for the premium charged for each student for Group Medi Claim and Group Personal accident Insurance Policy as per conditions at Annexure I to the address given below **latest by 09.11.2019.**

### **Arbitration**

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc., shall be referred by either party (IIITDM Kurnool or the bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of dispute and will be referred to the arbitrator to be nominated by The Registrar, IIITDM Kurnool. The Venue for arbitration shall be Vijayawada/ Hyderabad, India.

### **Acceptance of the terms and conditions of tender document**

The bidders has to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender

### **Interpretation of the clauses in the Tender Document**

In case of any ambiguity / dispute in the interpretation of any of the clause in this tender document, interpretation of The Registrar, IIITD&M Kurnool shall be final and binding on all parties. The IIITD&M Kurnool reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

**Sd/-**

**Registrar I/c  
IIITDM KURNOOL**

## Annexure -I

### Terms & Conditions:

1. Group Mediclaim (GMC) Policy of Rs. 1 Lakh.
2. Group Personal Accident (GPA) Policy of Rs. 1 Lakh covering
  - Death
  - Loss of Limbs, eyes
  - Permanent Total Disablement
  - Permanent Partial Disablement
  - Temporary Total Disablement
3. Corporate buffer of Rs. 10 lacs. The utilization will be at the discretion of the competent authority of the Institute
4. Pre- existing diseases/ Illness are to be covered from day one.
5. Waiver of 30 days waiting period.
6. Waiver of 1 to 4 years exclusions.
7. 30/60 days pre & post hospitalization to be covered.
8. Addition & Deletion to be charged on pro rata basis. Premium will be paid on pro rata basis with a clause for free entry and exit.
9. Timeline for Submission of documents: within 30 days from the date of discharge.
10. Intimation for Hospitalization reimbursement within 10 days.
11. No intimation clause subject to submission of documents within 30 days.
12. Deficient Documents submission within 15 days from the day of receipt of email from TPA regarding deficient documents.
13. Room Rent Restriction: 2% for Normal Room and 4% for ICU on sum insured.
14. Disease Capping is not applicable.
15. Addition/deletion of names of students will be communicated the insurance firm in a centralized manner by the institute..
16. Claim amount shall be credited directly to students' bank account by NEFT with intimation to the institute.
17. Turnaround Time (TAT) for processing of claims will be 10 working days, subject to submission of all prerequisite documents i.e. from receipt of claim form by Insurance firm to reimbursement to student by NEFT.

**Premium for Group Medi Claim and Group Personal accident Insurance Policy**

**ANNEXURE-II**

Policy	Premium per student
Group Medclaim Policy	
Group Personal Accident Insurance Policy	

Service Tax, applicable if any shall be quoted extra

Authorized Signatory of the  
Insurance Firm

Name & Address of the Insurance Firm with  
Office Stamp

Place:

Date: