



National Institute of Technology Srinagar
Hazratbal, Kashmir-190006, J&K
Office of the Dean Students Welfare

**Notice Inviting Quotation for Group Medclaim Insurance with
add on benefits and Personal Accident Insurance**

Chapter 1: Introduction

- The National Institute of Technology Srinagar is a premier educational Institution for engineering studies.
- It is functioning under the control of Government of India, Ministry of Human Resources Development.
- At present, in NIT, Srinagar over **3000 (Three Thousand)** students are pursuing their under graduate, post graduate and research studies in Engineering etc.
- Sealed Quotations are hereby invited from Public Sector Govt. Insurance agencies for providing Group Medclaim Insurance with add on benefits and Personal Accident Insurance to the students for one year from **1st December, 2017 to 30th November, 2018.**
- **No Brokerage/Agency/Consultancy Charges are allowed, as this will be a direct transaction between the Insurer and the NIT, Srinagar**

CHAPTER 2: BASIC ELIGIBILITY CRITERIA FOR SUBMITTING BIDS

1. The Nationalized / Public Sector Govt. Insurance Company/Agency must be in the business of Group Medclaim Insurance for last 5 years.
2. The Operations of the Insurance Company must be at least at the national level.
3. The Insurance Company should be registered with IRDA or enabled by the Central Legislation to undertake insurance related activities. The bidder applicant should attach proof of license as registration.
4. The bidders should have Annual Health Insurance business of Rupees One crore or more premium in the past three financial years (viz.,2012-13, 2013-14 and 2014-15) and at least one year experience in catering to Health Insurance of 2400 students or more under one group Health Policy/ Scheme in the last three years (viz.,2012-13,13-14,14-15).

Chapter 3: Procedure for submission of Technical Bid and Financial Bid

The quotation containing both Technical Bid and Financial Bid should be submitted in one single Envelope i.e., Single Bid System.

Technical Bid should contain:-

1. Brief profile of the company.
2. The scope of cover, benefits and exclusions.
3. The names and address of the empanelled hospitals in Srinagar, Kashmir.
4. The names of the cities where the company has operations.
5. Details of any tie up.
6. Specification mentioning benefits and exclusions.
7. City wise list of hospitals with cashless facility.
8. Turnover during last three years.
9. Name and phone/ mobile number of the contact persons.
10. List of clients (preferably educational institutions) where such group mediclaim policies are under operation.
11. Letter /undertaking to the effect that they agree to abide by the tender conditions
12. Certificate of registration with IRDS.
13. Settlement procedure in detail including maximum period of time required for settlement.

Financial Bid should be furnished: In the format stipulated in Chapter Number 7 of this Tender document.

The envelope containing Technical and Financial bids should be kept/ wrapped up in an outer envelope. The outer envelope should be “super scribed” and “addressed” as below:

“Quotation for Group Mediclaim Insurance cum personal accident insurance for students – Kind attention: Dean (Students Welfare)”

**The Director,
National Institute of Technology Srinagar
Hazratbal, Kashmir-190006,
Jammu & Kashmir**

CHAPTER 4: PRE BID MEETING

*It is proposed to conduct a Pre - Bid meeting on **26th October, 2017** at 11 a.m (Venue: Hostel Office, NIT, Srinagar). The purpose of the meeting is to clarify our requirements and to answer the questions of the prospective bidders on technical and commercial terms and conditions of this tender.*

In the opinion of the prospective bidders, if there is any technical error or omission in the tender document, the same may please be brought to our notice, through E Mail, on or before the pre bid meeting, so as to enable us to make corrective action.

Any modification of the bidding documents which may become necessary as a result of the Pre bid meeting shall be made known to all the prospective bidders by the Selection Committee through a notification of amendment in the website of the NIT, Srinagar. No clarifications will be entertained beyond the date of pre bid meeting. No extension of time will be given for submission of quotation on any account, beyond the last date for submission of tender.

**Contact person for Technical Queries: Dr. Abdul Liman, Dean Students Welfare
Contact No's: 9419536775, 7006378833**

Last date for submission of Tender: **8th November, 2017 upto 12 noon.**

Opening of Tenders: **8th November, 2017 at 3:00 pm** in the Office of the Dean (Students Welfare). Quotations received after the due date and time will be summarily rejected.

The NIT, Srinagar reserves the right to select any one of the options depending on the offers received. All are requested to quote the lowest possible amount for both the options.

CHAPTER 5: INSURANCE SCHEME AND COVERAGE REQUIRED

1. For our students, basic medical facilities are being provided at the in house NIT, Srinagar Medical Unit. For focused treatment, students are referred to nearby Govt. Hospital. Cases requiring advanced/ specialized / dedicated treatment are referred to Private Hospitals. The proposed mediclaim coverage should take into account hospitalization at the Govt. Hospitals and the Private Hospitals.

2. The Group Medclaim Insurance Policy is for all regular students of NIT, Srinagar subject to hospitalization only (for any duration).
3. The Insurance cover, with respect to hospitalization should be cashless. The list of empanelled hospitals covered under this policy should be provided.
4. Since the institute has students from other states also, the policy should also cover illness such as chicken pox, measles, jaundice (all types), for hospitalization since students affected cannot travel long distance for treatment at home.
5. The claim procedure should be given in detail with the quotation.
6. The total students' strength as on date is around 3000. It may increase or decrease depending on number of students admitted during the academic year. Data for inclusion of the new students in the Group Medclaim policy will be provided to the Insurance Company on 1st September after admission in the academic year. Total number of students in NIT, Srinagar and their age profile are tabulated below:

Course	Number of Students	Approximate Age
Undergraduate courses		
Postgraduate Courses and MS		
Ph.D		
Total students (tentative)	3000	

The total number of students indicated in the tender is tentative and may vary as per the demand of the NIT, Srinagar at the time of placing the order. The age band may vary marginally.

7. In general, the maximum age limit for students to be covered under the policy shall be 33 years. However, 0.5% of the total enrolment of students may be beyond 33 years and they shall also be covered without charging any extra premium.
8. **It is proposed to take Medclaim Policy with a sum assured of Rs.1, 00,000/ per student.** (Excluding students to be covered in point number 9 below). However, subject to our budget allocation, this may vary as 75,000 or 1, 00,000/- Hence the applicant bidders are advised to quote under different options.
9. **FOR A MAXIMUM OF 0.5 % OF THE TOTAL STUDENTS ENROLLED (i.e., FOR 30 STUDENTS), THE INSURANCE COVERAGE UNDER THE POLICY WOULD BE A MAXIMUM OF RS. 2 LAKH (TWO LAKH), ON FIRST COME FIRST SERVED BASIS. FOR COUNTING FIRST 30 STUDENTS, HOSPITALIZATION IN PRIVATE EMPANELED HOSPITALS ALONE SHOULD BE TAKEN INTO CONSIDERATION AND NOT HOSPITALISATION IN GOVT. HOSPITAL.**

10. **The Policy should cover reimbursement of all hospital expenses in any hospital upto Rs.1, 00,000/- per student with cashless hospitalization facility at network hospitals in the country during the policy period.**
11. The **ADD ON BENEFITS** required under the policy is tabulated under. The Premium rates for these add on benefits may be quoted separately.

Nature of Claim	Amount of Claim
Compensation for Accidental death of earning /non earning parents.	Reimbursement of Institute Fees including Hostel fees, for the remaining normal period of study.

12. Claim should be from the date of the Policy.
13. The room rent on hospitalization of the students would be restricted to a maximum of Rs. 1000 per day. The benefits of the policy on hospitalization are covered for any duration of hospitalization, subject to limit of sum insured for each student.
14. The claims would be processed without any TPA involvement.
15. Cashless facility 24 x 7
16. Periodic meeting to be held in the NIT, Srinagar campus, between officials of the Dean (Students Welfare) and the Insurance Company for review of cases / settlement of grievances.
17. Any other facilities that would be extended for the policy without additional premium may also be clearly stated in the bid.
18. The Policy should cover all the diseases i.e. both preexisting and post existing.
19. No separate or extra capping on overall doctor fees, medicine costs, surgeon fees.
20. If any additional conditions are applicable, the same may be specified in the quote
21. Cashless cards to all the students should be provided within one month of the start of the insurance cover.
22. Periodic monthly meeting to be held in Institute campus, between Dean (Students Welfare) and the Insurance Company for review of cases/settlement of grievances of the students.

Room rent Rs.1000 per day may likely to undergo revision, during the pre-bid meeting, after having discussion with the prospective bidders. Prospective bidders are requested to advise us, about the impact of room rent, if any, on the premium.

Chapter 6: GENERAL TERMS AND CONDITIONS

1. The annual premium quoted should be inclusive of all applicable taxes and duties for all the items. Other taxes/cess, if any, would have to be included in the premium. Any claim for increase in premium rates during the policy period on account of any reason whatsoever will not be entertained. There is no provision for foreclosure of the policy.
2. Extension of Contract: After the period of expiry of the policy, it can be extended on mutual consent for a further period of one year and on successful completion of the extended period of one year, for another period of one year. However this option can be exercised only by NIT, Srinagar. This extension is subject to the mutual agreement for the annual premium amount payable for the extended period.
3. Computation of L 1: The total premium mentioned in the financial bid-Annexure-B will be considered for computation of the lowest quoted (L 1) Insurance for each option separately.
4. Time is the essence of contract: The Insurer shall carry out and provide the services / settle the claims, if any as per the specifications and standards laid out within the stipulated time. Hence provision of services/ settlement of claim as per quality in time is the essence of the contract.
5. Conditional Tenders are liable to be rejected. However, NIT, Srinagar reserves the right to either accept or reject any of the quotations or conditions in the quotations submitted by the bidders without assigning any reasons thereof.
6. The successful Bidder after placement of order is required to enter an MOU/agreement with NIT, Srinagar. The terms and conditions of the Tender also form part of the MOU/agreement.
7. The quotations should be valid for a period of 60 days from the date of Tender Opening.
8. In case of any dispute, efforts will be made to mutually settle the dispute. In this regard, the decision of the Director, NIT, Srinagar is final.
9. Jurisdiction: All matters pertaining to this shall be subject to the jurisdiction of the courts in Srinagar only.

Dean (Students Welfare)

CHAPTER 7 : PRESCRIBED FORMAT FOR SUBMITTING PRICE BID

(A) Providing Group Medclaim policy for 3000 students approximately of NIT,Srinagar for the period from **1st December, 2017 to 30th November, 2017** as per the details of the Insurance Scheme:-

Mediclaime Sum Insured Per Student	Premium Amount (Including all taxes etc)
Rs.1,00,000	

(B) Providing Personal Accident Insurance Policy for 3000 students approximately of NIT, Srinagar for the period from **1st December, 2017 to 30th November, 2017** as per the details of the Insurance Scheme

Personal Accident Sum Insured Per Student	Premium Amount (Including all taxes etc)
Rs.1,00,000	

(C) Added Benefits, if any

Option	Benefit
Option 1	
Option 2	

Certified that no Brokerage/Agency/Consultation Charges have been/will be paid against the rates as this is direct transaction with the NIT,Srinagar.

We agree with all the details of the Insurance Scheme and the Terms & Conditions of the Tender.

Signature with Office Seal & Date

⁴ FOR A MAXIMUM OF 0.5 % OF THE TOTAL STUDENTS ENROLLED (i.e., FOR 30 STUDENTS), THE INSURANCE COVERAGE UNDER THE POLICY WOULD BE A MAXIMUM OF RS. 2 LAKH (TWO LAKH), ON FIRST COME FIRST SERVED BASIS.