



## **INDIAN INSTITUTE OF MANAGEMENT NAGPUR**

### **TENDER DOCUMENT**

**Group Mediclaim Insurance Policy (GMC) & Group Personal Accident Policy (GPA)  
for IIM Nagpur PGP Students**

#### **Pre-Qualification**

**Client**

Stores and Purchase Office  
Indian Institute of Management Nagpur - 440010  
Email : [procure@iimnagpur.ac.in](mailto:procure@iimnagpur.ac.in)  
Phone no. 0712-7102358, 0712-7102360

Sealed bids are invited from IRDA accredited Insurance companies OR authorized agencies for GMC & GPA policy for students of IIM Nagpur.

**Notice inviting Tender and Schedule of Events**

Clause No.	Title	Description
101	Bid for	Group Medclaim Insurance Policy (GMC) & Group Personal Accident Policy (GPA) for IIM Nagpur PGP Students
102	Reference no.	IIMN/143/SAO/2018-19/011 dated 15.05.2018
	Schedule of events	1. Enquiry to be published on institute website : 15.05.2018 2. Pre-bid meeting : 21.05.2018 at 03:30 PM 3. Last date for submission of bids : 29.05.2018 4. Opening of Pre-Qualification bid : 30.05.2018 at 11:00 AM 5. Opening of Price bid : 30.05.2018 at 04:00 PM
103	Name of the Bidding agency	
104	Bid format	The bid shall be submitted in two parts as given below. The two sealed envelopes (1 & 2) to be placed in a single envelope superscribed "Bid for GMC & GPA for IIM Nagpur PGP Students" and submitted by hand or by post / courier so as to reach IIM Nagpur before the last date as per schedule.
	Sealed Envelope 1	Superscribed "PQ Bid for GMC & GPA for IIM Nagpur PGP students" containing <ol style="list-style-type: none"> <li>1. Complete PQ document signed and stamped.</li> <li>2. Duly filled in Annexures A, B, C</li> <li>3. Legible copies of relevant supporting PQ documents as mentioned Annexure 'B' duly self-attested by bidder.</li> </ol>
	Sealed Envelope 2	Superscribed "Price Bid for GMC & GPA for IIM Nagpur PGP Students" containing Price Bid document – Completely filled signed and stamped
105	Late / Conditional Bids	Conditional bids not conforming to the PQ / requirements as per the bidding documents will not be considered.
		Bids received after the last date & time of submission will not be considered.

Clause No.	Title	Description
106	Bid evaluation	<ol style="list-style-type: none"> <li>1. PQ bids will be opened and agencies will be assessed based on company profile pre-qualification criteria. Technically qualified agencies as per criteria will be declared.</li> <li>2. Price Bids of only Pre-qualified agencies will be opened.</li> <li>3. Agency providing the services as per the institute's requirements &amp; coverage and with lowest total premium quoted against mentioned number of students in Table 1 will be awarded the contract.</li> </ol>
107	Rejection of bid(s)	IIMN reserves the right to reject any or all the tenders relating to the service under this Tender Document without assigning any reason whatsoever.
108	Force Majeure	If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.
109		The applicant must submit Annexure-A duly filled, signed and stamped.
109.1	Pre -qualification requirements	Agency to submit the documentary proof in support for the eligibility criteria mentioned in Annexure 'B' A simple undertaking by the agency for any of the above points shall not be considered for evaluation.
110	Precedence Clause:	In the case of any ambiguity in interpretation, the decision by IIMN authority on the interpretation of the entire contract terms and conditions will be final and binding to all.
111	Mathematical error	During the opening of price bids the quoted rates will be declared. However, during calculation verification if there is any error found in total amount, the agency will be called for clarifications. However, decision by IIMN authority on the interpretation of the entire contract terms and conditions will be final and binding to all.

<b>Clause No.</b>	<b>Title</b>	<b>Description</b>
112	Payment	Premium for the policy will be paid on submission of Proforma Invoice complete with the details of the group and coverage. Tender No. to be mentioned in the invoice for reference. Payment only by e-payment mode.

### **INSTRUCTIONS FOR SUBMISSION OF BIDS**

1. The price bids of only those bidders shall be considered for evaluation whose bid is determined to be technically acceptable to IIMN.
2. Price Bid submitted only in the given format will be accepted.
- 3 Any conditions / terms given in the bid by bidders on their own shall not be binding on the IIMN. All the terms & conditions will be as given herein and no change in any terms or conditions by the bidders will be acceptable.
- 4 Bidder signing the tender form or any other documents forming part of the contract on behalf of the Bidder shall be deemed to warranty that he has authority to bind the Bidder. If subsequently comes to light that the person so signed had no authority to do so, the IIMN may without prejudice to any other civil & criminal remedies cancel the tender and hold the Bidder liable for all costs, charges and damages.
- 5 In the case of any dispute, Director, IIMN shall be the sole arbitrator and his decision shall be final & binding on both the parties.
- 6 Any bid received by IIMN, after the deadline for submission of bids prescribed by the IIMN, shall be rejected and returned unopened to the bidder.
- 7 Any cutting/overwriting etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. The financial part in the bid shall always be both in figures and words. In case of discrepancy in words or figures, the amount least between the figure and word will be treated as final.
- 8 The bidders have to submit the price bid only as per the price schedule format as given above in this tender document. Any other format for submission of price bid shall be out rightly rejected without any further reference to the bidders.

**PARTICULARS OF BIDDER**

1	Name of the Bidder	
	a. Trade name	
	b. Status of the bidder (Company / Authorized agent)	
2	Postal address for communication	
3.	Telephone numbers	
4	Email address	
5	PAN No. (Enclose self-attested copy)	
6	GST No. (Enclose self-attested copy)	
7	Registration / License details (Enclose self-attested copy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/ as stipulated in the tender notice No IIMN/143/SAO/2018-19/011 dated 15.05.2018. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **GMC & GPA for students of IIM Nagpur** as per Price Bid.

Name of the BIDDER \_\_\_\_\_

Signature of authorized person \_\_\_\_\_  
With date

Official seal of BIDDER

**ANNEXURE B****ELIGIBILITY CRITERIA**

Sr.No.	Criteria	Complied (Yes / No)		Supporting Documents attached (Yes / No)	
1	Tender document duly signed on each page	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Bidder agency (Insurer) must be accredited with IRDA	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Authorized agent of the insurance agency with experience of more than 10 years	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Adequate experience in providing group insurance (Client list of the Insurer to be attached)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Cashless treatment in at least 4 major hospitals located in Nagpur. Name of such hospitals to be provided.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	24 x 7 TPA helpline available TPA details	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	A dummy copy of GMC & GPA policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

\*Supporting documents to be attached with Annexure B

### SCOPE OF COVERAGE AND TERMS & CONDITIONS

1. All the students of IIM Nagpur irrespective of age group will be included in the scheme.
2. The scheme should have provisions for new entrants in service to get coverage within 48 hours of communication from IIM Nagpur.
3. The agency shall comply with all the notifications issued by IRDA from time to time.
4. In case of failure in settlement of claims within the time frame, penalty will be enforced as per institute norms.
5. The period of contract will be initially for a period of One year.
6. Cashless facility should be provided in at least four major multi-specialty hospitals in Nagpur. Detailed list of these hospitals as well as all the network hospitals covered under the scheme to be provided with the bid.
7. There should be a dedicated helpline number (24 x7) from the TPA of Insurance company and the contact details to be furnished along with the bid.
8. For cases of reimbursement, the amount to be reimbursed directly to the individual preferably within 15 days from the date of submission of documents.
9. MIS reports including claims of individuals and details of settlement to be furnished to the institute on quarterly basis or as communicated by the institute.
10. The Mediclaim ID cards of the members should be issued by the TPA within 15 days after submission of names by the Institute.
11. Agency must share SOP for claim settlement procedures.
12. In case of any dispute arising out of this service contract, the jurisdiction will be Nagpur only.

#### **Earlier Policy Details:**

<b>Policy Type</b>	<b>Group Health</b>	<b>Group Accident</b>
Name of the insurance Agency for year 2017-18	United India Insurance Company Ltd	United India Insurance Company Ltd
No. of Lives	55 + 58 = 113	55 + 58 = 113
Premium	Rs. 3,06,763/- + Rs.3,01,020/-	Rs. 6,009/- + Rs. 5,890/-
Sum Insured	Rs. 2,00,000/- per student	Rs. 1,00,000/- per student
Policy start & end dates	9 <sup>th</sup> June 2017 to 8 <sup>th</sup> June 2018	9 <sup>th</sup> June 2017 to 8 <sup>th</sup> June 2018
Claim amount processed for year 2017-18 (till May 14, 2018 at 11:33am)(claim dump attached)	Rs. 1,80,657/-	Nil
No. of students who raised a claim	5 out of 113	0 out of 113

**ANNEXURE C**

**TECHNICAL BID**  
For **Group Health Insurance Policy** for IIM Nagpur students

<b>Details of the group to be insured</b>	
Group Name	Indian Institute of Management Nagpur
Location	Nagpur
Preferred Commence Date	10 June 2018
Period	One Year
<b>Insured Group Details</b>	
No. of Students as on 15 <sup>th</sup> June 2018 (Primary)	55 + ( 60 / 90 / 120)
Type of Policy	Group Health Insurance
Sum Insured	Rs.2,00,000/-
<b>Coverage and Benefits Details</b>	
30 Days waiting period	Waived
1 Year waiting period	Waived
Pre-Existing Diseases	Covered
Claim Intimation within 24 hrs & claim paper submission to TPA within 15 days from date of discharge from the hospital	Applicable
OPD	Excluded
30 days pre aand 60 days post hospitalization expenses covered	Covered
Other conditions	<ol style="list-style-type: none"> <li>1. New students shall be included in the policy from the date of joining the institute / students leaving the institute shall be deleted from the date of leaving.</li> <li>2. Prorata premium are to be charged / refund in case of addition or deletion</li> </ol>
TPA	Applicable
Service charge on medical bills	Should not be deducted from the claim or charged to the claim



Reference no: IIMN/143/SAO/2018-19/011 dated 15.05.2018

For **Group Personal Accident Policy** for IIM Nagpur students

<b>Details of the group to be insured</b>	
Group Name	Indian Institute of Management Nagpur
Location	Nagpur
Preferred Commence Date	10 June 2018
Period	One Year
<b>Insured Group Details</b>	
No. of Students as on 15 <sup>th</sup> June 2018 (Primary)	55 + (60 / 90 / 120)
Type of Policy	Group Personal Accident Policy
Sum Insured	Rs.1,00,000/-



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### **TENDER DOCUMENT**

**Group Medclaim Insurance Policy (GMC) & Group Personal Accident Policy (GPA)  
for IIM Nagpur PGP Students**

#### **Price Bid**

##### **Client**

Stores & Purchase Office  
Indian Institute of Management Nagpur - 440010  
Email : [procure@iimnagpur.ac.in](mailto:procure@iimnagpur.ac.in)  
Phone no. 07030937782,07767018721

**Price Bid**

**For Group Mediclaim Insurance Policy (GMC) & Group Personal Accident Policy (GPA)  
for IIM Nagpur PGP Students**

Name of the bidder :

Name of the Insurer :

**Premium Table 1 : -**

Sr.No	Minimum Number of students*	Quote Premium for GMC	Quote Premium for GPA
1	115		
2	150		
3	180		

**Age band of students – 22 yrs to 35 yrs**

Note: The quoted Premium includes GST as applicable

\*The bidder has to quote for the Group comprising minimum number of students as given in each case. Depending on the number of students forming the group, the agency quoting the lowest rates of premium will be awarded the contract. The actual premium will be worked out based on the final number of students forming the group.

Signature of Authorized Person :

Seal of the agency :