



## **INDIAN INSTITUTE OF MANAGEMENT NAGPUR**

### **TENDER DOCUMENT**

**For Group Health Insurance Policy for IIM Nagpur employees and family**

**members**

**Pre-Qualification**

#### **Client**

Stores & 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 Group Health Insurance policy for employees of IIM Nagpur and their family members.

### Notice inviting Tender and Schedule of Events

Clause No.	Title	Description
101	Bid for	Group Health Insurance policy for employees and their family members.
102	Reference no.	IIMN/143/2018-19/001 dated 02.04.2018
	Schedule of events	<ol style="list-style-type: none"> <li>1. Bid download from institute website www.iimnagpur.ac.in/procurement.php – 04.04.2018</li> <li>2. Pre-Bid meeting - 10.04.2018</li> <li>3. Last date for submission of bids - 16.04.2018 up to 06:00 PM</li> <li>4. Opening of PQ &amp; Technical Bids - 20.04.2018 at 11:00 AM</li> <li>5. Opening of Price Bids - 20.04.2018 at 04:00 PM</li> </ol>
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 Group Health Insurance Policy for IIM Nagpur" 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 Group Health Insurance Policy for IIM Nagpur" 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 Group Health Insurance Policy for IIM Nagpur" 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.

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 in Table 2 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.
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.

ANNEXURE – APARTICULARS 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/143/2018-19/001 dated 02.04.2018. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Group Health Insurance Policy for employees of IIM Nagpur and their family members** 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	Bidder agency (Insurer) must be accredited with IRDA		
2	Authorized agent of the insurance agency with experience of more than 10 years		
3	Adequate experience in providing group insurance (Client list of the Insurer to be attached)		
3	Cashless treatment facilities available in major hospitals in Nagpur. (List of network hospitals attached)		
4	24 x 7 TPA helpline available TPA details		

\*Supporting documents to be attached with Annexure B

### **SCOPE OF COVERAGE AND TERMS & CONDITIONS**

1. All the employees 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 extendable on mutually agreeable terms and conditions maximum up to three years. In case of extension, revised premium rates will be invited from the agency.
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 Medclaim 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.

**ANNEXURE C****TECHNICAL BID**

For Group Health Insurance Policy for IIM Nagpur employees and their family members

<b>Details of the group to be insured</b>		
No. of Employees as on 31 <sup>st</sup> March 2018 (Primary)	26	
No. of dependents	37	
Total No. of lives	63	
Definition of family	Employee, Spouse, two children	Dependency criteria as per GOI Medical attendance rules
Maximum age	Not applicable	
Floater	Yes	
Sum insured	Rs.5.00 lakh per year	

<b>Age Band</b>	<b>No. of Employees (Primary)</b>	<b>No. of dependents</b>
0-25	3	19
26-30	6	5
31-35	6	6
36-40	5	1
41-45	4	4
46-50	1	1
51-55	0	0
56-60	0	1
61-65	1	0
<b>Total</b>	<b>26</b>	<b>37</b>



Annexure C1

<b>Coverage &amp; Benefit details</b>		
		<i>To be filled by Bidder</i> Compliance (Yes / No) / Remarks
Name of the Insurer		
Hospitalization	Covered	
In-patient benefits	Covered	
Pre-existing diseases	Covered	
30 days Pre and 30 days Post hospitalization expenses	Covered	
Day Care procedures	Covered Please provide list of procedures covered with Annexure C1	
Maternity Benefit / New born baby	Covered	
Ambulance charges	Up to 1% of the sum insured	
Room Rent	a. Room rent and nursing expenses provided by the hospital / nursing home not exceeding 1% of the Sum insured per day. b. ICU expenses not exceeding 2% of the Sum insured per day.	
Disease wise capping	Should be attached with the bid document Annexure C1	
Waiting period	Waived	
Cashless facility	Applicable List of network hospitals to be attached with Annexure C1	

TPA	Yes. Details to be furnished	
Addition / Deletion of members	New employees joining the institute shall be included in the policy from the date of communication from the institute.	
	Employees retired / terminated / resigned from the institute shall be excluded from the policy from the date of communication from the institute.	
	Mid-term inclusion of family members due to change in composition of family to be covered	
	Pro-rata premium to be charged / refunded in case of additions / deletions	
Dummy copy of the policy as per requirements	To be attached with Annexure C1	



## **INDIAN INSTITUTE OF MANAGEMENT NAGPUR**

### **TENDER DOCUMENT**

**For Group Health Insurance Policy for IIM Nagpur employees and family  
members**

**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 Health Insurance Policy for IIM Nagpur employees and family members

Name of the bidder :

Name of the Insurer :

**Premium Table 1**

Age Band	Premium for coverage of 5 lakhs
0-25	
26-30	
31-35	
36-40	
41-45	
46-50	
51-55	
56-60	
61-65	

**Premium Table 2**

Sr.No	Particulars	Premium
1	Total Premium for the group as detailed in Annexure C. (Coverage of Rs.5.00 lakhs per employee - including family - for a period of One year)	
	GST as applicable	
	Total Amount	

**\*Total Premium quoted in Table 2 will be used for comparison of bids. Table 1 will be referred for premium to be paid / refunded for additions / deletions in members over the period of policy duration.**

Signature of Authorized Person :

Seal of the agency :