



NOTICE Inviting Tender for Student Group Insurance

Ref No: NIT Skm/ADSA/Student Medical Insurance/17-18/Nov

Date of floating: November 06, 2017

Date of closing: November 21, 2017 (05:00 pm)



Introduction

The National Institute of Technology, Sikkim 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 Sikkim **around 600 (Six hundred)** are pursuing their under graduate, post graduate and research studies in Engineering and science.
- Sealed Quotations are hereby invited from the interested IRDA registered **PUBLIC / PRIVATE SECTOR INSURANCE COMPANIES** for providing Group Mediciam Insurance as mentioned in technical bid.
- **No brokerage/agency/consultancy charges are allowed, as this will be a direct transaction between the Insurer and the NIT Sikkim.**

TECHNICAL BID

Scope of Insurance Coverage and submission of Rate inclusive all taxes per student:

The quotations are to be submitted for the Acceptance / Comments of the

Bidders Insurance Coverage of category i) Approximately 100 (Approx.) numbers of students period of one year and of category ii) Approximately additional 500 (Approx.) numbers of students for the period of two years to be provided for the events / incidents as detailed below.

A list comprising Name, Roll Number and Date of Birth of students for both the categories mentioned at (i) and (ii) above will be sent to the Insurer electronically (as attached file over e-mail) in batches as and when the registration of a group of students are completed . The insurer **MUST** start the coverage on the day the Email is received by the Insurer for the particular group of students whose list has been received.

Event / Incidents for which the Insurance Coverage will be given Acceptance / Comments of the Bidders:

1. Standard Group Medical Insurance with cashless facility: Sum to be insured minimum ₹ 1.0 lakh only.
2. Cost of studying in case of death of parent: sum to be insured minimum ₹ 1.0 lakh only.



Terms and conditions relating to the Insurance Coverage for the Event / incidents detailed in Sl. Nos. 01 to 02 of page no 2.

- a) A list comprising Name, Roll Number and Date of Birth of students for both the categories mentioned at (i) and (ii) above will be sent to the Insurer electronically (as attached file over e-mail) in batches as and when the registration of a group of students are completed. The insurer MUST start the coverage on the day the Email is received by the Insurer for the particular group of students whose list has been received
- b) There should not be any type of deduction of claim amount on Items such as bed charges, doctors, fees, MRI charges, registration fee, charges for X-Ray, Sonography for short duration treatments for investigation. Treatment for orthopaedics, dental should also be included. Doctor's fees and diagnostic charges should be payable even if there is no hospitalization and no disease is detected.
- c) Cashless admission and treatment is to be provided throughout the country in insurer approved hospital/nursing home in every case with the student's Identity Card issued by NIT Sikkim or all claims are required to be settled within 30 days from the date of receiving the claims from the Institute form the Insurer's end. Payment for reimbursement should be made in favour of the student by at par cheque with due approval from the Institute authority.
- d) Claims on photocopy of prescription have to be made when the treatment is required to be continued on recommendation of the institute.
- e) If any discrepancy/dispute arises to settle any claim or any dispute or disagreement between the parties the same will be settled by the court under jurisdiction of Sikkim.

Technical Bid should additionally 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 specially Sikkim, Siliguri (WB) in addition to rest of India.
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 like NITs, IITs, and Central Universities**) 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 IRDA.
13. Settlement procedure in detail including maximum period of time required for settlement.
14. Along with the bid the Insurance Company should deposit in Hard Copies, the following Documents)
 - i) Experience Certificate: **At least of (05) Five years covering NITs, IITs, Centrally funded universities/ Institutes.**
 - ii) IRDA license to conduct Group Mediclaim-cum-Personal Accident Insurance business attested by a Gazetted Govt. Officer.
 - iii) Solvency Certificate as fixed or recommended by IRDA
 - iv) All documents / any of the documents so deposited can be called for any time at any stage from a bidder in original copies. Any discrepancy / divergence in the documents will lead to rejection of such bid submitted by the concerned bidder. Notice Inviting Tender can be downloaded from the www.nitsikkim.ac.in .
 - v) Experience Certificate: Proof of covering a minimum 2000 persons under Group Mediclaim -cum-Personal Accident Insurance in any 1 year during last (05) Five years.
 - vi) A dummy copy of Group Health Insurance policy.
 - vii) 24X7 helpline of TPA along with contact details of TPA.
 - viii) **GST registration documents.**
 - ix) **The Director of NIT Sikkim may accept or reject any or all the bids in part or in full without assigning any reason. The Institute at its discretion, may change the duration of the insurance at any time before Order for insurance.**
 - x) MOU will be signed with NIT Sikkim and the qualified insurance company and terms & condition shall be finalized by mutual discussion between both parties.

Financial Bid format: -

Insurance Package	Premium including taxes	Sum insured
Group Medical insurance per student (Category i) for one year		
Group Medical insurance per student		



(Category ii) for two years,		
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Student for two **categories**:

i) approx. 100 students during for one year and of

ii) approx. additional 500 students during two year

Premium per Student should be included with **all the applicable taxes**.

Rate of premium per student along with technical documents addressing Director NIT Sikkim in sealed envelope to be sent by November 21, 2017 (05:00 pm) to Dean In Charge (Student Affair), NIT Sikkim, Ravangla, South Sikkim 737139.

Issued By:

Dean in Charge (Student Affair)

NIT Sikkim, Ravangla, South Sikkim 737139