

NOTICE INVITING TENDER (NIT)

FOR

GROUP HEALTH

INSURANCE POLICY FOR GROUP HEALTH AND

PERSONAL ACCIDENTAL INSURANCE FOR THE

STUDENTS OF IIM JAMMU

Tender Document can be downloaded from following websites:

<http://www.iimj.ac.in/tender-and-notice>

<https://www.eprocure.gov.in/epublish/app>

Address To:

Chief Administrative Officer

Indian Institute of Management Jammu

Jagti, Jammu - 181221

NOTICE INVITING TENDER (OFFLINE Mode)

GROUP HEALTH AND PERSONAL ACCIDENTAL INSURANCE POLICY FOR STUDENTS OF IIM JAMMU.

NIT Ref No: IIMJ/NIT/GRP-INSUR-STU/2024-25/05

Dated: 21.06.2024

Indian Institute of Management Jammu, an autonomous body, under the Ministry of Education, Government of India invites tenders for GROUP HEALTH AND PERSONAL ACCIDENTAL INSURANCE POLICY FOR STUDENTS OF IIM JAMMU under two bid system Technical Bid (Part-I) & Financial Bid (Part-II). **Public Sector Insurance Companies (PSU)** meeting the eligibility criteria as per tender document may submit their Bids complete in all respect.

TENDER SCHEDULE/ BID-DATA SHEET:

Date of Issue/Publishing	:-	25.06.2024
Start date and time of submission of Bid	:-	25.06.2024
Last Date and Time for Uploading of Bids	:-	05.07.2024 till 03:00 PM
Date and Time of Opening of Technical Bids (Cover-I)	:-	05.07.2024 @ 4:30 PM
Date of Opening of Financial Bids (Cover-II)	:-	Shall be Communicated after the technical evaluation.
Number of Covers	:-	02 (Two)- Cover-I (Technical Bid) and Cover-II (Financial Bid)
Contact detail	:-	Chief Administrative Officer, 0191-2585835, cao@iimj.ac.in , Purchase Department: 0191-2585837, purchase@iimj.ac.in
Bid Validity	:-	120 days from the date of opening of financial bid

Note:

- (i) Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions.

- (ii) The bidders are requested to read the tender document carefully and ensure compliance with all specifications /instructions herein. Non-compliance with specifications/ instructions in this document may disqualify the bidders from the tender exercise.
- (iii) In case, the last date of receipt of tenders and / or the day of opening of tender is declared as a Public Holiday or there is non- functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose at same time. No separate intimation will be given.

Chief Administrative Officer
IIM Jammu

1. BACKGROUND:

- 1.1 Indian Institute of Management Jammu, hereinafter known as IIM Jammu is one of the Institutions of National Importance (INIs) in India governed by the Indian Institute of Management Act 2017 under the Ministry of Education (MOE), Government of India. The Institute imparts quality/ world class education in Management and conducts MBA program, IPM Program, Doctoral level programmes and executive training programs in all the functional areas of Management.
- 1.2 IIM Jammu is operating from its permanent campus at Jagti, the 200 acres of state-of-the-art campus at Jagti, 14 Kms. from Jammu City, about 16 Kms from Jammu Railway Station and 18 Kms. from Jammu Airport. The proposed Campus is a blissful mix of modern architecture, culture and heritage of Jammu and Kashmir.
- 1.3 IIM Jammu is also operating from its temporary campus at the Old University Campus, Canal Road, Jammu, since August 2016.
- 1.4 IIM Jammu is also operating its transit Satellite campus for Executive's Education Programs at Pohroo Chowk, Nowgam Bypass, Srinagar-190015 J&K.
- 1.5 The Indian Institute of Management (IIM) Jammu is making efforts to provide medical and health services to its students within the overall framework of the institute. The Group Health and Personal Accidental Insurance Plan could be a way of overcoming financial hardships¹⁰⁶³, improving access to quality medical care and providing financial protection against high end medical expenses. The Group Health and Personal Accidental plan for the welfare of IIM Jammu Students attempts to address such issues.

In view of this, the Institute invites bids from accredited Insurance companies or authorized insurance service providers dealing with "Group Health and Personal Accidental Insurance" for implementation for providing life risk with natural / accidental cover and Insurance plan to the employees of IIM Jammu.

2. SCOPE OF WORK:

- 2.1 The Sum Assured / Group Insurance Coverage is required for all regular employees and contractual employees appointed for the period of One year and shall remain covered if the contract is further extended/ the policy is renewed.
- 2.2 Age Group – Entry Age – 18 Years, Maturity Age/ Insurance Coverage – Up to the Date of retirement/ Date of expiry of Contract including extensions.
- 2.3 The details of approximate strength to be covered and sum insured (SI) are given below:

TABLE – A			
Sr. No	Category	Approx. Member Strength*	Sum Insured (SI) per member
01	Students	1063**	Rs. 1,00,000/-

**533 students are insured till Oct 2024; their insurance will be renewed.

*Strength of members may increase or decrease in due course of time due to joining / leaving of students, if any.

Details of Coverage and Benefit Required under proposed policy:

i.	Type of Policy (Floater/ Individual):	Individual for Students as per rule.
ii.	Sum Insured Band	Rs. 1,00,000/- for Students
iii.	Period of Policy	Initially for a period of one year. Renewal of policy may be done on yearly extension basis subject to satisfactory performance of the insurer and approval of the competent authority IIM Jammu.
iv.	In-Patient Treatment including Critical Illness, Surgery and Treatment:	To be covered fully
v.	Day Care Treatment: (Surgeries/Treatments/procedures which require less than 24 hours hospitalization as an inpatient due to subsequent advancement in technology)	To be covered fully
vi.	Reimbursement of Pre & Post Hospitalization Expenses:	30 Days Pre-Hospitalization expenses & 60 Days Post-Hospitalization expenses are to be covered fully
vii.	Domiciliary Hospitalization	To be covered fully
viii.	Waiting period of 30 days, 1 year, 2 years and 4 years:	To be waived fully
ix.	Sub- limits	a) Room Rent, boarding and nursing expenses as provided by the Hospital not exceeding 3% of Sum Assured. b) Intensive Care Unit (ICU) / Intensive Cardiac Care Unit (ICCU) expenses not exceeding 6% of Sum Assured. c) Ambulance service not exceeding 2% of the Sum Insured, Reasonably and Medically necessarily incurred for shifting any Insured person to Hospital for admission in Ward or ICU, or from one Hospital to another Hospital for better medical facilities, or Hospital to home.
x.	Sub Limits on Medical Expenses/Illness/Surgeries/ Procedures	No Disease wise sub-limit is allowed
xi.	Co-Payment	No Co-Payment is allowed
xii.	Cashless facility in Network Hospitals and Reimbursement in Non-network Hospitals	As applicable
xiii.	Surgeon, Doctor, Anesthetist, medical practitioner, Consultants special fees per illness	No restriction
xiv.	Anesthesia, Blood, Oxygen, OT Charges, Surgical Appliances, Medicines, Drugs, Diagnostic Material, X-Ray & Dialysis, Chemotherapy, Radiotherapy, cost of	No restriction

	Pacemaker, Artificial Limbs and cost of stent & Implant etc.	
xv.	Corporate Buffer Insurance Coverage	Upto Rs.5 lakh.
xvi.	Personal Accidental Insurance	Accidental Death Insurance, Permanent Total Disability, Partial Total Disability must be covered.
xvii.	<p>Other conditions:</p> <ol style="list-style-type: none"> a) There shall be a dedicated helpline (24 x7) from the TPA of Insurance / In house TPA available and the contact details including the name of contact person, contact numbers and postal/email address, shall be furnished. However In-house TPA will be preferred. No extra payment is to be made by the institute to the Insurer for engaging a TPA. b) The response time by the TPA at the time of admission shall be maximum upto 6 hours c) The Medclaim ID cards of the members should be issued by the TPA within 15 days after submission of names by IIM Jammu. d) The scheme should have provision for addition/deletion of students on pro rata basis. Presently IIM Jammu takes admission of new students during June/July of every year. Midterm inclusion/deletion of members are allowed subject to the confirmation of IIM Jammu Authority. e) The mid joiner students to be covered from day 1 (the date of joining) irrespective of immediate payment of premium (Addition & Deletion to be declared for each month and within 15 days of succeeding month). Premium for addition/deletion will be charged/refunded on pro rata basis. f) Any bonafide mistake of additions/deletions in monthly statement will be rectified as per institute's records. g) No sub-limit/disease wise sub-limit/co-payment/hidden charges/broker or agent charges are allowed under the proposed policy. Any such conditions will not be entertained, and bids of such bidders will be rejected straightway. h) Cashless Access Service: The insurer has to ensure that all the members are provided with adequate facilities so that they do not have to pay any deposits at the commencement of the treatment or at the end of the period in the network hospital of the Insurer subject to the allowable limit. In other cases, all reimbursement of claim must be settled within 30 days of submission of final bill. Query against the submitted bill if any must be raised within a week by the TPA and no incremental queries are allowed after claim submission. i) 100% of admissible claim should be reimbursed irrespective of treatment taken in different zone within India. j) If there is any reimbursement to the students/beneficiaries of the scheme, the same should be paid directly to the students within 10 days on receipt of bills, the service provider shall be responsible for ensuring the smooth process. In case of failure in settlement of claims within the time frame, the penalty will be enforced as per Institute norms. k) Submission of claims should be allowed up-to 30 days from the date of discharge from the Hospital / Nursing Homes. l) Original Reports/papers are to be returned to the Institute/Students after claim settlement. m) In case of any unsatisfactory service, suitable penalty as deemed fit to be decided by the competent authority of IIM Jammu shall be levied after issuing notice/ giving chance to the service provider for rectification. n) The service provider should provide quarterly Claim/ Settlement MIS report to the institute to monitor the same. 	

Criteria to participate in the NIT:

1.1. Eligibility Criteria:

- a) The bidder should be registered with the Insurance Regulatory Development Authority of India (IRDAI) and have valid license to carry out group health insurance and Personal Accidental policy in India. A copy of a valid registration certificate and license issued by the competent authority is to be enclosed as proof.
- b) The bidder should have a registered Divisional Office / Branch Office in Jammu. A valid document in support of Divisional Office / Branch Office as well as the details of Point of Contract (POC) for the institute on behalf of the bidder is to be submitted by the bidder.
- c) The bidder should have a valid PAN & GST registration number.
- d) The bidder should have not been debarred/blacklisted/should have not been terminated /ceased without completing the entire duration of policy period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, CFTIs etc. during past five years from the last date of submission of bids.

2. General Terms and Conditions:

- a) **Submission procedure:** Technical bid and financial bid should be kept and sealed in a separate cover / envelope. The two envelopes are to be put in a bigger envelope, sealed and super-scribed as “Bid for Group Health and Personal Accidental Insurance Policy for IIM Jammu Students” with Reference No. of NIT.
- b) Technical bid comprises the documents in support of eligibility criteria and as per Annexure- I.
- c) Financial Bid: The premium should be quoted as per the Format given. The bidders are advised to quote their premium in Indian Rupees (INR) only. The bidder shall not tamper/modify manner, NIT will be completely rejected. Goods and Service Tax has to be separately quoted. The Financial Bids of only those firms qualifying the technical evaluation will be considered.
- d) Tender forms containing 'over written' or 'erased' rate or rates and amount not shown in figures and words in English are liable to rejection.
- e) The bidder should sign on each page of the document.
- f) Proposal which is not in conformity with the requirement of the institute shall be rejected, without assigning any reason whatsoever.
- g) Proposal sent by FAX or mail shall not be considered for evaluation.
- h) No subsequent increase in premium rates (Except Taxes) will be allowed under any circumstances during policy period of one year.
- i) The bidder is expected to examine all instructions, Forms, Annexures, Terms & Conditions in the NIT document. Failure to furnish all information required by the NIT document or submission of a NIT not substantially responsive to the NIT document in every respect will be at the bidder’s risk and may result in rejection of his bid.
- j) No alterations should be made in any of the contents of the bid document by scoring out/removing any pages online/editing the contents of the bid document etc. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms & conditions listed in this part are liable to be rejected.
 - i. The bid document and the enclosures as well as all correspondence and documents shall be written in English language. All the columns of the NIT document must be filled in and no column should be left blank. “NIL” or “Not Applicable” should be marked, where there is nothing to report.
 - ii. No alteration shall be made by the bidder in the NIT.
 - iii. More than one bid from the same company shall disqualify the insurance provider.

iv. Joint Ventures are not allowed to bid.

- v. Opening and Evaluation of Bids: The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.
- vi. The bidders may depute their authorized representatives to remain present during the bid opening process subject to submission of valid authorization letter in the name of the representative to attend the bid opening process.
- vii. Selection of successful bidder: Both the technical and financial bids will be opened on same date/time as per the schedule given above. After evaluation of bids, the bidder who is technically qualified as well as quotes the lowest premium amount in total shall be declared as the successful service provider. In the event of receiving more than one financial bid quoting the same premium amount, the final selection of successful bidder shall be made in the following manner.
 - a) **The one with the highest turnover during the last 3 years put together.**
 - b) **If more than one bid has the same total turnover, then by “Draw of Lots”.**
- k) The bid shall remain valid 90 (Ninety) days from the date of opening of bids.
- l) IIM Jammu reserves the right to accept /reject any bid(s) either in full or in part without assigning any reasons thereto. In the event of any ambiguity in the policy proposal with regard to any aspect, the interpretation of IIM Jammu shall be final and binding on the “Insurer”. Acceptable bids will be evaluated on the basis of fulfilling eligibility criteria and valid quoted premium rates.
- m) Proposal, who do not fulfil any of the above conditions, not in prescribed format, unsigned or are incomplete in any respect or conditional bids are liable for rejection.
- n) The service provider shall not sublet the policy or transfer the policy to any other insurer/agency or person in any manner.
- o) Any act on the part of the bidder to influence anybody in the institute is liable to rejection of his bid.
- p) Canvassing/marketing /offering promotional services etc. in any form whether directly or indirectly in connection with the tender is strictly prohibited and the tenders submitted by the Insurance companies who resort to canvassing will be liable for rejection without any further reference.
- q) IIM Jammu reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.
- r) The application for tender does not entitle any tenderer for automatic grant of award.
- s) Tender documents as submitted by a tenderer shall become the property of IIM Jammu and IIM Jammu shall have no obligation to return the same to the tenderer.
- t) Dispute Resolution: In the event of any dispute or differences arising under this NIT, the decision of the Director, Indian Institute of Management Jammu shall be final and binding on both the parties. The decision of IIM Jammu will be the final in all respect.
- u) Applicable Law: The Court of Jurisdiction shall be Jammu for all such purposes.

TECHNICAL BID

(To be submitted on the letterhead of the bidder)

Date:		
NIT for: GROUP HEALTH AND PERSONAL ACCIDENTAL INSURANCE POLICY FOR STUDENTS OF IIM JAMMU NIT Ref. NO: NIT Ref No: IIMJ/NIT/GRP-INSUR-STU/2024-25/05		
Name of the Bidder/Insurer:		
Correspondence Address:		
Tel/Mob No.:		
Email Id:		
Copies of all supporting documents duly signed and stamped by the bidder in support of below particulars must be attached along with this checklist		
Sr.No.	Particulars	Details/ Compliance (Y/N)
1.	The bidder should be registered with the Insurance Regulatory Development Authority of India (IRDAI) and have valid license to carry out Group Health and Personal Accidental insurance policy of India. Copy of valid registration certificate and license issued by IRDAI is to be enclosed as proof.	
2.	The bidder should have a registered Divisional Office / Branch Office in Jammu. Valid document in support of Divisional Office / Branch Office in Jammu as well as the details of Point of Contact (POC) for the institute on behalf of the bidder is to be submitted by the bidder.	
3.	The bidder should have valid PAN & GST registration number.	
4.	The bidder should have not been debarred/blacklisted/ should have not been terminated/ ceased without completing the entire duration of policy period by any Central/State Govt. Department, Public Sector Undertakings, autonomous bodies, Academic Institutions, CFTIs etc. during past five years from the last date of submission of bids. (Annexure-III)	
5.	Bid Forwarding Letter as per Annexure	
6.	Power of Attorney/Authorization Letter, if bid is submitted by the authorized representative of the firm (on the Letterhead of the bidder)	
7.	Duly signed and stamped of the entire bid document along with its addendum/corrigendum, if any	

Declaration

I/we..... (Name of the Authorized Representative of Bidder) of.....(Name of the bidder/insurer) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in NIT document.

Place & Date:

(Name & signature with stamp of the bidder)

BID FORWARDING LETTER
(To be submitted on the letterhead of the bidder)

Date: _____

To

Chief Administrative Officer
Indian Institute of Management Jammu
Jagti, Jammu (J&K) – 181221 India

Sub: NIT for Group Health and Personal Accidental Insurance Policy for Students of IIM Jammu, NIT Ref. No: NIT Ref No: IIMJ/NIT/GRP-INSUR-STU/2024-25/05.

Sir,

I/We hereby confirm and declare that I/We have carefully studied the NIT documents therein and undertake myself/ourselves to abide by the terms & conditions laid down in the NIT document.

I/We also keep the offer open for 90 (Ninety) days from the date of opening of bids.

Yours faithfully

(Name & signature with stamp of the bidder)

SELF-DECLARATION ABOUT NON-BLACK-LISTING
(To be submitted on the letterhead of the bidder)

Date: _____

To

Chief Administrative Officer
Indian Institute of Management Jammu
Jagti, Jammu (J&K) – 181221 India

Sub: NIT for Group Health and Personal Accidental Insurance Policy for Students of IIM Jammu, NIT Ref. No: IIMJ/NIT/GRP-INSUR-STU/2024-25/05.

Sir,

In response to NIT under reference, I/we hereby declare that presently our company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past five years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our performance security may be forfeited in full and the NIT, if any to the extent accepted may be cancelled.

Yours faithfully

(Name & signature with stamp of the bidder)

FINANCIAL BID

(To be submitted on the letterhead of the bidder)

Date:	
NIT for: GROUP HEALTH AND PERSONAL ACCIDENTAL INSURANCE POLICY FOR STUDENTS OF IIM JAMMU NIT Ref No: IIMJ/NIT/GRP-INSUR-STU/2024-25/05 DATED 21.06.2024	
Name of the Bidder/Insurer: Correspondence Address: Tel/Mob No.: Email Id:	

(a)	(b)	(c)	(d)	(e)	(f)
Sr. No	Particulars	No of Members/Lives	Premium Amount Per Member (Rs)	Total Premium Amount [C*D] (Rs.)	In Words
1.	Premium for Students	1063*			Rupees _____

Note:

1. The premium amount quoted above will remain unchanged throughout the policy period.
2. In the case of extension of policy for less than one year, premium will be charged on pro rata basis.
3. GST will be extra as per the rules.

*533 students are insured till Oct 2024; their insurance will be renewed. Strength of members may increase or decrease in due course of time due to joining / leaving of students, if any.

DECLARATION

I/we..... (Name of the Authorized Representative of Bidder) of.....(Name of the bidder/insurer) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in NIT document.

Place & Date:

(Name & signature with stamp of the bidder)