



**National Institute of Technology,  
Tiruchirappalli-15  
OFFICE OF THE DEAN (STUDENTS WELFARE)**

**Tender Number: NITT/ Dean (SW)/ Students Insurance/ 2016-17 dated 8<sup>th</sup> March 2016**

**Notice inviting Quotation for Group Medclaim Insurance with or without add on benefits  
and Personal Accident Insurance**

**Chapter 1: Introduction**

- The National Institute of Technology, Tiruchirappalli (NITT) 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 NITT **over 5,900 (Five thousand Nine hundred)** are pursuing their under graduate, post graduate and research studies in Engineering.
- Presently NITT is having a Group Medclaim Insurance Policy and Personal Accident Insurance Policy for its students which are valid up to the end of March 2016.
- Sealed Quotations are hereby invited from the interested IRDA registered **PUBLIC SECTOR INSURANCE COMPANIES** for providing Group Medclaim Insurance with or without add on benefits and Personal Accident Insurance to the students for one year from 27<sup>th</sup> March 2016 to 26<sup>th</sup> March 2017.
- **No brokerage/agency/consultancy charges are allowed, as this will be a direct transaction between the Insurer and the NITT.**

**CHAPTER 2: BASIC ELIGIBILITY CRITERIA FOR SUBMITTING BIDS**

1. The Nationalized / Public Sector Insurance Insurance Company 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 Tiruchy and Chennai
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,  
Thuvakkudi,  
Tiruchirappalli-15,  
Tamil Nadu**

### CHAPTER 3: PRE BID MEETING

*It is proposed to conduct a Pre - Bid meeting on **Tuesday 15<sup>th</sup> March 2016** at 11 a.m (Venue: Administrative Building, NITT). 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.*

*View above, prospective bidders are advised to submit their doubts/ questions/ clarifications, if any, through Mail, (Mail ID: **soundararajan@nitt.edu**) before the date of Pre bid meeting. Further, on the date of the meeting, the questions/doubts/ clarifications may be given in writing.*

*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 NITT. 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: G.Soundara rajan, Deputy Registrar (Stores and Purchases) Land Line number: 0431 2503096 Cell Number 9486001109**

Last date for submission of Tender: **Wednesday 23/3/2016** upto 3.00 P.M

Opening of Tenders: **Wednesday 23/3/2016 at 3.30 P.M** at the office of the Dean (Students Welfare) Quotations received after the due date and time will be summarily rejected.

The NITT 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 4 : INSURANCE SCHEME AND COVERAGE REQUIRED

1. For our students, Basic medical facilities are being provided at the in house NITT hospital. For focused treatment, students are referred to nearby BHEL Hospital and out of goodwill gesture, BHEL, a public sector undertaking is extending their medical facility to our students. Cases requiring advanced/ specialized / dedicated

treatment are referred to Private Hospitals. The proposed mediclaim coverage should take into account hospitalization at the BHEL Hospital and the Private Hospitals.

2. The Group Mediclaim Insurance Policy is for all regular students of NITT, 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 5900. It may increase or decrease depending on number of students admitted during the academic year 2016-17. Data for inclusion of the new students in the Group Mediclaim policy will be provided to the Insurance Company on 1<sup>st</sup> September after admission in the academic year. Total number of students in NITT and their age profile are tabulated below:

Course	Number of Students	Approximate Age Band
Undergraduate courses	3,728	17 - 21
Postgraduate Courses and MS	1,693	22-26
Ph.D	479	23-33
Total students (tentative)	5,900	

The total number of students indicated in the tender is tentative and may vary as per the demand of the NITT 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 Mediclaim Policy with a sum assured of Rs.50,000/ 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 BHEL HOSPITAL.**

10. The Policy should cover reimbursement of all hospital expenses in any hospital upto Rs.50,000/- per student with cashless hospitalization facility at network hospitals in the country during the policy period. Reimbursement of all medical expenses including hospitalization charges at any hospital due to accidents upto Rs.50,000/ per student with cashless hospitalization facility in Network hospitals.
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 parents	Waiver 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<sup>1</sup> 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 NITT 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 include 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.

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<sup>11</sup> **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 5: Claim Ratio for Medclaim Policy

Particulars	2014-15	2015-16
Period of Insurance Cover	27 <sup>th</sup> March 2014 to 26 <sup>th</sup> March 2015	27 <sup>th</sup> March 2015 to 26 <sup>th</sup> March 2016
Insurance coverage for	5713 students	5806 students
Per student Sum Assured for Medclaim Insurance	Rs.75,000	Rs.75,000
Premium Paid for Medclaim Insurance	Premium Rs.18,66,029 Service tax Rs. 2,30,642 <b>Total Rs.20,97,671</b>	Premium Rs.14,26,180 Service tax Rs. 1,76,276 <b>Total Rs.16,02,456</b>
Insurance Premium paid - Per thousand/ Per student amount	<b>Rs.4.89 per thousand / per student</b>	<b>Rs.3.68 per thousand / per student</b>
Claim Lodged with Insurance Company	2.01 lakh	2.58 lakh
Number of claims lodged with Insurance Company	Less than 11 claims	13 claims
Claim Ratio	<b>9.59% of the premium paid</b>	<b>16% of the premium paid</b>

**IMPORTANT NOTE: DURING THE LAST 10 YEARS OUR CLAIM RATIO RANGED BETWEEN 10% TO 18% ONLY.**

### Premium Paid for Personal Accident Insurance

Particulars	2014-15	2015-16
Period of Insurance Cover	27 <sup>th</sup> March 2014 to 26 <sup>th</sup> March 2015	27 <sup>th</sup> March 2015 to 26 <sup>th</sup> March 2016
Insurance coverage for	5713 students	5806 students
Per student Sum Assured for Personal Accident Insurance	Rs.75,000	Rs.75,000
Premium Paid for Personal Accident Insurance	<b>Rs.1,88,528 (including service tax)</b>	Rs.1,91,598 (including service tax)
Insurance Premium paid - Per thousand/ Per student amount	<b>Rs.0.44 per thousand / per student</b>	<b>Rs. 0.44 per thousand / per student</b>
Claim Lodged with Insurance Company	No claim	Only one claim

## Chapter 6 : GENERAL TERMS AND CONDITONS

1. The annual premium quoted should be inclusive of all applicable taxes and duties for all the items. It is hereby clarified that only service tax would be payable extra and the service tax should be mentioned in the column provided in the financial bid document. Other taxes/cess, if any, would have to be included in the premium. It is also clarified that any change in the service tax (increase/decrease) would be dealt with at actual. 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 NITT. This extension is subject to the mutual agreement for the annual premium amount payable for the extended period.
4. 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.
8. 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.
9. Conditional Tenders are liable to be rejected. However, NITT 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.
10. The successful Bidder after placement of order is required to enter an MOU/agreement with NITT. The Terms and Conditions of the Tender also form part of the MOU/agreement.
12. The quotations should be valid for a period of 60 days from the date of Tender Opening.
13. In case of any dispute, efforts will be made to mutually settle the dispute. In this regard, the decision of the Director, NITT is final.
14. Jurisdiction: All matters pertaining to this shall be subject to the jurisdiction of the courts in Tiruchirappalli only.

Dean (Students Welfare)

**CHAPTER 7 : PRESCRIBED FORMAT FOR SUBMITTING PRICE BID**

**(A) Providing Group Medclaim policy** for 5900 students of NITT for the period from 27/03/2016 to 26/03/2017 as per the details of the Insurance Scheme:-

Option	Medicclaim Sum Insured per student	Premium Amount	Service Tax Amount	Total Premium (both in figures as well as in words)	Per Thousand/ per student
Option 1	Rs.50,000 <sup>2</sup>				
Option 2	Rs.75,000 <sup>3</sup>				
Option 3	Rs.1,00,000 <sup>4</sup>				

**(B) Providing Personal Accident Insurance Policy** for 5900 students of NITT for the period from 27/03/2016 to 26/03/2017 as per the details of the Insurance Scheme

Option	Personal Accident Sum Insured per student	Premium Amount	Service Tax Amount	Total Premium (both in figures as well as in words)	Per Thousand/ per student
Option 1	Rs.50,000				
Option 2	Rs.75,000				
Option 3	Rs.1,00,000				

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

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

**Signature with Office Seal & Date**

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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.