

(An Institute of National Importance under the Department for Promotion of Industry & Internal Trade, Ministry of Commerce & Industry, Government of India)
Acharpura, Eint Khedi, Bhopal-462038

Bid Reference No.	NIDMP/1-90/259/2021-22/01
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REQUEST FOR INVITING QUOTATION FOR STUDENT GROUP MEDICAL INSURANCE POLICY & STUDENT ACCIDENTAL INSURANCE POLICY

On behalf of the Director, National Institute of Design, Madhya Pradesh (NID MP), sealed quotations are invited from IRDAI (Insurance Regulatory and Development Authority of India) registered and accredited companies for **STUDENT GROUP MEDICAL INSURANCE POLICY & STUDENT ACCIDENT INSURANCE POLICY**. Interested and eligible companies may submit sealed Bids as per the attached format.

Quotations are to be submitted in three envelopes. First envelope super-scribing '**Technical Bid**' (Annexure – I) should contain the terms & conditions of the bid duly signed and sealed in all pages and the eligibility criteria with supporting documents. Second envelope super-scribing '**Financial Bid**' should contain a financial bid in the prescribed format in Annexure-II duly filled-in, signed and sealed. The two envelopes are to be put in a bigger envelope (3rd envelope) super-scribing as "**Bid for Student Group Medical Insurance Policy & Student Accidental Insurance Policy**". Bidder can download the bid document and further amendments, if any, for free on www.nidmp.ac.in and submit the same on or before the last date of submission of bid.

Important dates & time:

Sr	Particulars	Date	Time
1	Date of Publication of Bid & Bid Submission Start Date	19/07/2022	05:00 pm
2	Pre bid meeting date & time	22/07/2022	11:00 am
3	Last date & time for submission of envelope containing separately sealed technical and financial bids	02/08/2022	11:00 am
4	Date & time of opening of Technical Bids at NID MP	03/08/2022	03:00 pm
5	Date & time of opening of Financial Bids at NID MP	To be notified later	11:00 am

The bids/offers received after the due date and time mentioned above will not be entertained under any circumstances. Incomplete and unsigned bids or the bids not in prescribed format will be rejected without assigning any reason thereof.

Bids may be submitted in hard copy in the below given address: -

Chief Administrative Officer,
National Institute of Design, Madhya Pradesh
Acharpura, Einthkhedi, Post Arwaliya, Bhopal Madhya Pradesh – 462038.
Contact 0755-6721003
Email-cao@nidmp.ac.in

All communications should be addressed to the Chief Administrative Officer at the Address as mentioned above.

INSTRUCTIONS FOR THE BIDDERS

A. General Terms and Conditions:

1. **Procedure of submission:** - The sealed envelope super scribed as “**Bid for Group Medical Insurance Policy & Student Accidental Insurance Policy**” should be submitted through speed post or by hand on the address given above on or before the due date and time. Those who send the Bid documents by post, have to ensure that the documents reach before the prescribed time and date. The Institute will not take any responsibility under any circumstances for courier/postal delays. No bids are allowed by Mail/fax or any other online mode.
2. One authorized representative of the bidder may be present while opening the Bid.
3. The Insurance Company should have been registered with IRDAI and have license from IRDAI for offering group medical and accidental insurance. Brokers and agents are not allowed to quote for this tender and bids received from them shall be summarily rejected.
4. The Insurance Company should have experience of minimum three years for providing such Insurance to Central/State Government Educational Institute of Higher education like IIT/IIM/ NIT/IISER/ SPA/NID etc. during the preceding five years (2017-2022). **A list of clients as proof of the above along with the proof of experience/certificate may be invariably furnished along with the technical bid.**

5. The Committee constituted for the purpose shall assess the ability of the Insurance Companies to render the requisite services based on the company profile, rating and on such other criteria as given in the tender document. Financial Bids of only those firms qualifying the technical evaluation will be considered.
6. The bidder should sign on each page of the Bid documents.
7. Bids which are late/vague/conditional/incomplete/not conforming to the laid down procedure in any respect will be rejected. The bids shall remain valid for a period of 90 days from the date of opening of technical bids.
8. The successful Company shall at its own cost comply with the provision of orders and notifications issued by IRDAI and Government from time to time.
9. In case of failure in settlement of claims within the time frame, the IRDAI regulations will be applicable.
10. The Courts of Bhopal alone will have the jurisdiction for trial of any matter, dispute or reference between the bidders and the Institute arising out of this service. It is specifically agreed that no court outside and other than the Court in Bhopal shall have jurisdiction in the matter.
11. The Institute reserves the right to modify/change/delete/add any further terms and conditions through a corrigendum/addendum. The Institute reserves the right to cancel the tender process at any stage to protect its interests.
12. The Institute reserves the right to accept or reject any or all proposals without assigning any reason. No bidder shall have any cause of action or claim against the Institute for rejection of its proposal.
13. Canvassing in any form in connection with the bid is strictly prohibited and the bids submitted by the bidders who resort to canvassing are liable to be rejected.
14. A Letter of Acceptance along with the cheque details of insurance premium shall be issued to the successful bidder and the same shall be treated as unconditional acceptance of binding document on the part of the insurer till a formal insurance policy is received by National Institute of Design, Madhya Pradesh.

15. From the date of payment/realization of premium amount, the selected insurance company shall be liable to discharge liability towards Medical and Accidental Insurance cover irrespective of the actual date of policy issuance.
16. All bidders are hereby cautioned that conditional offers with deviations from the conditions and other requirements stipulated in these documents shall be rejected as non-responsive and will not be considered in bid evaluation and award of contract.
17. The selected insurance company needs to send an Invoice/Payment Receipt to facilitate issuance of work order along with the approved premium amount through cheque/NEFT.

National Institute of Design, MP will award the Contract to the selected bidder, whose bid has been determined to be substantially responsive, technically & financially suitable, complete and in accordance with the bid documents.

B. Special Terms and Conditions:

1. Cashless facility should be provided in at least four of the major multi-specialty hospitals located in Bhopal, with minimum 100 bed capacity, as stated in the technical bid. All transactions with these hospitals should be totally cashless. No advance deposit/treatment charges to be levied on the participants at the time of admission and no amount shall be asked during the medical treatment till discharge. No amount to be retained by the hospital at the time of discharge. Students/participants are to be provided with medical treatment on their arrival at the hospital.
2. As per the IRDAI guidelines, payment for the non-payable items will be done by the participants/students.
3. All the students of the Institute within the age group of 17-30 should be eligible to join the scheme.
4. There should be a dedicated helpline (24 x 7) / TPA from the Insurance Company and the contact details should be furnished in the bid. Contact details of the claim settlement person should be provided by the Insurance Company including the name of the contact person, contact numbers and postal & email address.
5. Door-step reimbursement facility for cases of reimbursement to individual and reimbursement amount can be made directly to the members/policyholder only, preferably within 15 days from the date of submission of required documents.

6. Reports including the claims of individuals and the details of settlement are to be furnished to the Institute on monthly basis or as and when required by the Institute.
7. Admission and discharge to and from the hospital preferably on 24x7 basis.
8. The Institute reserves the right to purchase only the Group Medical Insurance Policy or both the Group Medical Insurance Policy and Accidental Insurance Policy. The decision will be taken after receipts of bids.
9. The claim arising from any event (Due to Medical emergency or Death/Suicide /Permanent Disability) shall be settled by the insurer directly to the Hospital or the students/parents. Institute shall not involve itself as a party in the claim process.
10. For use of the corporate buffer beyond the stipulated limit in special cases, the service provider/insurance company shall have to take consent from the Institute. The Institute holds the right to determine the amount of corporate buffer to be given on a case-to-case basis.

C. Compliance with the Law:

The insurer at its sole risk and expense, at all times during the term thereof shall promptly comply with all such requirements. The insurer shall comply with all applicable statutes, ordinances, rules and regulations of Central, State Governments, and all applicable rules and regulations of the IRDAI.

D. Indemnity against all actions of insurer:

The Insurer shall hold and save harmless and indemnify the National Institute of Design, Madhya Pradesh, from and against all actions, suits, proceedings, loss, costs, damages, charges, claims and demands of every nature and description brought or recovered against the National Institute of Design, Madhya Pradesh, by reason of any act or omissions of the Insurer or the student, in the execution of the Insurance or in the guarding of the same. All sums payable by way of compensation under any of these conditions shall be considered as reasonable compensation payable to the Institute, without reference to the actual loss or damage sustained, and whether or not any damage shall have been sustained.

E. General responsibility of the Insurer:

The Insurer shall comply with the provisions of the insurance and with due care and diligence execute and maintain the Insurance Plans and documents whether of temporary or permanent nature required for such execution and maintenance in so far as necessary for providing these, as is specified, or as is reasonably inferred from the

Contract. The Insurer shall take full responsibility for the adequacy and stability of the insurance plans. Unless and until expressly mentioned and as agreed, policy conditions and or exclusion will be governed by the circulars of IRDAI from time to time.

F. Breach of Contract:

If any breach is committed by the Insurer in delivery of the services stipulated herein or in the due performance or observance of the provisions of this Agreement, National Institute of Design, Madhya Pradesh shall be at liberty to terminate thereafter this agreement by giving the INSURER thirty days' notice in writing and upon the expiry of the period of such notice, this agreement shall stand terminated. If required legal action shall be initiated in this regard.

G. Arbitration:

All disputes arising between the parties shall be referred to and settled through Arbitration conducted in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the rules framed there under. Such disputes shall be adjudicated by an arbitrator to be appointed by the Director of the NID. The place of arbitration shall be Bhopal. The language of arbitration shall be English.

SCHEDULE OF REQUIREMENT

Technical details	
Group Name	National Institute of Design, Madhya Pradesh
Commencement Date	From the date of award of work
Period of coverage (In case the company has the facility for insurance coverage for 2 or 3 years. The same may be mentioned.)	Initially for one year, extendable by three more years, one year at a time, on mutual consent.
Insured Group Details	
Participants Strength as on-07-2022
Total number of students as on date	260 approx. students/participants (+/-10%) in Academic year 2022-23.
Floater/Individual	Individual
Sum Insured bands	Rs. 2,00,000/- per student
Coverage & Benefits Details	
OPD Coverage	Covered, Rs. 1000/- Per student per year
Domiciliary Hospitalization	Covered
Coverage of Pre-Existing diseases	Covered
Day Care Surgeries	Covered
Cashless facility	Mandatory Applicable
Policy coverage	From the day of submission of premium to the insurer
1st Year and 2 years exclusions	Not Applicable
Coverage of Diseases	All types of pre-existing diseases including pandemic caused diseases like COVID-19 etc.

30 Days Pre and 60 Days post Hospitalization Expenses coverage	Covered
Room Rent Limit per day	2% of the sum assured maximum, i.e., Rs.4000/- per day
ICU Rent Limit per day	4% of the sum assured maximum, i.e., Rs.8000/- per day
Corporate Buffer	Rs 10,00,000/-
Sum assured for Accidental Death Insurance for students	Rs 2,00,000/-
Other Conditions	<p>New students joining the Institute become automatically covered under the scheme from their date of joining the Institute and the premium amount will be paid by the Institute.</p> <p>There shall be no internal ceiling of treatment except room/ICU rent. Whole expenditure shall be allowed subject to the ceiling of Sum assured and corporate buffer, where applicable.</p>
Claim Settlement Facility	State Wise List of network hospitals with cashless medical facilities needs to be provided with technical bids.
Cashless Facility	<ol style="list-style-type: none"> 1- It shall be mandatory to provide Cashless medical treatment facility to the beneficiary students in major hospitals situated in Bhopal particularly and all over the country in network hospitals of the Insurer. 2- All Medical expenses including Ambulance Charges, 60 Days post hospitalization Expenses coverage shall be covered under the policy. 3- No advance deposit/treatment charges to be levied on the participants at the time of admission. No amount shall be asked from the students/beneficiary during the course of medical treatment or at the time of discharge. No amount to be retained by the hospital at the time of discharge. 4- Treatment should be initiated immediately after

	<p>admission in the hospital on producing the insurance ID card/student ID from the Institute without waiting for any other documents/confirmation from the Insurance company / Institute.</p> <p>5- Students/beneficiaries are to be provided with medical treatment on their arrival at the hospital.</p>
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Technical Bid cum Eligibility Criteria

Technical Requirement	Complied Yes/No	Supporting Documents to be Enclosed. Yes/No
Name of the Bidder with complete address		
Name and Designation of Authorized person with contact number and email ID.		
IRDAI Accreditation Certificate		
List of Govt. / Semi-Govt./GOI Undertaking / Autonomous Body for which such policies has been provided along with proof		
Bid documents duly signed on each page		
Proof of experience in providing Group Medical insurance policy to Higher Education Institute of Central/State during past 5 years		
State Wise list of Network Hospitals providing Cashless Medical Facility		
Undertaking for non-blacklisting of bidder by any Govt. organization (Annexure II)		
Name of TPAs (Third-Party Administrators) who shall be responsible for operational services such as admission and cashless medical facility at network hospitals (Name with Address and Contact Details)		
Any other relevant factors may be given		

(Signature of the Authorized person)

Name:.....

Designation:.....

Name of the Company:.....

Mobile No :.....

Seal

CERTIFICATE

(to be provided on letter head of the firm)

I hereby certify that the above firm has neither been blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner /partners anywhere in India.

I also certify that the above information is true and correct in every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

(Signature of the Authorized person)

Name:.....

Designation:.....

Name of the Company:.....

Mobile No :.....

Seal

FINANCIAL BID - I

STUDENT GROUP MEDICAL INSURANCE POLICY

Student Group Demography as follows

<u>Age Band/ Sum Insured</u>	<u>17-30</u>
INR 2,00,000/-	260 approx. students (+/- 10%) in Academic year 22-23.

Terms & Condition

Sr.	Particulars	Proposed Coverage	Agreed/ Disagreed	Remark
1.	Participants to be covered under the policy	All the students of NIDMP		
2.	Total No of Lives	260 approx. students (+/- 10%) in Academic year 2022-23.		
3.	Sum Insured	INR 2,00,000/-		
4.	Pre-existing disease cover from day 1	Required		
5.	30 Days Exclusion waiver	Required		
7.	Pre & Post hospitalization exp. For 30 & 60 days respectively	Required		
8.	Corporate Buffer – INR 10,00,000 up to basic sum insured	Required		
9.	Room Rent Limit	2% & 4% of Sum Insured for Normal & ICU/ICCU respectively		

10.	No room rent cap link to other expenses	Required		
11.	Bills/Bills-cum-Receipts issued by hospitals – printed as well as handwritten – on their letterheads for treatment given and/or medicines supplied shall be accepted as a valid document	Required		
12.	Waiver of Ailment Wise Capping	Required		
13.	Ambulance Charges	Allowed max INR 3000/- per event		
14.	Condition of 24 hours hospitalization is not applicable if patient under treatment dies in hospital before 24 hours	Required		
15.	Minimum bed condition/criteria shall be not applicable subject to registration of the hospital with the local authority	Required		
16.	Animal bite/Accident by animal is covered from day 1.	Required		
17.	Sublimit, caps, ppn rates, etc. not applicable.	Required		
18.	Claim Intimation & Claim documents submission	Intimation in 7 days from the date of admission & Doc Submission in 30 from the date of discharge		
19.	Hospitalization Due to Terrorism & COVID 19 treatments are Covered from day 1.	Required		

20.	Addition / Deletion of Members	On Pro-Rata Basis w.e.f. DOL or DOJ of Student		
21.	Basis of premium for addition / deletion	Avg. Premium Per Life for new entrants (to be charged proportionately for the remaining period of policy)		
23.	Special conditions	AS PER IRDAI/HLT/REG/CIR/17 7/09/2 019. DTD.27.09.2019		
24	TPA	TPA		
Financial Cost		Sum Insured: INR 2,00,000/- (Two lakhs only)		
Pre student premium				
GST @ 18%				
NET Premium Payable				
First year Renewal Cost beyond original Policy term (including GST)				
Second year Renewal Cost beyond original Policy (including GST)				

(Note: All the terms and conditions mentioned in the bid document should be agreed to qualify in the bid process)

(Signature of the Authorized person with date)

Name:.....

Designation:.....

Seal

Name of the Company:.....

Mobile No :.....

FINANCIAL BID - II

STUDENT ACCIDENT INSURANCE POLICY

Sr.	Particulars	Proposed Coverage	Agreed/ Disagree	Remarks
1.	Student (As details above) Covered Under the Policy.	Student		
2.	Total No of Approx. Student.	260 approx. students (+/- 10%) in Academic year 2022-23.		
3.	Sum Insured per Student (Death + Suicide + Permanent Total Disability)	2,00,000/-		
4.	Death	Required		
5.	Permanent Total Disability	Required		
6.	Suicide	Required		
Financial Cost		Sum Insured: 2,00,000/- (Two lakh INR)		
Yearly Premium per student				
GST @ 18% if applicable				
Net Premium Payable				
First year Renewal Cost beyond original Policy term (incl. GST)				
Second year Renewal Cost beyond original Policy (including GST)				

(Note: All the terms and conditions mentioned in the bid document should be agreed to qualify in the bid process)

(Signature of the Authorized person with date)

Name:.....

Designation:.....

Name of the Company:.....

Mobile No :.....

Seal