



INVITATION LETTER

Ref No.: IIITM/Insurance/2022-23/02

Date: 06-January-2023

Sub: Invitation of Quotations for Group Health Insurance Policy for Students of IIIT Manipur.

Indian Institute of Information Technology Manipur (IIITM) in its efforts to provide medical and health service to its students within the overall framework of the Institute invites offers from reputed companies for Group Insurance Plan for its students. The Group Health Insurance Plan could be a way of overcoming financial handicaps, improving access to quality medical care and providing financial protection against high end medical expenses.

In view of this, the Institute invites Quotation from the insurance companies (licensed and registered with IRDA) for providing cover to the students of IIITM.

Brief Description	No. of Insurer	Age Group	Sum Insured Amount	Period
Group Health Insurance (GHI)	234 Students	18-25 years	Rs 1,00,000.00	One Year

1. Eligibility Criteria:

The Insurance Company, who want to submit Expression of Interest (EOI) should meet the following minimum eligibility criteria:

Minimum Eligibility Criteria:

- Should be registered under Insurance Act, 1938/IRDA and should have a valid license to carry out life insurance business.
- Shall have valid PAN, Goods and Service Tax registration number.
- Should have at least one group insurance scheme of at least 200 members.
- Should have Cashless treatment facility in at least 3 major hospitals located in Imphal.
- Shall have a dedicated helpline (24 x 7) and a Customer care from the Insurance Company available. The contact details including the name of contact person, contact numbers and postal/email address, shall be furnished in the tender document.



2. Terms and Conditions:

- i. Health Insurance Scheme would be for **234 BTech students of IIITM**.
- ii. The period of contract shall be initially for **1(one) year**, extendable further on mutually agreed terms and conditions for another 1(one) year.
- iii. Premium for insurance coverage: IIITM will pay a regular insurance premium for Health Insurance during the coverage period.
- iv. Insurer will ensure direct settlement of bills and claims with hospitals and medical service providers i.e cashless facility.
- v. Accessibility to health insurance services. The administrative set-up should ensure access to health insurance information and services to all the beneficiary students of IIITM.
- vi. The qualified company service provider shall have at its own cost, comply with the provisions of orders & notifications issued by IRDA and Government, from time to time.
- vii. The contract is also liable to be terminated in case of any unsatisfactory services or lapses of any kind with one-month notice.
- viii. If there is any delay in settlement of reimbursement claims / providing final cashless approvals, wherein there is no deficiency of documents, escalated billing amounts or any other reasonable grounds for delay, a penalty @ 0.05% on net premium paid will be imposed to the insurance provider by IIITM.
- ix. Reimbursement of claims/ cashless facility should be provided to beneficiary students if admitted to any hospital in the country.
- x. The Mediclaim ID cards of the students should be issued within 15 days after submission of names by IIITM.
- xi. The excess premium paid by the Institute shall be refunded by the Insurance Company at the end of the contract period within one month.
- xii. Bidders are required to give written confirmation as per Annexure–II.

3. Quotation

- 3.1 The contract shall be for the full quantity as described above.
 - 3.2 All duties and other levies payable by the Insurance Company under the contract shall be included in the unit Price.
 - 3.3 Applicable taxes shall be quoted for all items.
 - 3.4 The prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - 3.5 The Prices should be quoted in Indian Rupees only.
3. Each bidder shall submit only one quotation.
 4. Quotation shall remain valid for a period not less than **60** days after the last date of quotation submission.



5. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations determined to be Substantially responsive i.e. which
 - 5.1 are properly signed; and
 - 5.2 Confirm to the terms and conditions, and specifications.
6. The Quotations would be evaluated for all items together.
7. Award of contract The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the best price and quality.
 - 7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of Contract.
 - 7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be Incorporated in the purchase order.
8. Payment shall be made in Indian Rupees as follows:

Satisfactory Acceptance - 100% of total cost
9. You are requested to provide your offer latest by **5:00 pm** on **16-January-2023**. Quotations received after the due date will be rejected.
10. Sealed quotation to be submitted/ delivered at the address mentioned below,

The Registrar
Indian Institute of Information Technology Senapati, Manipur
Mantripukhri, Imphal – 795002, Manipur, India

We look forward to receiving your quotation and thank you for your interest in this project.

Registrar (i/c)
IIIT Manipur



ANNEXURE-I (DOCUMENT CHECK LIST)

Sl. No.	Name of the Document	Copy enclosed (write Yes or No)
1	Copy of Firm's Registration under Insurance Act, 1938/IRDA	
2	Copy of license to carry out life insurance business	
3	Copy of valid PAN	
4	Copy of Goods and Service Tax Registration Certificate	
5	Proof of at least one group insurance scheme of at least 200 members	
6	List of its Network Hospitals in Imphal city (at least 3 major hospitals) and rest of India with cashless treatment facility.	
7	Contact details including the name of contact person, contact numbers and post-al/email address of the Customer care from the Insurance Company.	
8	Bank Account details of the Insurance company along with the Cancelled Cheque	
9	Signed copy of the written confirmation as per Annexure-II.	

(Signature & seal of Authorized signatory)

ANNEXURE-II

Sections	Items	Agreed /Not Agreed/ Re-marks etc.
1	Cashless Treatment	
1.1	Network Hospitals: Insurer shall include list of its NetworkHospitals in Imphal city (at least 3 major hospitals) and rest of India.	
1.2	Insurer must provide Cashless facility, which will help the insured to avail hospitalization benefits without any advance payment. Cashless treatment means a facility whereby the Insurer agrees, on the insured's request, to settle the admissible claim directly with the network hospital. Any expense in excess of the admissibleclaim amount will, however, be borne by the insured himself/herself.	
1.3	Mode of Cashless Treatment: Claims in respect of Cashless Access services will be through the agreed list of networks of hospitals / nursing homes provided by the Insurer. The Insurershall, upon getting requisition in writing or verbal (by toll free number 24x7 for cash less), as applicable, from the individual insured under this policy, will issue a pre-authorization letter /guarantee of payment letter to the hospital /nursing home mentioning the sum guaranteed as payable and also the ailment for which the person is seeking to be admitted as a patient.	
1.4	In case an insured does not avail the cashless scheme, his/herclaim is to be reimbursed as per rules within a period of maximum 30 days from the date of claim.	
1.5	Non-Network Hospitals or Non- Cashless Treatment: In case of non-cashless treatment, as per the conditions of the policy, reimbursement shall be made by the Insurer. In such cases, the insured individuals shall intimate to Insurer prior to treatment. In case of emergency, the intimation in the form of email/SMS/phoneshall be made within 24 hours of hospitalization. Reimbursement against such treatment will be made within 30 (thirty) days from thedate of discharge from the Hospital. Documents to be provided willbe specified by the Insurance company.	
1.6	ID Card: Identity Cards shall be issued by the Insurer to all the persons covered under the policy latest by a week after date of commencement of policy. If there is a delay in the issuance of ID Card by the Insurer, the ID card issued by IIIT Manipur to its students must be honoured in all the Network hospitals. The Insurer must take necessary action in this respect.	



1.7	Customary & Reasonable Charge: Rate of reimbursement under this policy shall be the rate which is consistent with the prevailing rate in an area or charged in a certain geographical area for identical or similar services without any upper cap in Insurer's Network Hospitals.	
1.8	Co-Payment: No Co-Payment	
2.0	Sum Assured	
2.1	Basic Sum Insured: Basic sum insured for the policy is Rs 1,00,000/- (Rupees one lakh) per student. Coverage Subject to the terms/conditions, coverage, contained herein or endorsed, the Insurer shall undertake that if during the period of contract or during the continuance of this policy by renewal any Insured Person shall contract any disease or suffer from any illness or sustain any bodily injury through accident, the Insurer will pay for all such expenses of the Sum Insured amount to the hospital / nursing home or the insured person.	
2.2	Persons Covered:	
2.3	Students: Students under this policy means students/scholars registered and enrolled and admitted in the institute.	
2.4	Inclusion of New students: Subject to payment of pro-rata premium coverage should be provided to students joining mid- term of the policy. The terms and conditions for these members shall be the same with other members of the policy. The premium for a new student shall be fixed at the quoted rate.	
3.	Expenses Covered (All Charges shall be within the Sum Insured amount)	
3.1	Treatment system covered: Beside Allopathic treatment other system of treatment such as Homeopathy, Ayurvedic, Siddhaand Unani must be covered.	
3.2	Pre-existing diseases: All pre-existing conditions must be included from Day 1.	
3.3	Doctors' fee: Surgeon, Anesthetist, Medical Practitioner Consultants' Specialist fees, and any such fee paid to the doctor shall be reimbursed/paid as per actuals.	
3.4	Investigation, Treatment, Drugs, etc. charges: Cost of MRI, PET Scan, CT scan, Endoscopy, Ultra sound, Anesthesia, Dialysis, Chemotherapy, Radiotherapy, Blood, Oxygen, Operation Theatre Charges, Surgical Appliances, Medicines & Drugs, Diagnostic Materials, X-Ray, Prosthetic devices implanted during surgical procedure, relevant Laboratory/ Diagnostic tests and any such medical expenses related to the treatment shall be reimbursed/paid as per actuals.	



3.5	<p>Room & Other Charges:</p> <p>Room: Room expenses as provided by the Hospital/nursing home not exceeding 2.0 % of the annual sum insured, perday or actuals, whichever is less, have to bereim-bursed/paid.</p> <p>Nursing: 10% of room rent or actual whichever is less.</p> <p>Dressing: 10% of room rent or actual whichever is less.</p> <p>Service Fee: 10% of room rent or actual whichever is less.</p>	
3.6	<p>Intensive Care Unit (ICU): Intensive Care Unit (ICU) /Intensive Cardiac Care Unit (ICCU) expenses not exceeding 4.0% of the annual sum insured, per day, or actuals, whichever isless shall be reimbursed/paid.</p>	
3.7	<p>Pre-hospitalization: Pre-hospitalization medical charges up to 30 days period immedi-ately before the insured's admissionto hospital for that illness shall be covered.</p>	
3.8	<p>Post hospitalization: Post hospitalization medical charges up to 60 days pe-riod immediately after the insured's discharge from a hospital shall be cov-ered.</p>	
3.9	<p>Ambulance service: Ambulance service @ 1% of the sum insured or actual, whichever is less, for every shifting of a patient from residence to hospital vice-versa or from one Hospital/Nursing Home to another Hospital/Nursing Home in connection to hospitalization must be allowed.</p>	
3.10	<p>Injury due to hazardous sports: Treatment of any Bodily injury sustained whilst or as a result of active participation in any hazardous sports of any kind excluding normal IIITM's sports activities.</p>	

(Signature & seal of Authorized signatory)



FOR QUOTATION SUBMISSION
(In letterhead of the supplier with seal)

To
The Registrar
Indian Institute of Information Technology Senapati, Manipur
Mantripukhri, Imphal – 795002, Manipur, India

Sl.	Particular	Rate of Annual Premium	Number of Insurer	Total (in INR)
01	Annual Premium for Group Insurance Scheme (GIS)		234	
Total				
GST				
Grand Total				

We agree to provide the above-mentioned Medical Insurance Scheme in accordance with the technical specifications for a total Contract price of Rs. ----- (Amount in figures) (Rupees ----- amount in words) within 15 days of issue of purchase order. We confirm to agree with terms and conditions as mentioned in the Invitation Letter.
We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Bidder:

Name:

Phone No.:

Address:

Email: