

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE-247667

No. 1000000005/MM-3/IITR/2020-21/GHI/787
Date of Uploading on IITR website & CPP

Dated: 24/03/2021
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**CALL FOR EXPRESSION OF INTEREST (EOI) FROM INSURANCE
COMPANIES**

Indian Institute of Technology (IIT) Roorkee invites Expression of Interest (EOI) from General & Health Insurance companies for the Group Health Insurance Policy for the Employees, retired employees of IIT Roorkee and their families.

- a) *Eligibility criteria to evaluate the EOI is given on the following link:*
- i). IIT Roorkee Website: <http://mm.iitr.ac.in/mmweb/tenders>
 - ii). CPPP Website <https://eprocure.gov.in/epublish/app>
- b) *Some of the basic features / requirement from the insurance companies are also available on the above link. However, these are tentative only and will be finalized after pre-bid conference.*

The EOIs should be submitted on or before 15th April, 2021 up to 3:00 p.m. at the following address:

**Material Management Section,
Main Building, Indian Institute of Technology Roorkee,
Roorkee-247667,
Uttarakhand**

Phone-(O) 01332-28-4293, 4693

E-mail: mmiitr@iitr.ac.in, armm@iitr.ac.in, drmm@iitr.ac.in

The EOIs will be opened on the same day i.e. 15th April, 2021 at 03:30 p.m.



Deputy Registrar (MM)/Assistant Registrar (MM)

उप कुलसचिव
Deputy Registrar
सामग्री प्रबंधन/Material Management
भा० प्रौ० सं० रुड़की/I.I.T., Roorkee

IIT Roorkee

ELIGIBILITY CRITERIA FOR THE EVALUATION OF EOI

Any Indian firm with Certificate of Incorporation under the Companies Act, called Insurer, registered and approved with the Insurance Regulatory and Development Authority (IRDA), who is authorized to sell medical insurance policies may submit the Expression of Interest (EOI).

If any bidder submitting two/multiple bids for the same E.O.I, both/all the bids of that bidder will be out rightly rejected.

Check List of the documents to be submitted

The following check list of documents to be submitted at the time of submission of EOI duly signed by the authorized signatory with seal of the company:

Sl. No.	Documents/Statements
1	Copy of PAN Card
2	Copy of GST Certificate
3	Copy of IRDAI registration or any documentary proof for renewal of same duly received/certified by IRDAI.
4	Relevant information as per Annexure A, B, and undertaking on C
5	Number of empaneled hospitals (Pan India) as per Annexure D.
6	Claim settlement ratio / Incurred claim settlement ratio (or both) on company letter head duly signed by authorized signatory with seal of company as per Annexure E.

**INSTRUCTIONS TO THE INSURANCE COMPANIES FOR SUBMITTING EOI
AND OTHER TERMS AND CONDITIONS**

1. Evaluation

For the evaluation, the copy of the documents mentioned in the annexure B must be numbered as per the number mentioned under the column of annexure number and all the document/attachments must be signed by the authorized signatory with seal of the company. For qualification in this stage of EOI, all the documents as per Eligibility Criteria must be submitted considering the instructions.

2. Undertaking

An Undertaking must be submitted in the format of **Annexure C** on the letter head of the company; duly signed by the authorized signatory with seal of the company.

3. Last date of submission of EOIs

The sealed EOIs should be submitted on or before 15th April, 2021 up to 03:00 p.m. Late and delayed submission will not be accepted.

4. Opening of EOIs

The EOIs will be opened on the same day i.e. 15th April, 2021 at 03:30 p.m.

5. Acceptance and rejection

IIT Roorkee reserves the right to shortlist/reject any EOI without assigning any reason. Any EOI, which does not fulfil any of the conditions or with incomplete documents in any respect will be rejected summarily.

6. Information regarding Technical and Financial bids

Technical and Financial bids will be invited after the pre-bid conference in the 2nd stage. IIT Roorkee may ask for a brief presentation at the time of pre bid conference or after that. However, the criteria for the acceptance of technical and financial bids will solely be decided by the IIT Roorkee. Weightage system will be the part of the evaluation of the bids.

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OTHER TENTATIVE INFORMATION/DATA AND SCOPE OF WORK

The following information / data may be helpful for the insurance companies to understand the quantum of coverage / volume of work. However, these clauses / data are only for understanding and may be changed as per requirement after the pre-bid conference.

However, this is 1st time for IIT Roorkee to take the Health Insurance Policy for its employees.

1. Period of policy

The policies shall be issued for a period of 1 (one) year and the period of Insurance may be renewed every year on the basis of satisfactory performance at the discretion of the Institute. The policy shall be effective from the date of receipt of work order.

2. Age:

If an employee resigns/ retires during the period of policy, the benefit of coverage will be valid up to the expiry of such annual period. The age of superannuation is different for various groups i.e. 60 years for non-teaching staff, 65 years for teaching staff and 62 years for scientific and design staff, Registrar, Librarian etc.

After retirement, it will be optional for the retired employees to join Group Health Insurance policy. Entry age of retired employees is maximum up-to 75 years for lifelong coverage.

The list of employees age-wise and other data will be provided after the completion of the Expression of Interest process.

3. Modifications

IIT Roorkee reserves the right to modify/add/delete any clause to the policy/agreement, before taking the policy.

4. Co-pay provision

While quoting for the Tender, Copay clause shall not be applicable.

5. Number of empaneled hospitals

Coverage of empaneled hospitals shall be all over India and at least one in each state and Union Territory. Please provide details as per annexure D.

6. Pre-existing Disease/Condition

It means any sickness/illness, which existed prior to the effective date of this insurance, whether or not the insured person had any knowledge of symptoms related to the sickness/illness. Complications arising from a pre-existing

condition will also be considered as a part of that pre-existing condition. This condition should be covered from the first day of the purchase of the policy by IIT Roorkee. There should not be any waiting period.

7. Cashless and Non-Cashless treatment

Cashless and non-cashless treatment must be mandatory.

Cashless treatment must be provided in the empaneled hospitals as per the list provided.

In case of non-cashless treatment or non-network hospital reimbursement against such treatment will be made within 30 (thirty) days from the date of discharge from the Hospital

8. Claim Settlement

Settlement of claim as per the Contract between IIT Roorkee and the Insurance Company.

9. Buffer Amount:

There shall be a buffer amount to be decided after the pre-bid conference.

10. Number of networked hospitals, claim settlement ratio, incurred claim settlement ratio, local office at Roorkee, help desk at IIT Roorkee, turnover of the insurance company and any other clauses may be the part of tender document in the next stage at the sole discretion of IIT Roorkee.

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11. **Policy Coverage**

COVERAGE-TENTATIVE DETAILS

The following information is tentative only. Actual coverage will be decided after the pre-bid conference.

Sl. No.	Coverage value per family	Type	Expected Numbers	Remarks
For regular employees of IIT Roorkee				
1.	Rs. 5 lakhs	Compulsory for all employees	1100 employees (4400 in a group with family)	Optional Coverage of additional family members i.e. non-dependent parents.
2.	>Rs. 5 lakhs and up-to 7.5 lakhs	Top up (optional)		
3.	>Rs. 5 lakhs up-to 10 lakhs	Top up (optional)		
For retired employees of IIT Roorkee (with spouse only and no children)				
1.	Rs. 5 lakhs	Optional	1600 (Retired Employees with spouse only)	
2.	>Rs. 5 lakhs and up-to 7.5 lakhs	Top up (optional)		
3.	>Rs. 5 lakhs up-to 10 lakhs	Top up (optional)		

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EOI SHALL BE SUBMITTED IN THE FOLLOWING PROFORMA

Organization / Company Details

Sl. No.	Particulars	Information
1.	Name of the company	
2.	Correspondence address	
3.	Details of authorized contact person(s): a) Name b) Mobile no. c) Email id	
4.	Local office address in Roorkee (if any)	
5	Any other relevant details	

Annexure B

Documents to be attached for the EOI

Sl. No.	Documents	Submitted (Yes/No)	Annexure number
1	Copy of PAN Card		1
2	Copy of GST Certificate		2
3	Copy of IRDAI registration or any documentary proof for renewal of same duly received/certified by IRDAI.		3
4	Relevant information as per Annexure A, B, and undertaking on C		4
5	Number of empaneled hospitals (Pan India) as per Annexure D.		5
6	Claim settlement ratio / Incurred claim settlement ratio (or both) on company letter head duly signed by authorized signatory with seal of company as per Annexure E.		6

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UNDERTAKING ON THE LETTER HEAD OF THE COMPANY

- (1) All the conditions decided by IIT Roorkee after pre bid conference with reference to technical bid will be acceptable.
- (2) Company will either provide a local support through office/ branch at Roorkee or a permanent desk at IIT Roorkee.
- (3) All the information provided by the company are correct.

Signature of the authorized signatory
with seal of the company.

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Numbers of Empaneled Hospitals (Pan India)

Details of total number of PAN India networked hospitals have to be provided as below:

Hospitals direct	Through TPA	Total

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Claim settlement ratio / Incurred claim settlement ratio (or both) on company letter head duly signed by authorized signatory with seal of company.

Details to be provided as below:

Claim settlement ratio	Incurred claim settlement ratio

1-