

तारीख/Date: May 2025

Minutes of Pre-Bid Meeting

| | |
|----------------------------------|---|
| Tender Notice No. | IIITDMK/2025-26/GSS/ EMP. GMI/03 dated 02.05.2025 |
| Brief Description of Tender | Custom-Made Group Medical Insurance Policy for Employees of IIITDM Kancheepuram |
| Date and Time of Pre-bid meeting | 14.05.2025 and 15:00 hrs. |
| Venue pre-bid meeting | Seminar Hall, Admin Building, IIITDM Kancheepuram |

At the outset, the committee welcomed all the Members and the representatives of the Prospective Bidders and briefed them on the scope and salient features of the tender.

It was informed that the corrections/additions/clarifications given, as discussed during the Pre-Bid Conference would be hosted on the website of IIITDM Kancheepuram and all the Prospective Bidders are required to take cognizance of the proceedings of the Pre-Bid Conference before submitting their bids as stipulated in the Bidding Documents.

Points raised by the agency/representatives and response/clarifications provided are as follows:

Representatives of the following agencies attended the meeting: -

- (a) Tata AIG General Insurance Company Ltd.
- (b) Star Health and Allied Insurance Co. Ltd.
- (c) SRINACCS Enviro Pvt. Ltd.

Also, queries raised through mail from the following companies are discussed.

- (a) Tata AIG General Insurance Company Ltd.
- (b) Star Health and Allied Insurance Co. Ltd.
- (c) Chola MS General Insurance Company Ltd.
- (d) SBI General Insurance Company Ltd.

| Sl No | Point Raised | Clarification |
|-------|--|--|
| 1) | EMD and Bank Performance Guaranty | Agencies registered with IRDAI are exempted from EMD and Bank Performance Guaranty submission. Corrigendum. |
| 2) | Details of existing Policy, premium, and related data for the last 03 years. | It is intimated that the policy is proposed for the first time for Institute Employees, hence all queries on previous/existing policy details are not applicable |
| 3) | Is TPA Mandatory? | The institute prefers TPA to handle the work. However, it is up to the service provider to decide on TPA. Corrigendum. |

| SI No | Point Raised | Clarification |
|-------|---|---|
| 4) | What would be the participation in the top-up policy? | Top Up participation is purely on an individual employee's option. |
| 5) | Clarification on the ICU Room Rent condition. | It is clarified that ICU room rent is limited to 3.0% of the SI maximum up to Rs. 20,000/- per day. Corrigendum. |
| 6) | Is there any retired employee also covered under this policy? | There is no retired employee in the Institute as of this date. |
| 7) | Any agent/broker is engaged in this proposal. If yes, please share the client mail regarding the same | No |
| 8) | Confirm the family definition | Yes, the detailed definition included in the Corrigendum |
| 9) | Is the quote for the premium per family or per life? | Quote required as per Financial Bid format (Annexure – V) |
| 10) | An employee's detailed Excel sheet is needed | Yes, the Employees' and dependents' profile is included in the corrigendum. |

The other terms & conditions of the notice issued on our IIITDM Kancheepuram website www.iiitdm.ac.in will remain unchanged. **No more correspondence in this regard will be entertained.**

The meeting ended with a vote of thanks to the Chair.

- (a) These minutes of the pre-bid meeting shall form part of the bid document/Agreement.
- (b) The rest of the terms and conditions and specifications of the bid document shall continue to remain the same.
- (c) The above amendments/ clarifications are issued for the information of all the intending bidders.
- (d) The submission of a bid by the firm shall be construed to be in conformity with the bid document and amendments/ clarifications given above.

S/D

कुलसचिव / Registrar

भा सू प्रौ अए वं वि सं कांचीपुरम / IIITDM Kancheepuram