

भारतीय सूचना प्रौद्योगिकी,  
अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम  
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,  
DESIGN and MANUFACTURING KANCHEEPURAM**  
Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600 127.

***NOTICE INVITING TENDER  
FOR  
STUDENTS' MEDICAL AND ACCIDENTAL  
INSURANCE 2026-27  
AT IIITDM, KANCHEEPURAM***

1.	Tender Enquiry No	:	IIITDMK/2026-27/GSS/Students Insurance/006
2.	Tender Issue Date	:	01/07/2026
3.	Tender Mode	:	E-tender through the CPPP
4.	Closing date	:	21/07/2026 at 15.00 Hrs
5.	Pre-bid Meeting	:	07/07/2026 at 11.00 Hrs

## SECTION I

1. On behalf of the Director, IIITDM Kancheepuram, online tenders from the General Insurance Companies registered with IRDA, having adequate financial resources and healthy track record in handling business of large magnitude in respect of Health Insurance policies for approximately 2300 students of the IIITDM Kancheepuram on Pan India basis, are invited.
2. Tender Documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>
3. Bidders can access tender documents on the CPP Portal. They are required to select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the time schedule given in this tender document. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.
4. Bidders are advised to go through instructions provided as “Instructions for online Bid Submission”. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website. The bidder should go through the tender documents/instructions carefully before submitting/uploading the bids.
5. No bid will be accepted manually. All bids (both Technical and Financial) should be submitted on the E- procurement portal on <http://eprocure.gov.in/eprocure/app> or before the last date as specified in critical date sheet. Further, all communications should be addressed to Administration, IIITDM Kancheepuram on the e-mail [gss@iiitdm.ac.in](mailto:gss@iiitdm.ac.in) and a copy of the email communication should be forwarded to on e-mail id [dean-sa@iiitdm.ac.in](mailto:dean-sa@iiitdm.ac.in)
6. The Institute shall not be responsible for any delay in submission of online Bids. The Institute reserves the right to accept or reject any bid, cancel the tender without assigning any reason thereof. Institute’s decision in this regard shall be treated as final. No correspondence in this regard will be entertained.
7. Conditional bids shall not be considered and will be rejected out rightly.
8. The Financial Bids of only those bidders who qualify in the technical bid shall be opened after evaluation by a Committee constituted for the purpose. No bidder will be allowed to withdraw its bids after opening of technical bids.
9. The Institute reserves the right to reject any or all the bids submitted by the bidders at any time or relax/withdraw/add any of the terms and conditions contained in the Tender Documents without assigning any reason thereof.
10. Any subsequent Updates, Addendums, Corrigendum etc., if any, will be published only on the website <http://eprocure.gov.in/eprocure/app> and [www.iiitdm.ac.in](http://www.iiitdm.ac.in) All bidders are required to regularly check the websites for any update(s).
11. Successful bidder, who is awarded with the contract, must submit Performance Security @ 5% of the contract value in the form of Bank Guarantee or equivalent.

**CRITICAL DATE SHEET**

1.	Date of Issue/Publication of E-Tender Notice	01/07/2026
2.	Bid Document Download Start Date	01/07/2026
3.	Last Date and Time for submitting e-mail queries regarding technical specifications and other conditions of tender document	06/07/2026 (10:00 Hrs) (Kindly note that all queries are to be sent on the email addresses given in the last row of this sheet.) (No e-mail queries shall be entertained after the aforementioned date and time.)
4.	Pre-Bid Meeting Date, Time & Venue (All e-mail queries received shall be discussed in the Pre-Bid Meeting in the presence of Prospective Bidders who wish to be present)	07/07/2026 (11:00 hrs)
5.	Bid Document Download End Date	21/07/2026
6.	Last Date and Time for Uploading of Bids	21/07/2026 (15:00 hrs)
7.	Technical Bid Opening Date	22/07/2026 (15:30 hrs)
8.	Address for Communication	Administration Building IIITDM Kancheepuram Melakottaiyur, Vandalur-Kelambakkam Road Chennai 600 127 Land line: 044 2747 6307 Email: <a href="mailto:gss@iiitdm.ac.in">gss@iiitdm.ac.in</a>

## SECTION II

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant only to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information for submission of online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

### 1. Registration

1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.

1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / n-Code / e-Mudhra etc.), with their profile.

1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

1.6 Bidder has to logon to the site through secured log-in user ID & password and the password of the DSC / e-Token.

### 2. Searching for Tender Documents

2.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

2.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tender" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### 3. Preparation of Bids

3.1 Bidder should take into account any corrigendum published, if any in respect of the tender document before submitting their bids.

3.2 Bidder, in advance, should be ready for the bid documents to be submitted as indicated in the tender document / schedule as PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

3.3 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, audit or certificates etc.) has been provided to the bidders. Bidders can use “My Space” are available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### 4. Documents Comprising the Bid

The Two Bid System, i.e. “Techno – Commercial Bid” and “Financial Bid” is to be prepared by the Bidder shall comprise the following:

**A) Techno – Commercial Bid (Un-priced Bid):** [Upload online scanned copies in PDF Format]

This should contain documents establishing the requirement of an unpriced technical bid. Along with this unconditional acceptance of the General Terms & Conditions as per enclosed Annexure-I is to be submitted by the tenderer along with Annexures II, III, IV and Annexure A.

**B) Financial Bid:** [Upload online in prescribed PDF format as per Bidding Document]

This should contain financial bid (Annexure B) for the type of policies detailed in the Technical Bid and is to be submitted by the tenderer. Financial bids of only those bidders would be opened who qualify in Technical Bid.

It is the responsibility of Bidder to go through the Bidding Document to ensure submission of all required documents.

All pages of the Bid should be numbered and indexed.

The authorized signatory of the Bidder must sign the Bid duly stamped at appropriate places and initial all the remaining pages of the Bid.

A Bidder, who does not fulfill any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.

Note: All documents should be submitted in PDF format. Incomplete technical bids and financial bids with extra attachments/remarks are liable to be disqualified.

## 5. Submission of Bids

5.1 Bidder should logon to the site well in advance for bid submission so that he/she upload the bid in time, i.e., on or before the bid submission date. Bidder will be responsible for any delay due to other issues.

5.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

5.3 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Once the details have been completed, the bidder should submit it online. If the format of financial bid is found to be modified by the bidder, the bid will be rejected.

5.4 The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referring the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

5.5 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption for sensitive fields is done.

5.6 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

5.7 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

5.8 Kindly submit scanned PDF of all relevant documents.

5.9 The bids shall remain valid for a period of 60 days after the date of opening of bid. A bid valid for a shorter period shall be rejected by IIITDM Kancheepuram.

## 6. Assistance to Bidders

6.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

## 7. General Instructions to the Bidders

7.1 The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app.in>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format only.

7.2 Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through

<https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".

7.3 Bidders are advised to follow the instructions provided in the Instructions to the Bidder for the submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

7.4 Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> and [www.iiitdm.ac.in](http://www.iiitdm.ac.in) shall not tamper/modify the tender form including downloaded price bid template in any manner. If the same is found to be tampered/ modified in any manner, tender will be completely rejected.

7.5 Amendment of bidding documents by IIITDM Kancheepuram

1. At any time prior to the deadline for submission of bids, IIITDM Kancheepuram may, for any reason modify the Bidding documents, by amendment.
2. The amendment will be notified in the website and amendments will be binding.
3. In order to afford prospective bidders reasonable time to take the amendment into account in preparing their bids, IIITDM Kancheepuram may or may not, at its discretion, extend deadline for the submission of the Bid.

**Note: IIITDM Kancheepuram reserves the right to amend the terms before entering into the contract.**

Enclosures:

1. General Terms & Conditions (Annexure I).
2. Declaration Statement. (Annexure II)
3. Certificate of declaration for confirmation of IRDA guidelines and claim settlement ratio certified by IRDA for last three years. (Annexure III)
4. Bid Security Declaration (Annexure IV)
5. Un-priced Technical Bid Format (Annexure A)
6. Financial Bid Format (Annexure B)

Sd/-  
कुलसचिव/Registrar

भा सू प्रौ अ ए वं वि सं कांचीपुरम/IIITDM Kancheepuram

**1. GENERAL TERMS AND CONDITIONS**

**1. Qualifying Requirements for the Insurance Companies**

**1.1.**The bidder should be a registered Indian Insurer in accordance with the Insurance Act, (registered and licensed by IRDA (Insurance Regulatory Development Authority) as Medical/Health Insurer and should have a license to carry out medical insurance and accidental insurance business on a Pan India basis. Guideline issued by IRDA/TAC from time to time with regard to Insurer's responsibility & liability towards insured, shall be automatically applicable to this Insurance contract to the extent stipulated by IIITDM Kancheepuram.

**1.2.**The Insurance Company shall be in the Insurance business in India at least for five years as on last date for submission of the bid.

**1.3.**The Insurance Company should have executed Medical Insurance contract for three major companies/institutions/ organizations etc during the last three years. Major Institutions here implies at least 1000 insured person or more for last three years. (Documentary evidence to be furnished).

**1.4.**Tenderer has to submit declaration along with unpriced technical bid (Part-1) stating that they have not been Black-Listed/De-listed or are put to any holiday by any Indian Institutional Agency/Government Department/Public Sector Undertaking in the last three years. In case they have been black listed by any of the Institutions, details of the same be furnished. Moreover, no restraint order has been passed by the competent court of law.

**1.5.**The bidder must have maintained a minimum claim settlement ratio of 90% in Group Medical Insurance business during the last three financial year published IRDAI public disclosure documents or Chartered Accountant's certificate to be attached.

**2.** Offers shall be submitted with proper documentary evidence to substantiate fulfillment of the qualifying requirements as specified above.

**3.** Notwithstanding anything stated above, IIITDM Kancheepuram reserves the right to assess the Medical Insurer's capacity and capability to perform the Medical Insurance business should the circumstances warrant or such an assessment is thought to be in the overall interest of IIITDM Kancheepuram. If required, the past performance of the insurers may be taken into consideration for evaluation of offers to award & distribute the medical insurance business.

**4.** Notwithstanding anything contained in this document, the acceptance of tender will rest with IIITDM Kancheepuram and IIITDM Kancheepuram reserves full right to reject any or all tenders without assigning any reason whatsoever.

**5. Technical and Financial Bids**

**5.1.**Incomplete offers would be summarily rejected.

**5.2.**No extension of time shall be permitted for the collection of Tender Documents and/or Tender opening date.

**5.3.**There should be NO cutting or overwriting by the tenderer in the documents submitted.

**5.4.**Offers submitted against tender documents only will be considered and the offer shall be in the name of the insurer on whose behalf the tender document has been issued. The insurer has to give an undertaking they have submitted their bid as a single entity only and have not formed a consortium for the scheme.

**5.5.**Any request for clarification received after the stipulated date and time will not be considered. IIITDM Kancheepuram will issue clarification in writing only if deemed fit.

**5.6.**While submitting the bid, tenderers are requested to ensure that bids are in compliance to the regulations applicable under various statutes. Any fine, penalty or expenses due to breach arising thereon will be borne by the tenderer; IIITDM Kancheepuram will bear no financial implication on this account.

**5.7.**IIITDM Kancheepuram takes no responsibility for delays, loss or non-receipt of tender documents or any letters sent by post/courier either way and also reserve the right to reject any offer in part or full without assigning any reasons thereof.

**5.8.**Canvassing, Fraud and Corrupt practices:

(a) Bidders are hereby informed that canvassing in any form for influencing the process of notification of award would result in disqualification of the Bidder. Further, they shall observe the highest standard of ethics and will not indulge in any corrupt, fraudulent, coercive, undesirable or restrictive practices, as the case may be.

(b) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official. "Fraudulent practice" means a misrepresentation of facts in order to influence Tender process or an execution of a contract to the detriment of the scheme and includes collusive practice among bidding Insurers/Authorized Representative (prior to or after bid submission) designed to establish bid prices at artificially non- competitive levels and to deprive the scheme the benefit of free and open competition;

(c) IIITDM Kancheepuram will reject a proposal for award if it determines that the Insurer/Insurers have engaged in corrupt or fraudulent practices.

(d) IIITDM Kancheepuram will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the bidding Insurer/Insurers have engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

**5.9.**Any conditional bid or a bid that is not in the prescribed Performa will not be accepted.

**5.10.**Each paper of Bid Document must be signed by the competent authority of the Bidder. Any document/ sheet not signed shall tantamount to rejection of Bid.

6. The Premium to include cost of services offered by Third Party Administrator (TPA) for all claims settled by the insurance company. The TPA should be a reputed organization in the business and should abide by the insurance contract in force. The insurance company shall be held responsible for the lapses on the part of TPA and shall be penalized by IIITDM, Kancheepuram through a separate claim on the insurance company.
7. During the validity of the current policy, no revision in premium shall be considered by IIITDM Kancheepuram on the basis of actual claim ratio or any enhancement in the premium pointed out by any statutory or other authority.
8. The period of insurance contract will be for one year from the effective date of award of contract which may further be extended on year to year basis up to two years, at the discretion and review of the Institute.
9. Premium shall be paid on half-yearly/yearly basis. Insurance company should raise an invoice in advance and IIITDM Kancheepuram would make the payment within 30 days of raising of the invoice. This invoice should be accompanied by an electronic list (soft copy) of all the insured with their roll number as well as age. Adjustments to the premium for additions/deletions should be invoiced separately. Reconciliation of the premium paid to the insurance company would be carried out at the end of the contract period.
10. The insurance company will have no right to reject membership of a student as defined by IIITDM Kancheepuram whose membership has been approved by IIITDM Kancheepuram.
11. Once assigned the medical insurance for any given period, the insurance company shall have no right to unilaterally terminate the operation of the policy during this period. In case the insurance company fails to provide the service (implying reimbursements) to the community at large (not referring to odd individual disputed claims) for a period of time of say two months as per the terms of this agreement, IIITDM Kancheepuram reserves the right to levy a penalty of 100% on all premiums paid for such cases.

## 12. Bid Evaluation Process

- 12.1. The financial bids must be furnished only as per template in Annexure B. All the bids should be unconditional. Conditional bids would be summarily rejected.
- 12.2. IIITDM Kancheepuram may opt for any or none of the policy based on the premium quotes received. The evaluation of financial bids shall be done on L-1 basis among all the companies that qualify the technical bid. Rates to be quoted are inclusive of the GST. GST applicable shall be as per the prevailing rates. In case of two companies with same premium rates the company which provides higher Insurance Coverage will be selected.
- 12.3. Technical bids would be evaluated by a committee constituted for this purpose. The bidder should satisfy all the essential conditions as stated in Part-I of Annexure A.

**12.4.** IIITDM Kancheepuram retains the right to seek clarification after the technical bids are opened. Each of the technical bids after opening would be evaluated by a committee and marked “acceptable” or “unacceptable”. Only those bids that score “acceptable” on all the factors would be considered to have passed the technical screening. The decision of the evaluation committee in this regard would be final.

**13. Essential Conditions: No. of students to be covered under Medical Insurance:**  
Approximately 2200-2300

**13.1.** The Policy shall cover students of IIITDM Kancheepuram. However, the Institute will keep the discretionary power to decide the amount of insurance coverage to be taken.

**13.2.** For financial bid it is mandatory for the companies that they must submit the quotation for *Rs. 1.00 Lakh* as sum insured for Medical including Corona and *Rs 5 Lakh* Sum assurance for Accidental insurance, corporate buffer up to *Rs.50 Lakhs*.

**13.3.** The Policy shall cover Medical Insurance and Accidental Insurance (Inclusive of Death and Disability Cover) on cashless basis.

(a) **13.5** The Policy shall cover hospitalization as indoor patient as well as other surgeries/procedures etc. that do not require hospitalization but are generally covered by health insurance policies as day care procedures. The day care procedures treatment such as Dialysis, K wire fixation, etc. should be covered under this policy.

**13.4.** The Insurance Company should have arrangements with an extensive network of reputed Hospitals all across the country for treatment with cashless facility.

**13.5.** All Hospitals of State/ CGHS recognized/ public undertaking/ autonomous bodies/municipal bodies/private hospitals etc. across India shall also be eligible for reimbursement/settlement.

**13.6.** The scheme has to necessarily cover all pre-existing illnesses of the insured students.

**13.7.** The policy shall cover all the students of the Institute.

**13.8.** The number of students may change over time and thus the quotation should clearly indicate the premium for different age groups, if applicable.

**13.9.** For the new students who may join the Institute from time to time, identical coverage has to be made available from the day one of joining though the premium paid may be based on the fractional period involved. The students leaving before completing an academic year shall also enjoy the insurance coverage for the entire academic year.

**13.10.** In case the insured obtains treatment from a non-network hospital during emergency, the claim shall be reimbursed as per terms of the contract.

**13.11.** For all claims (other than cashless ones) the claim would be expected to be submitted to the insurance company directly by the student within 45 days of

discharge from the hospital. Such claim should be settled within 30 days of submission and payment will be made directly to the insured.

**13.12.**The insurance company shall arrange to issue membership card to each insured person directly at their cost. The insurance company needs to ensure that any student with their valid identity card issued by IIITDM Kancheepuram should get treatment for all emergency cases at various network hospitals without any difficulty.

**13.13.**Exclusions: Exclusions, if any, should be clearly specified by the insurance company as part of the technical bid.

**14.** The tenderers are not entitled to any compensation for the expenses incurred in connection with the preparation and submission of tenders.

**15.** Currency for financial bids and payments shall be made in Indian Rupees only.

**16.** Action against the Tenderer

Furnishing incorrect information in the offer, failure to act according to tender condition, non-fulfillment of any or whole of the contract may entail black listing of Insurer in addition to taking other appropriate action against the Insurer.

**17.** Disputes

17.1 In respect of all tender conditions, and / or any matter connected therewith the decision of Director, IIITDM Kancheepuram shall be final and binding. In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Chengalpattu Courts only.

17.2 In case of dispute of any claim, a committee consisting of the representative of the insurance company and IIITDM Kancheepuram will be set-up to resolve the dispute. However, this arrangement does not preclude the members to approach the regulatory authorities.

17.3 Finally, all disputes or difference arising out of this tender, terms & conditions or any matter relation to this tender shall be resolved through arbitration. The Director of Institute or his nominee shall be sole arbitrator who will decide the dispute as per the provision of The Arbitrator & Conciliation Act 1996.

**18.** General

18.1 Each page of the bid shall be signed by a representative legally authorized to enter into commitment on behalf of the bidder. Tenders received without signatures shall be summarily rejected.

18.2 Insurer/Bidder/Tenderer shall mean the company who submits the tender and enters into contract with IIITDM Kancheepuram and shall include their executors, administrators, and successors and permitted assignees

18.3 It may be noted that no advisor/broker is involved in the tender.

19. TPA services being offered by the Insurance Co. should be able to provide a 24x7 telephone facility to cater to all the members.
20. Confidentiality of all IIITDM Kancheepuram information/documents to be ensured at all times.
21. Students age profile is a given below:

<b>Sl.no</b>	<b>Age</b>	<b>No of Students</b>
1.	17-22	2040
2.	23-25	90
3.	26-35 & Above	180

**DECLARATION SHEET**

I,

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hereby certify that all the information and data furnished by me with regard to this tender specification is true and complete to the best of my knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

I, further certify that I am the duly authorized representative of the under mentioned tenderer.

I, further certify that my company meets all the conditions of eligibility criteria laid down to take part in the tender.

I, further specifically certify that my company meets/is having Medical Insurance participation in minimum three major companies/ institutions/ organizations etc. in the last five years. (Clause 1.3 of Annexure I).

I, further specifically certify that my company has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years. (Clause 1.4 of Annexure I).

(Signature of the Tenderer) Designation,  
Name and Mobile number

CERTIFICATE OF DECLARATION FOR CONFIRMATION OF IRDA GUIDELINES

I

.....  
hereby

certify that our offer no. \_\_\_\_\_ dated \_\_\_\_\_ against tender specification No. \_\_\_\_\_ does not amount to any breach of IRDA guidelines. I further confirm that in the event of disclosure at a later stage that the same are not in line with IRDA Guidelines and IIITDM Kancheepuram is put to any disadvantage or face cancellation of the Policy or any claim becomes substandard/untenable, the whole liabilities arising out of this shall lie squarely on us.

I, further certify that I am the duly authorized representative of the Insurer and competent to agree as above.

(Signature of the Tenderer)

Bid Security Declaration Form

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To (insert complete name and address of the purchaser) I/We. The undersigned, declare that: I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity

(i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or

(ii) thirty days after the expiration of the validity of my/our Bid.

Signature of Tenderer\_Name:

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Designation:

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Organization Name:

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Contact No.:

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Indian Institute of Information Technology Design & Manufacturing, Kancheepuram  
Part-I (Un-priced Technical Bid)

This technical bid consists of two parts:

Part I: This is the checklist of essential conditions to be satisfied as per IIITDM Kancheepuram requirements.

Part II: This is the checklist of desirable disclosures to be informed as per IIITDM Kancheepuram requirements.

Bidder should support documentary evidence to support their claims.

Please ensure acceptance of the following conditions by checking 'yes' against each of them and enclose the supporting document wherever require

Sl No	ITEM	Yes/No	Page No. of the submitted document
1.	The Policy shall cover students of IIITDM Kancheepuram. However, the Institute will keep the discretionary power to decide the amount of insurance coverage to be taken.		
2.	For financial bid it is mandatory for the companies that they must submit the quotation for <i>Rs. 1.00 Lakh</i> as sum insured for Health Insurance, and <i>Rs 5.00 Lakh</i> for Accidental Insurance.		
3.	The Policy shall cover hospitalization as indoor patient as well as other surgeries/procedures etc. that do not require hospitalization but are generally covered by health insurance policies as day care procedures. The day care procedures treatment such as Dialysis, K wire fixation, etc. should be covered under this policy.		
4.	It is expected that Insurance Company will have arrangements with an extensive network of reputed Hospitals all across the country for treatment with cashless facility.		
5.	Financial and technical bid should include information on which of these are empaneled by the Insurance company. The Bills of Hospitals already recognized for treatment by IIITDM Kancheepuram shall be eligible for reimbursement/settlement by the Insurer. All Hospitals of State/ CGHS recognized/ public undertaking/ autonomous bodies/municipal bodies/private hospitals etc across India shall also be eligible for reimbursement/settlement.		
6.	The scheme has to necessarily cover all pre-existing illnesses of the insured students		
7.	The policy shall cover all the students of the Institute		

8.	The number of students may change over time and thus the quotation should clearly indicate the premium for different age groups.		
9.	For the new students who may join the Institute from time to time, identical coverage has to be made available from the day one of joining though the premium paid may be based on the fractional period involved. The students leaving before completing an academic year shall also enjoy the insurance coverage for the entire academic year.		
10.	In case the insured obtains treatment from a non-network hospital during emergency, the claim shall be reimbursed as per terms of the contract.		
11.	For all claims (other than cashless ones) the claim would be expected to be submitted to the insurance company directly by the student within 45 days of discharge from the hospital. Such claim should be settled within 30 days of submission and payment will be made directly to the insured. An interest of 8% p.m. on the reimbursement amount has to be paid by Insurance Company to the Student for any delay in reimbursement.		
12.	The insurance company shall arrange to issue membership card to each insured person directly at their cost. The insurance company needs to ensure that any student with their valid identity card issued by IIITDM Kancheepuram should get treatment for all emergency cases at various network hospitals without any difficulty		
13.	Exclusions: Exclusions, if any, should be clearly specified by the insurance company as part of the technical bid.		
14.	List of TPA to be assigned in the case of award of tender.		
15.	The Company information 1. GST 2. PAN 3. The contact details (Mobile and email ID) 4. The escalation matrix if any		
16.	OPD facility of Rs.5,000/- per student during the year including consultations/medicine and testing charges on PAN-INDIA basis.		
17.	The Insurance Company should have executed Medical Insurance contract for three major companies/institutions/ organizations etc during the last three years. Major Institutions here implies at least 1000 insured person or more for last three years. (Documentary evidence to be furnished).		

Part- II: Desirable Disclosures

Technical bids would be evaluated by a committee constituted for this purpose. Whether a bidder qualifies or not would depend on the following desirable factors. Please supply separate annexure highlighting the section of your tender document which explicitly addresses these:

Student Group Health and Accidental insurance				
Sl no.	List of Features	Requirement	Check	Specific remarks, if any
1	Pre-Existing Diseases	Cover required		
2	Pre-Post Hospitalization	30 days pre and 60 days Post cover required		
3	Ambulance services	Cover required		
4	1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> /4 <sup>th</sup> year student waiting period	Should be waived off		
5	Domiciliary Hospitalization	Cover required		
6	Day care procedures	Cover required		
7	co- payment	100% Payment by the Insurance company		
8	In patient treatment	Cover required		
9	PED waiting period	Should be waived off		
10	Organ donor	Cover required		
11	30 days waiting period	Should be waived off		
12	Dental treatment	Cover required		
13	Room rent capping	No Capping required		
14	Corona Coverage	Included in Medical insurance		

(Signature of the Tenderer)

**Financial Bid**

Indian Institute of Information Technology Design & Manufacturing, Kancheepuram

Please quote the Insurance premium in following format

Sl No	Insurance Coverage( in INR)	Sum Assurance (in INR)	Premium ( in INR)
1	Medical Insurance	1 Lakh	
2	Accidental Insurance (Death and Disability Cover)	5 Lakh	

- Total premium to be quoted excluding GST.

Apart from the premium amount please quote the following:

The number of students may change over time and thus the quotation should clearly indicate the % of premium for the new students who may join the Institute from time to time. Identical coverage has to be made available from the day when the documents are sent to Insurance company, though the premium paid may be based on the fractional period covered. The students leaving before completing an academic year shall also enjoy the insurance coverage for the entire academic year.

(Signature of the Tenderer)