

Pondicherry University

Kalapet

Puducherry

Pondicherry University is a Central University governed by the Act of Parliament No.53 of 1985)

TENDER DOCUMENT FOR STUDENT INSURANCE

- The Pondicherry University, Puducherry is a Central University Under control of UGC & MHRD
- At present, in Pondicherry University over 4,500 students are perusing their Post Graduate, Post Graduate (5 year integrated), PG Diploma & Ph.D. research in various discipline.
- Presently Pondicherry University is having a Group Mediclaim Insurance Policy and Personal Accident Insurance Policy for its students which are valid up to the end of May 2018.
- Sealed Quotations are hereby invited from the interested IRDA registered Insurance Companies for providing Group Insurance Policy with Mediclaim life insurance, Personal Accident Insurance and disability Insurance to the students for Academic year 2018-19 as given herein.

- No brokerage/ agency/ consultancy charges are allowed, as this will be a direct transaction between the Insurer and the Pondicherry University

CHAPATER2: BASIC ELIGIBILITY CRITERIA FOR SUBMITTING BIDS
--

The Insurance Company must be in the business of Group Mediclaimas General Insurance for at least for 5 years

The Operations of the Insurance Company must be at least at the national level.

The Insurance Company should be registered with IRDA or enabled by the Central Legislation to undertake insurance related activities. The bidder should attach proof of license /registration.

The bidders should have Annual Health Insurance business of Rupees crore or more premium in the past three financial years (Viz. 2015-16, 2016-17and 2017-18) and at least threeyears' experience in catering to group Insurance of 6500 students or more under one group package Policy/ in an institution with Scheme in the last three years (Viz. 2015-16, 2016-17and 2017-18)

The bidder should have a good claim settlement ratio.

The bidder should have a full-fledged branch office at Puducherry and having branches at Karaikal and Port Blair are preferable.

Chapter 3: Procedure for submission of Technical Bid and Financial Bid
--

The quotation containing both Technical Bid and Financial Bid should be submitted in one single Envelope i.e. Single Bid System.

Technical Bid should contain:-

1. Brief profile of the company
2. The scope of cover, benefits and exclusions
3. The names and address of the empanelled hospitals in India especially in Pondicherry, Karaikal and Port Blair.
4. The names of the cities where the company has operations
5. Details of any tie-up
6. Specification mentioning benefits and exclusions
7. City-wise list of hospitals with cashless facility
8. Turnover during last three years
9. Name and Phone /mobile number of the contact persons

10. List of clients (preferably educational institutions) where such group mediclaimpackage policies are under operation

11. Letter /Undertaking to the effect that they agree to abide by thetender conditions

12.Certificate of registration with IRDA

13.Settlement procedure in detail including maximum period of time required for settlement

Financial Bid should be furnished in the format stipulated in Chapter Number 6 of the Tender document.

The envelope containing Technical and Financial bids should be kept / wrapped up in an out envelope. The outer envelope should be “super Scribed” and “addressed” as below on or before **-03.07.2018, 4.00 p.m.-**

“Quotation for Group Mediclaim Insurance cum personal accident insurance for students(Package Policy)

**To
The Assistant Registrar
Academic Section - General
Pondicherry University
Puducherry – 605 014**

Contact person for technical queries

Last date for submission of Tender: **03.07.2018**

Opening of Tenders: **04.07.2018**

The Pondicherry University reserve the right to select any one of the bids depending on the offers received. All are requested to quote the lowest possible amount for both the options.

CHAPTER 4 : INSURANCE SCHEME AND COVERAGE REQUIRED

1. For our students, Basic medical facilities are being provided in the Health Centre, Pondicherry University. For focused treatment, students are referred to nearby Pondicherry Government Hospital and JIPMER, and affiliated Medical Colleges.
2. The Group Mediclaim Insurance Policy is for all regular students of Pondicherry University subject to disease coverage.
3. Since the University has students from other states also, the policy should also cover illness such as chicken pox, measles,

Jaundice (all types), for hospitalization since students affected cannot travel long distance for treatment at home.

4. The claim procedure should be given in detail with the quotation
5. The total students' strength as on date is around 6300. It may increase or decrease depending on number of students admitted during the academic year 2018-19.

The Total number of students indicated in the tender is tentative and may vary as per the demand of the University at the time of placing the order.

The terms and conditions of the policy are as follows:

1. Details of the Coverage

- a. Sum Insured for Parent / Guardian (in the event of Death & PTD) is Rs. 50,000/-per student
- b. Sum Insured for Student (in the event of Death & PTD)
Rs. 50,000/- **per student**
- c. Reimbursement for the unexpired period of study, the **50,000/-**-towards tuition fee, maintenance expenses, boarding and lodging charges and other incurred expenses

(Excluding payments made prior to accident and /or overdue payments as on date of accident)On actual basis subject to the maximum in the event of death /PTD of Parents / Guardians.

d. Medical Expenses: Rs25,000/-per student

e. Coverage of Loss / Damage of Personal Baggage.Rs.2,500/-

9. Claim should commence from the date of payment of fees in the bank Account of Insurance Company.

10. The claim would be processed without any TPA involvement.

11. Any other facilities that would be extended for the policy without additional premium may also be clearly stated in the bid.

12. The Policy should cover all the diseases i.e. both preexisting and present diseases.

13. No separate or extra capping on overall doctor fees, medicine costs, surgeon fees should be made in the claim.

14. If any additional conditions are applicable, the same may be specified in the quote.

15. Cashless card to all the students should be provided within one month of the start of the insurance cover.

16. Top up provision for desiring students may also be provided
(Optional to students)

Chapter 5: General Terms and Conditions

1. The premium quoted should be inclusive of all applicable taxes and duties for all the items. It is hereby clarified that only GST would be payable extra and GST should be mentioned in the column provided in the financial bid document. Other taxes /cess, if any would have to be included in the premium. It is also clarified that any charge in the GST(increase/decrease) would be dealt with at actual. Any claim for increase in premium rates during the policy period on account of any reason whatsoever will not be entertained. There is no provision for foreclosure of the policy.
2. Extension of Contract: After the period of expiry of the policy, it can be extended on mutual consent for a further period of one year and on successful completion of the extended period of one

year, for another period of one more year. However, this option can be exercised only by University. The extension is subject to the mutual agreement for the annual premium amount payable for the extended period.

3. Conditional Tenders are liable to be rejected. However, the University reserves the right to either accept or reject any of the quotations or conditions in the quotations submitted by the bidders without assigning any reasons thereof.
4. The successful Bidder after placement of order is required to enter an MOU/Agreement with University. The Terms and conditions of the Tender also form part of the MOU /agreement.
5. The quotation should valid for a period of 60 days from the date of Tender Opening.
6. In case of any dispute, efforts will be made to mutually settle the dispute. In this regard the decision of the University is final.
7. Jurisdiction: All disputes arising out of matter to this shall be subject to the jurisdiction of the courts in Puducherry functioning under the High court of Chennai.
8. The University reserves the right to amend any rules relate of to this tender

9. The University also reserves the right to select or reject any tender without assigning any reason.

CHAPTER :6 PRESCRIBED FORMAT FOR SUBMITTING PRICE BID

(A) Details of the Coverage:

Sections	Coverage	Cover to	Sum Insured	Benefit to
I-A	Provides death/Permanent Total Disablement over to the named parent / guardian against accidents	PARENT/Guardian	Rs.50,000/-	STUDENT
I-B	Cover to take care of the future course ofexaminations study of the ward if the parent/guardian died in the accident	COVER TO Students in the event of Death/PTD of PARENTS	Rs.50,000/-	STUDENT/UNIVERSITY
II	Provides death/Permanent Total Disablement cover to student against accident	STUDENT	Rs.50,000	STUDENT/PARENT
III	Provides Hospitalisation cover due to illness or accident to the student	STUDENTS	25,000/-	STUDENT

IV	Covers baggage of the student against accidents or misfortune, loss/damage to Personal BAGGAGE	STUDENT	2,500/-	STUDENT
----	--	---------	---------	---------

RATE QUOTED:

SECTIONS	Sum Insured (Rs.)	No. of year of the Course				
		I year (Rs.)	2 years (Rs.)	3 years (Rs.)	4 years (Rs.)	5 years (Rs.)
A) Sum Insured for Parents /Guardian (Death & PTD)	50,000					
B) Sum Insured for Student (Death & PTD)	50,000					
C) Reimbursement of Tuition Fee as in information broacher	50,000					
D) Medical Expenses	25,000					
E) Loss of Bag age of the Student	2,500					

Certified that no Brokerage / Agency / Consultation Charges have been /will be paid against the rates as this is direct transaction with the Pondicherry University

We accept the details of the Insurance Scheme and the Terms &

Conditions of the Tender

Signature with Office Seal & date