



**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**

**Uruvela, Prabandh Vihar  
Bodh Gaya – 824234, India**

Tender No: IIMBG/2020-21/Student Insurance/02

Date: 03 Apr 2020

**NOTICE INVITING TENDER FOR GROUP HEALTH INSURANCE POLICY FOR IIM BODHGAYA PGP/Ph.D  
PARTICIPANTS**

**(e – Publication mode only)**

Indian Institute of Management, Bodhgaya, Bihar (IIM Bodhgaya) invites bids from IRDA accredited Insurance companies in two bid systems, as per details given below.

**Brief Details of Tender:**

Work Description	EMD (Rs.)
Group Health Insurance Policy For IIM Bodhgaya PGP/Ph.D Participants	3,000/-

The tender document along with all forms are available on the Institute website: <http://www.iimbg.ac.in> and at the e-publishing window of the Central Public Procurement (CPPP) portal <http://eprocure.gov.in/epublish/app> and bid is to be delivered at the Institute by Post/ Courier/ by hand as per details given below.

**Critical Dates of Tender:**

Sl. No	Particulars	Date	Time
1	Date and Time of online Publication/Download of Tender	03/04/2020	9.00 am
2	Pre-Bid Meeting Date & Time	17/04/2020	11.00 am
3	Bid Submission close date & time	24/04/2020	5.00 pm
4	Opening of Technical Bids	28/04/2020	11.00 am
5	Opening of Financial Bids	30/04/2020	11.00 am

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## 1. ABOUT IIM BODHGAYA

Indian Institute of Management Bodh Gaya is an Institution of National Importance under the Indian Institutes of Management Act, 2017.

## 2. SCHEDULE OF REQUIREMENT

Technical details	
Group Name	Indian Institute of Management, Bodhgaya.
Commencement Date	<b>01-July-2020 (tentative)</b>
Period of coverage <u>One Year</u> In case the company has the facility for insurance coverage for 2 or 3 years. The same may be Mentioned.	Actual number may slightly vary.
Insured Group Details	
Participants Strength As on	<b>01-07-2020 (Tentative)</b>
Total number of lives	<b>190 approx. students/participants</b>
Floater/Individual	Individual
Sum Insured bands	Rs. 2,00,000/- (Rs. Two Lakh Only)per students/participants
Coverage & Benefits Details	
Domiciliary Hospitalization	Covered
Coverage of Pre Existing diseases	Covered
Day Care Surgeries/Treatment	Covered
Cashless facility	Applicable
30 days waiting Period	Waived
1st Year and 2 years exclusions	Waived
30 Days Pre and 60 Days post hospitalization Expenses coverage	Covered
Room Rent Limit per day	2% of the sum assured maximum, i.e. Rs.4000/- per day
ICU Rent Limit per day	4% of the sum assured maximum, i.e. Rs. 8000/- per day
Corporate Buffer	Rs 10,00,000/- Limit up to Sum Insured.
Other Conditions	New students/participants joining the Institute become automatically covered under the scheme from their date of joining the Institute and the premium amount will be paid by the Institute. There is no internal ceiling of treatment except room/ICU rent.
Claim Settlement Facility	List of network of authorized hospitals to be provided.
Cashless Facility	1. Cashless treatment to be provided at least in the three of the following major Hospitals located in Gaya & Patna: <b>a) Abhay Institute Of Medical Sciences Pvt Ltd, Gaya</b> <b>b) Kumar Multi-specialty Hospital, Gaya</b> <b>c) Paras HMRI Hospital, Patna</b> <b>d) Ford Hospital and Research Center, Patna</b> <b>e) Jagdish Memorial Hospital, Patna</b> <b>f) Any other major hospitals.</b>

	<p>2. No deposit/treatment charges to be levied on the participants at the time of admission.</p> <p>3. Treatment should be initiated immediately after admission in the hospital on producing the insurance ID card/student ID from the Institute without waiting for any other documents/confirmation from the Insurance company / Institute.</p> <p>4. No amount to be retained by the hospital at the time of discharge. Students/participants are to be provided with medical treatment on their arrival at the hospital.</p>
<b>Annual Health Check-ups</b>	<b>Included</b>
<b>Personal Accident Policy</b>	<b>Should cover all type of accident (both major &amp; Minor) Besides fatality, it should also cover total or partial disability</b>
Any Service Charges on Medical Bills	Should not be deducted from the individual Claim.

### 3. EARNEST MONEY DEPOSIT DETAILS

- a) **EMD of Rs. 3,000/- (Rupees Five Thousand only)** in the form of Demand Draft/Banker's Cheque from Nationalized/scheduled bank in favour of **Indian Institute of Management Bodhgaya, payable at Bodhgaya**, should be submitted. The EMD should be valid for at least 90 days.
- b) EMD of all unsuccessful bidders will be returned after finalization of the tender. EMD of the successful bidder will be returned only after receipt of satisfactory service.
- c) The amount of EMD is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.
- d) No interest will be paid on the EMD.
- e) The details pertaining to EMD are to be filled as per Annexure-I.

### 4. OID, ELIGIBILITY CRITERIA & TECHNICAL CRITERIA

#### 4.1 OID (Other Important Documents)

OID viz. Firm Incorporation Certificate, PAN details, TIN/CST/ST etc. details are to be provided.

#### 4.2 Eligibility Criteria

- a) The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the **Annexure-I**.
- b) The firm should be neither blacklisted by any Government Dept., nor is any criminal

case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure-II**.

- c) The firm should have valid accreditation certificate with IRDA on the date of submission of the tender. A duly sealed & signed valid certificate submitted to this effect.
- d) Bidders should have experience in providing Group Health Insurance for last five years from the date of submission of the tender. The details of the same along with supporting document/copy of insurance policy are to be submitted

#### 4.3 Technical Criteria

Bidders required to sealed & signed of each page of technical bid and submit as per **Annexure-III**. Unsigned technical bid or the bids not in prescribed format will be rejected without assigning any reason.

#### 5. FINANCIAL BID DETAILS

Financial bid given with tender to be submitted after filling all relevant information. The priced bid should be submitted strictly as failing which the offer is liable for rejection.

#### 6. TIME SCHEDULE

Sl. No	Particulars	Date	Time
1	Date and Time of online Publication/Download of Tender	03/04/2020	9.00 am
2	Pre-Bid Meeting Date & Time	17/04/2020	11.00 am
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4	Opening of Technical Bids	28/04/2020	11.00 am
5	Opening of Financial Bids	30/04/2020	11.00 am

#### 7. AVAILABILITY OF TENDER

The tender document along with all forms are available on the Institute website: <http://www.iimbg.ac.in> and at the e-publishing window of the Central Public Procurement (CPPP) portal <http://eprocure.gov.in/epublish/app> and bid is to be delivered at the Institute by Post/ Courier/ by hand as per details given below.

## 8. BID VALIDITY PERIOD

The bid will remain valid for 120 days (Four Months) from the date of opening as prescribed by IIM Bodhgaya. A bid valid for a shorter period shall be rejected, being non-responsive.

## 9. BID SUBMISSION

### 9.1 Instruction to Bidder

**Two bids system will be followed ie Technical & Financial Bids should be submitted separately. There should be three envelopes as per the following details:**

- a. **First Envelop.** The EMD should be kept in the separate envelope and should clearly state “ **EMD for Group Health Insurance Policy For IIM Bodhgaya PGP/Ph.D Participants**”. In case, the firm is exempted from EMD, Necessary Certificate indicating EMD Exemption should be submitted instead of EMD.
- b. **Second Envelop.** Technical Bid should be kept in second envelope. The envelop should clearly state “ **Technical bid for Group Health Insurance Policy For IIM Bodhgaya PGP/Ph.D Participants**”
- c. **Third Envelop.** Financial Bid should be kept in third envelope. The envelop should clearly state “ **Financial bid for Group Health Insurance Policy For IIM Bodhgaya PGP/Ph.D Participants**”
- d. All the three envelopes, as above shall be submitted together in another big envelope sealed and super-scribing thereon “**GROUP HEALTH INSURANCE POLICY FOR IIM BODHGAYA PGP/Ph.D PARTICIPANTS**” and to be sent to :

Chief Administrative Officer  
Indian Institute of Management Bodh  
Gaya  
Uruvela, Prabandh Vihar  
Bodh Gaya, Gaya-824234 (Bihar), India  
Phone: 0631-2200238, 8839292756  
Email: [cao@iimbg.ac.in](mailto:cao@iimbg.ac.in)

### 9.2 MODE OF SUBMISSION OF BID

**The Bidder must ensure that the bids are delivered at the office of IIM Bodh Gaya by any of the means mentioned above (by hand/ by post /By courier) before or by due date.**

#### a) **Technical Bid (COVER-1)**

Bidders should comply with the specification of the tendered item in all respect, no deviations are acceptable. The detailed format is attached at **Annexure-III**. The bidder is to complete the

same along with supporting documents and submit accordingly. The envelop should clearly state “**Technical Bid For Providing The Group Health Insurance Policy For IIM Bodhgaya PGP/Ph.D Participants**”

**b) Financial Bid (COVER-2)**

Financial bid by the tender is to be submitted after filling all relevant information. The cost factors should be mentioned clearly as per format given at **Annexure-V** available with the tender, failing which the offer is liable for rejection. **Kindly quote your offer for all the stipulated service sought for IIM Bodh Gaya (inclusive of all taxes and charges).** The final rates quoted should be inclusive of all applicable charges. The envelop should clearly state “**Financial Bid For Providing The Group Health Insurance Policy For IIM Bodhgaya PGP/Ph.D Participants**”

**10. BID OPENING**

- a) Technical Bids will be opened on 28-04-2020 at 11:00 AM.
- b) Bids should be summarily rejected, if all required documents (mentioned in clause 9) are not submitted within stipulated date / time.
- c) Financial bids of technically qualified parties/firms shall be opened on 30-04-2020 at 11:00 AM.

**11. BID EVALUATION**

The Technical Evaluation Committee of the Institute constituted for the purpose shall assess the ability of the agencies to render the requisite services based on the company profile, rating and on such other criteria as it may fix and the Financial Bids of only those firms qualifying the technical evaluation will be considered.

**12. PAYMENT TERMS**

Payment to be made to the successful bidder along with the order by the concerned dept.

**13. LIQUIDATED DAMAGES**

- a) In case of any unsatisfactory service, suitable penalties as decided by the Competent Authority shall be levied after issuing notice.
- b) In case of failure in settlement of claims within the time frame, the penalty will be enforced as per Institute norms.

**14. CONTRACT PERIOD**

The policy will be issued as under one year, extendable by another year.

The Institute reserve the right to accept policy covers for more than one year provided the company has provision to issue such policies. However this will not be a factor in evaluating the tenders & selecting the successful tenderer.

**15. COMMENCEMENT SCHEDULE**

**The successful bidder has to commence the service w.e.f. 01 July 2020 (subject to Covid 19).**

## **16. TERMS AND CONDITIONS**

### **16.1 General Terms & Conditions:**

- a) The bidder has to submit the relevant & readable documents only as indicated in the tender documents. In case of any irrelevant or non-readable documents, the bid may be rejected.
- b) IIM Bodhgaya reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- c) IIM Bodhgaya reserves the right to relax / amend / withdraw any of the terms and conditions contained in the tender document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- d) IIM Bodhgaya reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- e) Conditional tenders will not be considered in any case.
- f) Tenders sent by fax & e-mail will not be accepted.
- g) In case of differences arising in the terms and conditions of the tender documents with the firm(s), the decision of IIM Bodhgaya shall prevail.
- h) The Courts of Bodhgaya alone will have the jurisdiction to try any matter, dispute or reference between the bidders and the Institute arising out of this service. It is specifically agreed that no court outside and other than Court in Bodhgaya shall have jurisdiction in the matter.
- i) Arbitration- All dispute and differences which may arise between the IIM Bodhgaya and the Insurance Company shall be referred to Director, IIM Bodhgaya whose decision shall be binding on all concerned.
- j) Bids which are late/vague/conditional/incomplete/not confirming to the laid down procedure in any respect will be rejected.
- k) IIM Bodhgaya may issue corrigendum to tender documents before due date of submission of bid. The bidder is required to read the tender documents in conjunction with the corrigendum, if any, issued by IIM Bodhgaya. The bidder is not to modify the tender document.

### **16.2 Special Terms and Conditions:**

- a) Cashless facility should be provided in at least three of these major multi-specialty hospitals located in Bodhgaya and Patna as stated in the technical bid. All transactions with these hospitals should be totally cashless. No deposit/treatment charges to be levied on the participants at the time of admission and no amount to be



retained by the hospital at the time of discharge. Students/participants are to be provided with medical treatment on their arrival at the hospital.

- b) All PGP/Ph.D participants of IIM Bodhgaya irrespective of age group should be eligible to join the scheme. New students/participants joining the Institute become automatically covered under the scheme and the premium will be paid by the Institute.
- c) There should be a dedicated helpline (24 x 7) / TPA from the Insurance Company and the contact details should be furnished in the tender. Contact details of the claim settlement person should be provided by the Insurance Company including the name of the contact person, contact numbers and postal & email address.
- d) Door-step reimbursement facility for cases of reimbursement to individual and reimbursement amount can be made directly to the members only preferably within 15 days from the date of submission of required documents.
- e) Reports including the claims of individuals and the details of settlement are to be furnished to the Institute on monthly basis or as and when required by the Institute.
- f) Admission and discharge to and from the hospital preferably on 24x7 basis.
- f) The successful agency shall at its own cost comply with the provision of orders and notifications issued by IRDA and Government from time to time.
- g) Provide/access to retrieve the update Claim Dump / MIS in MS Excel Format only with each and every claim details on quarterly basis.

To

**The Chief Administrative Officer  
Indian Institute of Management Bodh Gaya  
Uravela, Prabandh Vihar  
Bodh Gaya, Gaya-824234 (Bihar), India  
Phone: 0631-2200238**

**Sub: - EMD Details.**

Ref : -Tender No. IIMBG/2020-21/Student Insurance/02 dated 03-04-2020

(Notice Inviting Tender for Group Health Insurance Policy for IIM Bodhgaya PGP/Ph.D. Participants)

Sir,

1. I /we hereby submit our tender for Group Health Insurance Policy for IIM Bodhgaya PGP/Ph.D Participants along with other required documents.
2. I/ We enclosed herewith the following in favor of Indian Institute of Management Bodhgaya towards EMD

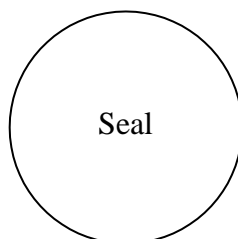
Particular	Amount	Transaction No. & Date	Bank Name	Supporting documents are to be attached along with the Annexure-I
EMD	3,000/-			

3. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.
4. I /we have gone through all terms and conditions of the tender document before submitting the same.

Date:

Place:

Designation:



Authorized Signatory

Name:

Contact No.:

**CERTIFICATE**  
**(to be provided on letter head of the firm)**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

**Date:**

**Authorized Signatory**

**Name:**

**Place:**

**Designation:**

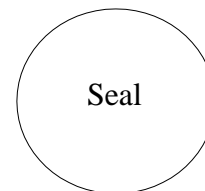
**Contact No.:**

## TECHNICAL BID

Technical details	
Group Name	Indian Institute of Management Bodhgaya.
Commencement Date	<b>01-July-2020 (Tentative)</b>
Period of coverage <u>One Year</u> In case the company has the facility for insurance coverage for 2 or 3 years. This may be mentioned.	Actual number may slightly vary.
Insured Group Details	
Participants Strength As on	<b>01-07-2020 (Tentative)</b>
Total number of lives	<b>190 approx. students/participants</b>
Floater/Individual	Individual
Sum Insured bands	Rs. 2,00,000/- (Rs. Two Lakh only) per students/participants
Coverage & Benefits Details	
Domiciliary Hospitalization	Covered
Coverage of Pre Existing diseases	Covered
Day Care Surgeries	Covered
Cashless facility	Applicable
30 days waiting Period	Waived
1st Year and 2 years exclusions	Waived
30 Days Pre and 60 Days post hospitalization Expenses coverage	Covered
Room Rent Limit per day	2% of the sum assured maximum, i.e. Rs.3000/- per day
ICU Rent Limit per day	4% of the sum assured maximum, i.e. Rs.8000/- per day
Corporate Buffer	Rs 10,00,000/- Limit up to Sum Insured.
Other Conditions	New students/participants joining the Institute become automatically covered under the scheme from their date of joining the Institute and the premium amount will be paid by the Institute. There is no internal ceiling of treatment except room/ICU rent.
Claim Settlement Facility	List of network of authorized hospitals to be provided.
Cashless Facility	<ol style="list-style-type: none"> <li>1. Cashless treatment to be provided at least in three of the following major Hospitals located in Gaya &amp; Patna: <ol style="list-style-type: none"> <li>a) <b>Abhay Institute Of Medical Sciences Pvt Ltd, Gaya</b></li> <li>b) <b>Kumar Multispeciality Hospital, Gaya</b></li> <li>c) <b>Paras HMRI Hospital, Patna</b></li> <li>d) <b>Ford Hospital and Research Center, Patna</b></li> <li>e) <b>Jagdish Memorial Hospital, Patna</b></li> <li>f) Any other major hospitals.</li> </ol> </li> <li>2. No deposit/treatment charges to be levied on the participants at the time of admission.</li> </ol>

	<p>3. Treatment should be initiated immediately after admission in the hospital on producing the insurance ID card/student ID from the Institute without waiting for any other documents/confirmation from the Insurance company / Institute.</p> <p>4. No amount to be retained by the hospital at the time of discharge. Students/participants are to be provided with medical treatment on their arrival at the hospital.</p>
<b>Annual Health Check-ups</b>	<b>Included</b>
<b>Personal Accident Policy</b>	<b>Should cover all type of accident (both major and Minor) Besides fatality, it should also cover total or partial disability</b>
Any Service Charges on Medical Bills	Should not be deducted from the individual Claim.
A copy of existing insurance policy document is attached for reference.	

**Name and Signature of Authorized Person**



**Statutory Documents (Copies of documents to be enclosed)**

<b>Name of the Party</b>		
<b>Date of Incorporation / Establishment</b>		<b>Supporting documents are to be attached along with the Annexure-IV</b>
<b>PAN Number</b>		
<b>GST Registration Number</b>		
<b>Registered Office Address</b>		
<b>Authorized Signatory Details</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	
<b>Details of Contact other than Authorized Signatory</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	

**Signature and Seal of the**

**Tenderer: Name in Block Letter:**

**Designation:**

**Contact no.**

**Full Address:**

**FINANCIAL BID (COVER-2)**

**Name of the Agency/Firm/Service provider along with Address and Telephone No.:**

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**Description of work: As given in the main document**

**AMOUNT QUOTED:**

**(In Words):** \_\_\_\_\_

**(In Figures):** \_\_\_\_\_

**If two or more agencies quote the same rate / fee then decision of Principal Employer ie IIM Bodh Gaya and its tender committee will be final for selection of L-1 vendor based on higher eligibility criteria or clauses mentioned in the tender document as above.**

**Certified that I/We have read the instructions given in the tender documents. I/We have understood the contents of the terms and conditions and undertake to abide by the same as laid down in these documents and agree to them in letter and spirit.**

**(Signature of Bidder/ Agency /Service provider) with seal stamp**