



INDIAN INSTITUTE OF MANAGEMENT CALCUTTA
Diamond Harbour Road, Joka, Kolkata- 700104, West Bengal

Tender No.: **NTT/IIMC/MEDICLAIM/44/2022 23**

Dated 10/08/2022

NOTICE INVITING TENDER

E-Tenders are invited by Indian Institute of Management Calcutta (hereinafter referred to as "IIMC") under Two-Bid System i.e. Technical Bid and Financial Bid from IRDA approved Insurance Companies (both Government and Private Sector Companies) for providing "**Group Mediclaim and Personal Accidental Insurance benefit to the existing employees and their dependents, employees who had retired post 31st March, 2007 and their**



6. The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in “Technical Bid”.
7. Bill of Quantities with rates duly filled in is to be submitted in the format provided online in the name of “Price Bid”. Hence, physical submission of the documents is limited to submission of Tender document fee in the form of Demand Draft in favour of “Indian Institute of Management Calcutta” payable at Kolkata amounting to Rs.1000/-+GST as applicable.
8. Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the signed letter of authority issued in his name by the bidder on his letter head.
9. Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> (“Server System Clock Time”) shall be final and binding on the bidder. E-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.
10. The bidders are advised to submit their e-bids well before the e-bid due date. IIM CALCUTTA shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.
11. The Technical and Price Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted “on-line”. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.
12. Any tender received without original Earnest Money and Tender document fee in the form as specified in NIT shall not be accepted/considered and shall be summarily rejected.
13. Physical submission of the documents is to be as per the following in one envelop only to the Office of Senior Administrative Officer (Purchase) at the east side of the ground floor of Administrative Building
 - i. Original Demand Draft for Tender document fee.

3. PRE BID MEETING: All the eligible tenderers, who fulfill all the criteria mentioned in the NIT and are interested to submit their tenders must attend the pre-bid meeting which will be held on **17th August, 2022 at 2:00 P.M.** in the IIMC Campus **for the purpose of discussion on the requirement of the Institute in regard to the said Medclaim Insurance Policy.** Based on the discussions in the pre-bid meeting, the tenderers should submit the tenders accordingly.

4. If the tenderer deliberately gives wrong information in his tender or creates circumstances for the acceptance of his tender, IIMCalcutta reserves the right to reject such tender at any stage.

5. By submitting a tender, the tenderer will be deemed to have satisfied himself of the scope of the work and the rates quoted by him in the tender will be adequate to successfully deliver the services.



- 6.** The tenderer shall sign all the documents and put firm's stamp with date on each page of the Tender.
- 7.** The tenderer should be willing to take up work according to terms and conditions as set out in this NIT.
- 8.** IIMCalcutta reserves its right to postpone the date of opening of tenders.
- 9.** The tender shall be valid for a period of 3 months for acceptance. If a tenderer is unable to keep the offer open for the specified period, he should state the period for which the tender is kept valid for acceptance.
- 10.** IIMCalcutta reserves the right to modify, expand, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.
- 11.** The application for tender does not entitle any tenderer for automatic grant of award.
- 12.** Tender documents as submitted by a tenderer shall become the property of IIMCalcutta and IIMCalcutta shall have no obligation to return the same to the tenderer.
- 13.** Canvassing in any form whether directly or indirectly in connection with the tender is strictly prohibited and the tenders submitted by the Insurance companies who resort to canvassing will be liable for rejection without any further reference.
- 15.** The following tenders are liable for rejection:
 - I.** Tender forms containing 'over written' or 'erased' rate or rates and amount not shown in figures and words in English.
 - II.** Tender quoting rates on units different from those prescribed in the tender schedules.
 - III.** Tender which is incomplete, obscure or irregular.
 - IV.** Tender in respect of which any request from the Tenderer is received in respect of addition, alterations, modifications, corrections, etc. of the Terms and Conditions or rates after opening of either tenders will not be entertained.
 - V.** Tender in respect of which canvassing in any form is resorted to by the Tenderer.
 - VI.** Tender received after the time and date specified above.



PART - I

Group Medclaim and Personal Accidental Insurance benefit to the existing employees and their dependents, employees who had



	(ii) Or if she is a dependent being a widow, divorced, abandoned or separated from her husband, irrespective of her age.
Sister(s)	Who is staying with the employee as a dependent being unmarried, divorced, abandoned or separated from her husband, a widow, irrespective of age.
Brother(s)	(i) Who is staying with the employee as a dependent till he becomes a major. (ii) If he is permanently disabled being dependent on the employee, irrespective of age.

(ii) All retired employees who had retired from the Institute's service post 31st March, 2007 and their respective spouses.

(iii) Spouses of deceased employees.

B. Group Personal Accidental Insurance Benefit

This policy will cover only the existing employees engaged by Indian Institute of Management Calcutta.

4. INSURANCE COVERAGE:

Sl. No.	What is Covered
	If expenses are incurred for treatment of the insured person in any Hospital or Nursing Home on account of any accident or disease or injury upon advice of a Medical Practitioner, then the following hospitalization expenses shall be payable by the Insurer;
I	Pre & Post hospitalization –Should be 30 & 60 days respectively.
II	Room Rent –

1.25% of Sum insured per day for Normal Rooms

2.50% of Sum Insured per day if admitted in ICU, ICCU, ITU or HDU

If an insured member opts to stay in a room ~~Fig 3.6~~ **3.6(er)TJ/TT41Tf3.909107.0002Tc(up)5.10**



VIII. Claim settlement on discharge Settlement of claims on discharge should be done on priority

- VIII. No Security Deposit will be paid by the insured members during the time of admission in any empaneled Hospital.
- IX. The response time by the TPA at the time of admission should be maximum of six hours.
- X. Management Information System (MIS) Reports and Claim Dumps are to be furnished to the Institute on quarterly basis.
- XI. In case of **emergency hospitalization**



The proposal shall be filled in by the Insurance Company neatly and accurately. Any corrections or overwriting would render the proposal invalid. Conditional offers / offers which are not in conformity to the prescribed document will be summarily rejected All the documents submitted with the Tender are to be furnished duly signed on all pages along with the technical proposal.

(a) Technical Proposal

The authorized Committee of IIM Calcutta shall carry out its evaluation for the technical proposal submitted by the tenderers.

(b) Financial Proposal



Contract or arising from any breach or non-compliance whatsoever by the Insurance Company or any of the persons deployed by it pursuant hereto of or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether within or without the premises.

8. OTHER TERMS AND CONDITIONS

Any changes in the terms and conditions of the document can only be made in writing and by mutual agreement. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of India for the time being in force.

Any notice, request or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person or sent by registered / speed post / courier to an authorized representative of the Party.

The Services shall be performed at such locations as specified by IIM Calcutta from time to time.

Any action required or permitted to be taken, and any document required or permitted to be executed, under this contract by IIM Calcutta or the Insurance Company, may be taken or executed by the officials authorized.

Unless otherwise specified, the Insurance Company, and their personnel shall pay such taxes, duties, fees etc. as may be levied under Central/State law and the same will not be reimbursed by IIM Calcutta.

9. Commencement, Validity, Modification and Termination of Contract Effectiveness of Contract

This Contract shall come into effect from the date of issuance of Letter of Intent / W.O. by IIM Calcutta.

(a) Commencement of Services The selected Insurance Company is expected to commence the Assignment on the date and at the location to be specified in the work order to be issued by IIM Calcutta as per its requirement. If the Insurance Company fails to commence the assignment within the specified schedule as per work order, the contract shall be liable to be terminated.

(b) Validity of Contract

Unless terminated earlier, this Contract shall be valid for a period of one year w.e.f. **10th September, 2022 (12:01 AM) till 9th September, 2023 (midnight).**

(c) Modification

After awarding of the contract, any changes in the modus of implementation can be agreed to mutually in writing

(d) Termination by

