



**Government
eProcurement
System**

eProcurement System Government of India

Tender Details

Date : 05-Jun-2025 05:07 PM

Print

Basic Details

Organisation Chain	Indian Institute of Technology Ropar		
Tender Reference Number	IITRPR/SA2		
Tender ID	2025_IITRP_863359_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Lump-sum
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	Direct Credit
	2	R-T-G-S
	3	NEFT

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	TENDER FOR GROUP HEALTH INSURANCE POLICY FOR IIT ROPAR STUDENTS
2	Finance	.xls	TENDER FOR GROUP HEALTH INSURANCE POLICY FOR IIT ROPAR STUDENTS

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	50,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	IIT Ropar Revenue Account	EMD Payable At	Ropar

Work /Item(s)

Title	TENDER FOR GROUP HEALTH INSURANCE POLICY FOR IIT ROPAR STUDENTS				
Work Description	TENDER FOR GROUP HEALTH INSURANCE POLICY FOR IIT ROPAR STUDENTS				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Tender Value in ₹	NA	Product Category	Miscellaneous Services	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	15
Location	IIT Ropar	Pincode	140001	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	M Visvesvaraya Block
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	05-Jun-2025 04:30 PM	Bid Opening Date	19-Jun-2025 03:30 PM
---------------------	----------------------	-------------------------	----------------------

Document Download / Sale Start Date	05-Jun-2025 04:30 PM	Document Download / Sale End Date	19-Jun-2025 03:00 PM
Clarification Start Date	05-Jun-2025 04:30 PM	Clarification End Date	12-Jun-2025 11:00 AM
Bid Submission Start Date	05-Jun-2025 04:30 PM	Bid Submission End Date	19-Jun-2025 03:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	TENDER FOR GROUP HEALTH INSURANCE POLICY FOR IIT ROPAR STUDENTS	962.88	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	Tender.pdf	TENDER FOR GROUP HEALTH INSURANCE POLICY FOR IIT ROPAR STUDENTS	947.08
	2	BOQ	BOQ_907693.xls	BOQ for quoting rates	229.00

Tender Inviting Authority

Name	Registrar IIT Ropar
Address	Registrar IIT Ropar

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

An Autonomous Institution under Ministry of Education, Govt. of India



TENDER DOCUMENT

FOR

**GROUP HEALTH INSURANCE POLICY FOR IIT ROPAR
STUDENTS**

Rupnagar, Punjab-140001

INDEX

Sr. No.	Particulars	Page No.
1	Tender Notice	3-4
2	Instructions for online bid submission	5-6
3	Technical Bid Summary Sheet	7-10
4	General Terms And Conditions	11
5	Specific Terms And Conditions	12
6	Scope of Work	13-14
7	Price Schedule	15-17
8	Covering Letter	18
9	Annexure-1: Affidavit for Non-Blacklisting	19
10	Annexure-2: Format of Client Certificate	20
11	Annexure-3: Acceptance Certificate	21



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR
रूपनगर, पंजाब - 140001/ **Rupnagar, Punjab-140001**

TENDER FOR GROUP HEALTH INSURANCE POLICY FOR STUDENTS

Indian Institute of and Technology (IIT), Ropar, an autonomous Institute established under the Ministry of Education, Government of India. IIT is devoted to both teaching and research of the highest caliber in a totally integrated way. IIT Ropar, invites tenders from IRDAI accredited Insurance companies

Sealed Tender/Quotation(s) are invited in online mode from eligible and qualified bidders under two bid systems (technical and financial) for GROUP HEALTH INSURANCE POLICY for IIT Ropar students, which includes both the Mediclaim & Personal Accident Policy).

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute website www.iitrpr.ac.in and bid is to be submitted **online only** through the E-procurement portal up to the last date and time of submission of tender. No manual bids will be accepted.

Technical Bid and **Financial Bid in excel sheet and PDF format** should be submitted in the E-procurement portal. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Important Dates of Tender:

Sr. No.	Particulars	Date	Time
1.	Date of Online Publication /Download of Tender	5 th Jun, 2025	16:30
2.	Bid Submission Start Date	5 th Jun, 2025	16:30
3.	Bid Submission Close Date	19 th Jun, 2025	15:00
4.	Opening of Technical Bids	19 th Jun, 2025	15:30

Amendment to Bidding Documents:

At any time prior to the due date for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders who have downloaded the Tender Document should surf Institute website (<https://www.iitrpr.ac.in/>) from time to time to know about the changes/modifications in the Tender Document. The changes / modifications would also be hosted on the website of the Institute and all prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.

The Director, IIT Ropar reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason and not bound to accept the lowest tender keeping in view the Interest of the Institute. The decision of the Director, IIT Ropar in this regard shall be final and binding on all.

REGISTRAR

INSTRUCTIONS FOR ONLINE BID SUBMISSION

This tender document has been published on the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) & Institute website www.iitrpr.ac.in. 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 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 useful for submitting online bids on the CPP Portal may be obtained at:
<https://eprocure.gov.in/eprocure/app>.

REGISTRATION:

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their account.
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.
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 / nCode / eMudhra etc.), with their profile.
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.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
7. The CPP Portal has a user manual with detailed guidelines on enrollment and participation in the online bidding process. Any queries related to the process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on the website.

SEARCHING FOR TENDER DOCUMENTS:

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. 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 Tenders' 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.

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.

PREPARATION OF BIDS:

1. Bidders should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
4. 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, auditor certificates etc.) has been provided to the bidders. Bidders can use the "My Space" area 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 the bid submission process.

SUBMISSION OF BIDS:

1. Bidders should log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidders will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
4. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
5. 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.
6. Kindly add scanned PDF of all relevant documents in a single PDF file of the compliance sheet.
7. ***Financial Bid to be submitted in both the excel sheet and pdf format.***

8. ASSISTANCE TO BIDDERS

- i. 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 relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online bid submission or queries relating to CPP.

TECHNICAL BID

TENDER FOR GROUP HEALTH INSURANCE POLICY FOR STUDENTS

**PROFORMA FOR EVALUATION OF TECHNICAL PERFORMANCE OF THE TENDERING
AGENCY/FIRM/COMPANY**

Sr.	Particulars	Mention Details (Do not state <u>attached</u> / <u>enclosed</u> / <u>refer attached document</u> etc.). Highlight relevant portion of the attached document.
1	Name of the company Whether IRDAI accredited Insurance company	Yes/ No
2	<u>Address of the District Ropar (Punjab) or Chandigarh office of the company.</u> Name, designation of contact person. Landline No Mobile No Email (Submit proof of address having name of the Company/Agency/Proprietor–Copy of Latest Corporation Tax Receipt OR copy of latest LandLine Telephone Bill OR copy of latest Electricity Bill, copy of the valid Shops and Establishment Registration certificate OR Copy of valid Lease Agreement etc.)	Submitted/ Not Submitted Name of the Document Submitted : _____
3	Legal status – Individual / Proprietary / Partnership Firm / Limited Company / Corporation, etc.) (Submit Copy of the appropriate Registration certificate)	Legal Status : _____ Submitted / Not Submitted
4	Month and Year of commencement of Health Insurance business.	

5	<p>Statutory details of agency / firm / company (Photocopies of the Registration Certificate/Allotment letter in the name of the agency / firm / company issued by the concerned authority to be submitted):</p> <p>1] Registration number of the firm issued under Punjab Shops and Commercial Establishment Act 1958 and date of issue. Copy of the Registration certificate valid as on date to be submitted. Renewal date to be highlighted.</p> <p>2] In case of company, registration number issued by Registrar of Companies and date of issue.</p> <p>3] Permanent Account Number (PAN).</p> <p>4] GST–Registration number.</p>	
6	<p>The company should have an Average annual turnover of at least Rs. Ten Crores in the Health Insurance business alone for each of the last 3 financial years. Turnover Certificate specifically having mention of “Turnover from Health Insurance business alone” duly certified by the Chartered Accountant to be submitted.</p> <p>Please do not submit copies of balance Sheet / IT returns.</p>	<p>FinancialYear–2022-23: Rs. _____</p> <p>FinancialYear-2023-24: Rs. _____</p> <p>FinancialYear-2024-25: Rs. _____</p>
7	<p>The company should have at least 3 years of experience in providing Student’s Health Insurance services particularly to IITs/NITs or other Centrally Funded Technical Institute (CFTIs) with minimum student strength of 1000 or above.</p> <p>Submit details of present and past clients in the format provided (Annexure-2. Please use separate sheet if required). Please attach client certificates on their letterhead [Draft - Refer Annexure 2] which should have details about the type of health insurance services and the period of the contract awarded.</p> <p>Please do not submit Work Orders / Agreements.</p> <p>Client certificate as stated above only Shall be considered.</p>	<p>Yes/No</p> <p>Submitted/Not Submitted</p>

8	<p>The medical treatment of the students will be made in the recognized hospitals on a cashless scheme and the Insurance company will settle the claim cases. A list of hospitals empanelled with the Insurance company on all India basis is to be provided to the Institute. Also, the students can avail medical treatment at any recognized hospitals of the State/CGHS recognized/Public Undertaking/Autonomous Bodies/Municipal Bodies/Pvt. Hospitals/Nursing Homes etc. across India and shall also be eligible for reimbursement/settlement.</p> <p>Along with that, a TPA shall also be provided for ease of students in claiming the insurance.</p>	<p>Yes/No</p> <p>Submitted/Not Submitted</p>
9	In case the tender is signed by the person other than the sole proprietor / owner, authorization given by the Executive Body authorizing the officer/partner for signing the tender documents for this tender to be Submitted on letterhead.	Submitted/Not Submitted/ Not Applicable
10	Please submit Claim Settlement Policy for the last 3 financial years (2022, 2023 & 2024) on the letter head of the Company	Submitted/Not Submitted
11	Domiciliary Hospitalization	Covered/Not Covered
12	Coverage of Pre Existing diseases	Covered /Not Covered
13	1 st year exclusions (Waived coverage from day 1 for all illness)	Yes/No
13	Treatment of all psychiatric disorders (as per MHC Act, 2017) cover for students	Covered /Not Covered
14	30 Days Pre and 60 Days post Hospitalization Expenses coverage	Covered/Not Covered
15	Room Rent Limit per day	Yes/No
16	ICU/CCU/NICU Room Rent Limit per day	Yes/No
17	Corporate Buffer–	<p>Rs 40,00,000/- limit up to sum insured.</p> <p>Included /Not included</p>
18	30 days Waiting Period for claims	Yes/ No

19	Any Service Charges on Medical Bills Should not be deducted from the individual Claim	Yes/ No
20	TPA Services Involved and Name and contact details of the executive to be submitted (who will act as a Nodal Person to facilitate the students as and when required). List of Network of Authorized hospitals to be provided to the Institute and the same is to be updated half yearly.	Submitted/ Not Submitted
21	Submit affidavit in the prescribed format (Annexure-1) on non-judicial stamp paper of Rs. 100/- duly attested by a Magistrate/ Notary Public regarding Non-blacklisting of the firm.	Submitted/Not Submitted
22	Submit acceptance certificate (Annexure- 3) on a letterhead in the prescribed format.	Submitted/Not Submitted
23	All pages of the tender and draft Agreement signed?	Yes/No
24	Treatment of chronic diseases/lifestyle covered under the policy. If yes, please provide the list of diseases	Yes/No Submitted/Not Submitted
25	Non-empanelled hospitals where expenses are reimbursable in case of emergency treatment.	Yes/No Submitted/Not Submitted
26	Facilities such as ventilator and other life support services covered in ICU/CCU/NICU	Yes/No
27	Ambulance services, cover required upto Rs. 5000/- per student.	Yes/No
28	List of hospitals empanelled with the Insurance Company on all India basis to be provided.	Yes/No
29	The EMD (INR 40,000) is required to be submitted in the form of separate Demand Drafts, drawn in the favour of IIT Ropar Revenue Account and payable at Rupnagar.	Yes/No
30	Exclusions, if any, should be clearly specified by the Insurance company as part of the technical bid.	

Signature: _____

Name: _____

Date: _____

Seal of Contracting Agency/Firm/Company

GENERAL TERMS AND CONDITIONS

- **The Contracting Company should have its office in District Ropar (Punjab) or Chandigarh.**

Techno-Commercial Contact

Assistant Registrar (S&P)

Indian Institute of Technology Ropar

Rupnagar, Punjab-140001

- **Tender EMD:** The EMD (INR 50,000/-) (Rupees Fifty Thousand only) is required to be, paid through RTGS/NEFT to **IIT Ropar Revenue Account**, Bank details are as under:

Name of the Bank A/C	IIT Ropar Revenue Account
SBI A/C No.	37360100716
Name of the Bank	State Bank of India
IFSC Code	SBIN0013181
MICR Code	140002008

This is mandatory that UTR Number is provided in the on-line quotation/bid.

- The successful tenderer shall have to deposit performance security of **Rs.1,50,000/- (Rupees One Lakh and Fifty Thousand+ only)** through NEFT/RTGS in the Bank Account as **"The Registrar, IIT Ropar"**, within 2 days from the acceptance of work order.
- At the first stage, the Technical Bids shall be opened on due date and technical evaluation shall be carried out based on the Technical Bid Proforma, documents submitted in support, tendered terms, conditions, eligibility etc. Tenderer who submits Financial Bid with Technical Bid shall be disqualified.
- Bidders technically disqualified shall be intimated.
- The Financial bids of only those tenderers will be opened who are declared qualified by the Technical Evaluation Committee. If tenderer quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered. In case of multiple tenderers emerging as Lowest 1 (LI), the contract shall be then awarded to the tenderer amongst LI with highest average annual turnover of the last three years and conforming to our requirements.
- The tenders are not transferable under any circumstances.
- Telegraphic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
- Tender in any form other than the prescribed form issued by IIT Ropar shall not be considered and will be summarily rejected.

SPECIFIC TERMS AND CONDITIONS OF THE CONTRACT

1. The company should be IRDAI accredited Insurance Company as a Medical/Health Insurer and should have a valid license to carry out Medical Insurance on pan India basis.
2. The company should have at least 3 years of experience in providing Student's Health Insurance services to IITs/NITs or other Centrally Funded Technical Institute (CFTIs) with a minimum policy coverage of 1000 students and above, in each year.
3. Agency must fulfill all the requirements given in the Technical Bid and terms and conditions of the tender.
4. **Photocopies & supporting documents submitted on CPP Portal should be legible.**
5. The decision of the Director, IIT Ropar with regard to the determination of quality of work/services done by the contractor or his employees shall be final and acceptable to the contractor. The Director, IIT Ropar reserves the right to get the work/services so rejected done/replaced at his own level at the risk and cost of the contractor after giving him a notice in writing and the expenditure incurred on this count shall be recovered from the contractor from his outstanding dues.
6. **JURISDICTION:** The contract will be subject to Ropar Jurisdiction, In case of any dispute, only Ropar Court will have jurisdiction.

REGISTRAR

SCOPE OF WORK

The total student strength of IIT Ropar for the academic year 2025-26 is 3400 approx. It may increase/decrease depending on the number of students admitted/withdrawn.

IIT Ropar would like to have a Group Health Insurance policy for our students for one year period to provide Mediclaim and Personal Accident cover to the students. The policy may be extended on the review of the services rendered by the Insurance Company and mutual consent of the parties involved.

(A) (i) Mediclaim i.e. Hospitalization expenses of the student, in case of illness and injury.
Rs 2.0 lakh per year.

(ii) Personal/Laboratory/Workshop Accident/Permanent Disability/Death of the student.
Rs. 5.0 lakh per year.

- **The following covers are required**

- i. All pre-existing diseases are covered from day one of policy start without any waiting period.
- ii. Treatment of all psychiatric disorders (as per MHC Act, 2017) to be covered in the Insurance Policy.
- iii. 30 Days Pre and 60 Days post hospitalization Expenses coverage should be there.
- iv. The capping on the Room Rent to be fixed at 3% of the sum insured as stated above already, in case of normal and ICU hospitalization.
- v. **Corporate Buffer - Rs. 40.0 lakhs- limit upto sum insured.**
- vi. Ambulance Charges – upto Rs. 5000 for transferring the sick student for better treatment to another higher care hospital/Nursing Home.
- vii. No separate charges or extra capping on overall Doctor fees, Surgeon fees, medicine cost, surgical cost, nursing cost etc. It is further clarified that no other charges associated with Room Rent should be capped.
- viii. Internal Congenital diseases to be covered, if any.
- ix. **Cashless Access Service:** The policy should be serviced by the authorized TPA's for hospitalization and it should be Cashless facility 24x7. The Company should nominate one executive person who can be contacted by IIT Ropar during any incident of hospitalization in an approved Hospital/Nursing Home. Also, the name of one dedicated executive & his contact details from TPA who will act as a nodal point of contact for facilitating the students in availing medical facilities to be provided by the Insurance Company.
- x. **Cashless facilities should be provided at the hospitals** empanelled with the Insurance company on all India basis. Also, the students can avail medical treatment at any recognized hospitals of the State/CGHS recognized/Public Undertaking/Autonomous Bodies/Municipal Bodies/Pvt. Hospitals/Nursing Homes etc. across India. All transactions with these hospitals should be totally cashless. No deposit/ treatment charges to be levied on the students at the time admission and no amount to be retained by the hospital at the time of discharge. Students are to be provided with medical treatment on their arrival without any form of coercion at any stage.

- xi. All Hospital Service Charges should be covered and there should be no hidden cost.
- xii. Dental treatment only in case of an Accident, It is further added that this is only indicative and any Hospitalization or no Hospitalization claim resulting out of dental diseases should be covered by the insurer company.
- xiii. New students 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 on pro-rata basis.
- xiv. Any Service Charges on Medical Bills should not be deducted from the individual Claim.
- xv. For the new student who may join the Institute from time to time, identical coverage has to be made available from day one of joining though the premium paid based on the fractional period involved.
- xvi. In case the insured student obtains treatment from a non-network hospital during an emergency, the claim shall be reimbursed under this policy scheme.
- xvii. For all claims (other than cashless ones), the claim would be expected to be submitted to the insurance company directly by the student, preferably within 45 days of discharge from the hospital. Such a claim should be settled within 30 days of submission and payment will be made directly to the insured student. An interest of 2% per month on the reimbursement amount has to be paid by the insurance company to the student for any delay beyond this in reimbursement.
- xviii. The insurance company shall arrange to issue membership card (preferably in online mode) to each insured student at insurer's cost. Also the insurance company needs to insure any student with his valid Identity Card issued by IIT Ropar should get treatment for all emergency cases at various network hospitals without any difficulty.
- xix. Exclusions if any, should be clearly specified by the insurance company as part of the Technical Bid.
- xx. There will be no age limit on the student covered under this Group Health Scheme insurance.
- xxi. The policy shall cover hospitalization of all the students in case of the surgeries/ procedures etc. along with any exigencies which do not require hospitalization but are generally covered medical/health insurance policies as day care procedures.
- xxii. It is expected that the insurance company will have arrangements with an extensive network of reputed hospitals all across the country for treatment with cashless facilities and will provide the lists.
- xxiii. TPA services being offered by the Insurance Co. should be able to provide a 24x7 telephone facility to cater to all students. The TPA executive may be called at the Institute to facilitate the students in general.
- xxiv. The Insurance Company will arrange to provide offline presentations in the Institute regarding their services, procedure to claims and settlement of the medical bills at the start of every semester & also as and when requested by the Institute.
- xxv. Confidentiality of all IIT Ropar information/documents to be ensured at all times.

- **PERIOD OF CONTRACT**:-The Contract shall be initially for a period of one year, subject to satisfactory performance of services and compliance of all terms and conditions of the tender / agreement. The contract is renewal/extendable beyond one year based on satisfactory performance and approval of the competent authority.

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

PRICE SCHEDULE

Financial Bid

Premium charges inclusive of taxes are to be quoted. The approximate student strength is around 3400 at present in our Institute.

S/N	Particulars	Total Premium (in Rs.) per student inclusive of all taxes
01	Premium for coverage of Rs.2,00,000/- per student for a period of one year with a corporate buffer of Rs. 40,00,000/-limit.	
02	Premium for Personal / Laboratory / Workshop Accident / Permanent Disability / Death of the student for Rs. 5,00,000/- cover	
	TOTAL (inclusive of all taxes)	

(Signature of the Authorized Person)

Date:

Name _____

Mobile No. _____

Group Name	
Commencement Date	1st July 2025 (tentative)
Period of coverage	One year
Claim Ratio	
Year 2022-23	
Year 2023-24	
Year 2024-25	
Insured Group Details	
Student strength	3400 approx.
Sum Insured	Rs. 2 lakh per student for Mediclaim i.e. Hospitalization expenses of the student, in case of illness and injury.
	Rs. 5 lakh for Personal/Laboratory/Workshop Accident/Permanent Disability/Death of the student
Coverage & Benefits Details	
Domiciliary Hospitalization	Covered
Coverage of Pre Existing	Covered
Treatment of all psychiatric disorders (as per MHC Act, 2017) to be covered in the Insurance Policy	Covered
Cashless facility	Applicable
30 days waiting Period	Waived-no waiting period
1 st year and 2 nd year	Waived coverage from day 1 for all illness
30 Days Pre and 60 Days post hospitalization Expenses coverage	Covered
Room Rent Limit per day	
ICU/CCU/NICU Room Rent Limit per day	
Corporate Buffer	Rs 40,00,000/- limit upto sum insured.
Other Conditions	New students 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.

TPA	TPA Services Involved and Name and contact details of the executive to be submitted. List of Network of Authorized hospitals to be provided and updated quarterly.
Cashless facility	<u>Cashless facilities should be provided at the hospitals</u> empanelled with the Insurance company on all India basis. Also, the students can avail medical treatment at any recognized hospitals of the State/ CGHS recognized/Public Undertaking/Autonomous Bodies/Municipal Bodies/Pvt. Hospitals/Nursing Homes etc. across India. All transactions with these hospitals should be totally cashless. No deposit/ treatment charges to be levied on the students at the time admission and no amount to be retained by the hospital at the time of discharge. Students are to be provided with medical treatment on their arrival without any form of coercion at any stage. The Company should nominate two persons who can be contacted by IIT Ropar during any incident of hospitalization in an approved Hospital/Nursing Home.
Any Service Charges on Medical Bills	Should not be deducted from the individual Claim.

(Signature of the Authorized Person)

Date:

Name _____

Mobile No. _____

(COVERING LETTER)

(To be submitted along with technical bid on letter head)

The Registrar

Indian Institute of Technology Ropar,
Rupnagar, Punjab-140001

Subject: Tender for Group Health Insurance Policy for Students

Reference: Tender Notice published on Institute website /CPP Portal dated _____

Sir,

With respect to the tender notice published on Institute website /CPP Portal, I /We hereby submit my/our tender in a required format.

I / We will adhere to the requirements prescribed by IIT Ropar / we have carefully gone through the requirements, evaluation criteria, terms and conditions and prescribed formats carefully and I / We accept the same without any alterations/modifications in totality.

Yours Sincerely,

Signature: _____

Name: _____

Seal of Contracting Agency/Firm/Company

(To be furnished on **non-judicial stamp paper of Rs.100/-** duly attested by a Magistrate/Notary
Public)

(To be submitted along with technical bid)

AFFIDAVIT

I/We (Name) _____ Contractor/Partner/Sole
Proprietor (strike out which is not applicable of (Firm) _____ do hereby solemnly
affirm and declare that the individual/firm/companies are not black listed by any Government
Department/Autonomous body/IITs/NITs/other CFTIs.

DATE, THE day of 2025

DEPONENT

ADDRESS _____

VERIFICATION

Verified that the content of the above affidavit is true and correct to the best of my/our knowledge and
belief. No part of it is false and nothing has been kept concealed there from.

DATE, THE day of 2025

DEPONENT

FORMAT OF CLIENT CERTIFICATE

[To be submitted on the client's letterhead. Certificate may be in any format but should have following minimum details]

Date:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that (Name of Agency)_____is/was engaged by us for group health insurance policy for students (no. of students _____) with effect from_____ to _____.

Details of the man power provided by the Agency are as under:

Sr. No.	Type of Services	Period (DD/MM/YY)		Number of students
		From	To	

During the period of contract, services provided by the Agency has been: Poor/Satisfactory/Good /Very Good/Outstanding (Strike out whichever is not applicable)

Signature of Authorized

Signatory Name: _____

Designation: _____

Company Seal/Stamp

ACCEPTANCE CERTIFICATE

(To be submitted along with technical bid on letter head)

I/We..... (Designation)..... of

(Name of the Company).....

We have read and understood and hereby accept the terms and conditions of the tender and agreement for the group health insurance policy for students (which includes both the Mediclaim & Personal Accident policy) in totality.

Signature: _____

Name: _____

Seal of Contracting Agency/Firm/Company

Date:

Place: