

ENQUIRY LETTER

No: - IIT Mand/54/2011/ 361

Date:- 9/5/2011

Quotations are invited in sealed envelope for **Providing Insurance Cover** of “**Group Health Insurance with Group Personal Accident Policy**” to around **400 students (350 students in the age group of 18 to 25 years and 50 students in the age group of 25 to 35 years)** for the period from August 2011 to July 2012, which should cover Rs.50,000/- as Health Claim and Rs.1,00,000/- as accident claim including hospitalization, permanent or temporary disability and death. The last date & Time of receipt of quotations are 23/5/2011 and 11AM.

Quotations will be opened on 23/5/2011 at 12 Noon.

Representatives of the firm(s) may be present at the time of opening the quotation if they so desire. The quotations should bear full details and where ever possible, be duly supported with catalogues, pamphlets, literature as the case may be. The following instructions should be strictly observed for submitting the quotations failing which the quotations shall be liable to be rejected.

1. The quotations shall be submitted in a sealed envelope duly marked “Quotation against enquiry no.____ dated____ due on____ “on the corner of the envelope.
2. Quotation received after closing date/time will not be considered.
3. The rates quoted should indicate, clearly mentioning the percentage/rate of sales tax or any other taxes and the rates quoted should be valid for at least three months from the date of opening of the quotation.
4. The rates must be quoted both in figures and words and over writing should be avoided, however all cuttings/corrections must be duly authenticated.
5. The Number of persons is approximate and may vary as per demand of the department at the time of placing the order.
6. The Department reserves the right to reject any quotation wholly or partly without assigning any reason.
7. **The Insurance cover, with respect to hospitalization should be cashless.**
The List of hospitals covered in this policy should be provided.
8. The claim procedure should be given in detail.

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