

---

**ENQUIRY LETTER**

**No: - IITMandi/Student/Insurance-03/2016-17/1142**

**Date: 06.05.2016**

To

1. IIT Mandi Website.

Quotations are invited in sealed envelope for **Providing Insurance Cover** of “**Group Health Insurance with Group Personal Accident Policy**” to around **705 students (537 students in the age group of 18 to 35 years and 168 students below the age of 18)** for the period from August 2016 to July 2017, which should cover minimum of Rs.50,000/- as cashless mediclaim and minimum of Rs.1,00,000/- as Accident claim including hospitalization, permanent or temporary disability and death.

1. The numbers of persons are approximate and may vary as per demand of the Institute at the time of placing the order.
- 2. The Insurance cover, with respect to hospitalization should be cashless. The List of empaneled hospitals covered in this policy should be provided.**
3. The claim procedure should be given in detail with the quotation.
4. If claim cannot be from the date of Policy, then that should be mentioned along with minimum number of days required for start of claim. .
5. Capping / co-payment should be avoided. However if any exists it should be clearly mentioned in the quotation.
6. Any other important information required to be furnished may be mentioned.

**Eligibility criteria:**

The bidders having fulfilled the eligibility criteria as mentioned below may be considered eligible to participate in the tender :-

- a)** Insurance company should be registered with **IRDA** or enabled by a Central legislation to undertake Insurance related activities. The Insurer should attach a copy of the license as a proof of its registration. The Insurance Company must be in the business of Group Mediclaim Insurance for the last three years.
- b)** The tenderer should have similar work experience in providing services catering to Group Health & Accidental Insurance. The list of the organizations where the tenderer is

providing services for the **last three years** giving details of organization name, telephone and fax number with contract validity, type of families insured and total number of families insured by them may be provided for record and reference.

- c) **Past performance:** Satisfactory track record of performance against previous companies. In case of those bidders whose past performance is not found satisfactory against previous contracts, their tender is liable to be rejected.
- d) Proof of documents / affidavit stating that the company has not been blacklisted by any Institute/ PSUs / IRDA.

The last date & Time of receipt of quotations are **27/05/2016 till 1:00 PM.**

Quotations will be opened on **27/05/2014 at 3:00 PM.**

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.

### **General Terms & Conditions**

1. The quotations should be submitted on printed pad preferably with **Sales Tax / PAN** Number of the firm. The quotation must bear original signature.
2. The quotations shall be submitted at the Administrative Block in a sealed envelope duly marked "Quotation against enquiry no. \_\_\_\_ Dated \_\_\_\_ due on \_\_\_\_" on the corner of the envelope.
3. Quotation received after closing date/time will not be considered.
4. The rates quoted should include the **Service Tax/Sales Tax /VAT** or all other Taxes and Duties and the rates quoted should be valid for at-least 180 Days from the date of opening of the quotation.
5. The quotation must bear the **email ID, phone numbers, FAX Number and mobile number of dealing person.**
6. The rates must be quoted both in **figures and words** and over writing should be avoided, however all cuttings/corrections must be duly authenticated. In case of any discrepancy in the quoted rates in figures and words, rates quoted in words will be considered
7. The payment will be made through **e- payment system** on submission of pre-receipted invoice by the firm.
8. The firm/Vendor may quote rates, only if the firm/vendor agrees to the terms & conditions given in this enquiry letter.

---

9. **The sealed Quotations must reach on the address below:**

**“Assistant Registrar, Stores and Purchase”**

**Indian Institute of Technology Mandi (IIT Mandi),**

**Administrative Block in Bamboo Hut, Near Director Office,**

**Kamand Distt. Mandi – 175005 (H.P), India”**

10. The IIT Mandi reserves the right to reject any quotation wholly or partly without assigning any reason.

Sd/-

**Assistant Registrar**  
**Stores & Purchase**