



IIT(BHU)/2017-18/20/

Dated: 09.03.2018

**EOI FOR GROUP HEALTH INSURANCE FOR
IIT(BHU) EMPLOYEES AND THEIR FAMILY MEMBERS**

The Institute invites sealed Expression of Interest from **IRDA accredited Insurance Companies** for Group Health Insurance Policy for the employees and their family members of IIT(BHU). Interested Companies may submit sealed EOI as per the attached format.

Important Dates & Time

S.No	Particulars	Date	Time
1	Last date & time for submission of EOI	31 .03.2018	5 p.m.

The EOI received after the due date and time mentioned above will not be entertained under any circumstances. Incomplete and unsigned EOI or the EOI not in prescribed format will be rejected without assigning any reason. The EOI should be complete in all respects and submitted to the following address, superscribing “EOI FOR GROUP HEALTH SCHEME” on the envelope.

**Registrar
Indian Institute of Technology (BHU)
Varanasi-221005, Uttar Pradesh**

General Terms and Conditions:

Procedure for Submission:

1. The sealed envelope with Annexure-1 & Annexure-2, superscribed as **“EOI for Group Health Insurance Policy”** should reach the **Registrar, IIT(BHU)** before or on the due date and time. Those who send the EOI documents by post, have to ensure that the documents reach before or on the prescribed time and date. The Institute will not take any responsibility under any circumstances for courier/postal delays.
2. The Technical Evaluation committee of the Institute constituted for the purpose shall assess the EOIs with respect to the ability of the agencies to render the requisite services based on the company profile, rating and any such other criteria as it may fix.
3. The techno financial bid document will be issued to the qualified agencies after evaluation of EOI.
4. The Insurance Agency should be registered with IRDA.
5. The Insurance Company should have adequate experience for providing such Group Insurance Schemes to Government/Semi-Government/Autonomous Body. A list of clients in proof of the above should be furnished along with the EOI.
6. The bidder should sign on each page of the EOI documents.
7. EOI which are late/vague/conditional/incomplete/not confirming to the laid down procedure in any respect will be rejected.
8. EOIs sent by fax & E-mail will not be considered.
9. All the regular employees of the IIT(BHU) and their family members irrespective of age group should be eligible to join the scheme. At present the retirement age for faculty is 65 and for the rest of the employees is 60.
10. The scheme should have provisions for new entrants in service to get coverage.
11. The successful company shall at its own cost comply with the provision of orders and notification issued by IRDA and Government from time to time.
12. In case of unsatisfactory service, suitable penalties as decided by the Competent Authority shall be levied after issuing notice.
13. In case of failure in settlement of claims within the mutually agreed time frame, a penalty may be levied.
14. The period of contract will initially be for one year extendable on mutually agreed terms and conditions, which is liable to be terminated with one month's notice, if any lapse or unsatisfactory performance of the company/firm is noticed.
15. The court of Varanasi alone will have the jurisdiction to try any dispute between the bidders and the Institute arising out of this service. It is specifically agreed that no court outside and other than court in Varanasi shall have jurisdiction in the matter.
16. IIT(BHU) reserves the right to modify/change/delete/add any further terms and conditions prior to issue of agreement.
17. Arbitration- All dispute and differences which may arise between the IIT(BHU) and the Insurance Company shall be referred to Director, IIT(BHU) whose decision shall be binding on all concerned.

Special terms and Condition:

1. Cashless facility should be provided all over India and at least four major multi-specialty hospitals located in Varanasi. Details of such Hospitals are to be provided. All transactions with these hospitals should be totally cashless.
2. There should be a dedicated helpline (24 x 7) from the TPA of Insurance Company available and the contact details should be furnished in the tender. Contact details of the TPA should be provided by the Insurance Company including the name of the contact person, contact numbers and postal & email address.
3. If there is any reimbursement to the employees by the TPA/Insurance Company the same should be paid directly to the employee within 10 days of receipt of bills.
4. The response time by the TPA/Insurance companies at the time of admission should be maximum of six hours.
5. Reports including the claims of individuals and the details of the settlement are to be furnished to the Institute on monthly basis or as and when required by the Institute.

The Company/ Agency should furnish the copies of following documents with the EOI:

1. IRDA Accreditation Certificate.
2. List of Government/Semi-Government/ Govt. of India Undertaking/Autonomous Body or Private Body for which such Insurance Scheme has been provided along with the proof.
3. Details of the TPA.
4. A dummy copy of Group Health Insurance policy with detailed terms and conditions.

(Signature of the Authorized Person)

Date:

Name _____

Mobile No. _____



(On office letter head)

Date. _____

To

Office of Registrar

Indian Institute of Technology (BHU)

Varanasi-221005

Dear Sir,

Sub: EOI for Group Health Insurance Policy for IIT BHU Employees and their Family Members

Ref: Tender No. – IIT(BHU)/2017-18/20/ dated 09.03.2018

With reference to the above, I am/ We are enclosing our Expression of Interest for Group Health Insurance Policy for IIT BHU.

I / We hereby reconfirm and declare that I / We have carefully read and understood the above referred Tender document including instructions, terms & conditions and all the contents stated therein and all subsequent corrigendum published on Institute website.

Thanking you

Yours faithfully,

(Signature of the Authorized Person)

Name _____

Mobile No. _____



GROUP HEALTH INSURANCE POLICY FOR IIT(BHU) EMPLOYEES AND THEIR FAMILY MEMBERS

Technical details			Remarks
Group Name	Indian Institute of Technology(BHU)		
Location	Varanasi		
Commencement Date	Will be informed later on.	Period One year	
Estimated Data for Insured Group Details			
Estimated Employee As on	01 November 2017		Details of estimated employees and their family members is attached (Appendix -1)
No. of employees	253		
No. of Dependents	727		
TOTAL NOS. OF LIVES	980		
Family Definition	Employee, Spouse, parents, sisters, widowed sisters, widowed daughters, brothers, children, step children, divorced/separated daughter and step mother wholly dependent upon the employee and are normally residing with the employee		In case of son, the coverage will be till he starts earning or he attains the age of 25 years, Whichever is earlier. In case of daughter, the coverage will be till she starts earning or gets married, whichever is earlier irrespective of the age limit. Dependency and other criteria to be decided as per Government of India Medical Attendance Rules.
Maximum Age	Not Applicable		
Floater/Individual	Floater		
Sum Insured bands (Must be quoted separately and independently)	<u>Option-1</u> Rs. 10.00 Lakh. <u>Option-2</u> Rs. 5.00 Lakh plus Super top-up of additional Rs. 5.00 Lakh. <u>Option-3</u> Rs. 5.00 Lakh of Critical Illness Cover. <u>Option-4</u> Rs.10 Lakh of Critical Illness cover.		

Coverage & Benefits Details		Remarks
Domiciliary Hospitalization	Covered	
Coverage of Pre Existing diseases	Covered	
Exclusions	Applicable	To be specified
Cashless facility	Applicable	
30 days waiting Period	Waived	
1st Year and 2 years exclusions	Waived	
30 Days Pre and 60 Days post	Covered	
hospitalization Expenses covered		
Maternity Benefit / New Born Baby	Covered.	Limit up to Sum Insured
Co-Payment	Not Applicable	
Sub Limits For Disease or Room Rent Capping	Disease wise capping should be provided.	Room Rent and ICU maximum cap should be specified.
Other Conditions	New Employees shall be included in policy from date of joining and resigned /terminated employees shall be deleted from date of Resignation/termination.	
	Monthly declarations will be given for Additions and Deletions by end of the following month	
	Pro rata Premium to be charged/Refund in case of Addition and Deletion	
TPA	TPA Services Involved (if any) and Name and contact details to be submitted.	List of Network of Authorized hospitals to be provided.
Any Service Charges on Medical Bills	Should not be deducted from the individual Claim.	

Name of the Authorized Person

Seal

Indian Institute of Technology (BHU)

Appendix-1

Estimated Employee strength as on	01-11-2017
No. of Employees	253
Total No. of Lives	980

Age Band	Total Number(Tentative)
0-25	331
26-30	70
31-35	79
36-40	101
41-45	73
46-50	79
51-55	64
56-60	57
61-65	53
Above 65	73
TOTAL	980
