



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(केंद्रीय विश्वविद्यालय / A Central University)

- कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016 और एनआईआरएफ़ भारत रैंकिंग 2016: 05
- Visitor's Best University Award, 2016 and NIRF India Rankings 2016: NO.05

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

No.F.11-17/3/2007 (Acad) 1981

Date:26.03.2018

EXPRESSION OF INTEREST

Health Insurance Scheme for the students

Tezpur University is a Central University established by an Act of Parliament. The University invites Expression of Interest from IRDA accredited Insurance companies in sealed envelopes for Group Health Insurance Scheme for its students including Ph.D. scholars. Interested companies may submit sealed EoI as per the format attached at Annexure-I and II along with a non refundable tender fee of Rs 1000/- in the form of Bank Draft drawn in favour of the Registrar, Tezpur University, payable at State Bank of India, Tezpur University, Tezpur.

Important Dates & Time

| Sl No. | Particulars | Date | Time |
|--------|---|------------|---------|
| 1 | Pre-bid meeting at Administration Building, Tezpur University | 06-04-2018 | 3:30 PM |
| 2 | Last date & time of submission of EOI | 17-04-2018 | 3:30 PM |
| 3 | Date & Time of opening of EOI, Selection of EOI, submission of financial bid by the selected bidders and opening of financial bids. | 18-04-2018 | 3:30 PM |

Terms and Conditions:

1. The EOI should be complete in all respects and dropped in the Tender Box in the office of the Registrar, Tezpur University, Napaam, Tezpur-784028. The sealed envelope containing the EOI should be super scribed as "EoI for Group Health Insurance Scheme for Students".
2. The EOI received after the due date and time mentioned above shall not be entertained under any circumstances. Incomplete and unsigned EOI or the EOI not in prescribed

format shall be rejected without assigning any reason thereof. Those who send the EOI documents by post, have to ensure that the documents must reach before the prescribed time and date. The University will not take any responsibility under any circumstances for *courier/postal* delays.

3. The Insurance Company must be a registered one under IRDA.
4. The University shall notify the qualified bidders to submit the Financial Bids and only the qualified bidders shall submit the financial bids in the format attached at Annexure-III.
5. **The financial bid of the selected company shall remain unchanged during the agreement period. In case of any change in the amount due to Government Policy, the same may be intimated to the University in advance of at least three months.**
6. One authorized representative of the bidders may remain present at the time of opening the EoI and financial bid.
7. The Insurance Companies should have adequate experience for providing such Group Insurance Schemes for students. The Insurance companies shall submit a list of clients as proof and certificate of satisfactory performance issued by the competent authority of such institutions.
8. The Technical Evaluation Committee of the University constituted for the purpose shall examine the EoIs and select the companies for submission of financial bids based on the information provided by them. The bidders shall sign on each page of the EOI documents and financial bids.
9. All the students of the University irrespectively of their age shall be eligible to join the scheme. At present the age of students mostly ranges from 18 years to 30 years.
10. The selected company shall settle of claims of the patients within 10 days, preferably by 7 days. In case of failure in settlement of claims of the patient within the specified time frame, the University may enforce penalty.
11. The period of contract shall initially be for one year which may be extended on mutually agreed upon terms and conditions. The agreement may be terminated with one month notice from either party.
12. **Tezpur University reserves the right to modify/change/delete/add any of the terms and conditions in the offer order.**

13. All disputes and differences which may arise between the University and the Insurance Company shall be referred to the Vice-Chancellor whose decision shall be binding on all concerned.
14. Premium of the Health Insurance shall be collected from the students by the University along with other fees at the beginning of each semester and the premium of the Health Insurance shall be paid to the company after the admission on half yearly (semester) basis.
15. The number of students to be covered by the policy may change every semester.
16. Cashless facility should be provided to the following hospitals on production of the their identities:
 - a) Apollo Hospitals (International Hospital), Guwahati or GNRC Hospital, Guwahati
 - b) EMM Hospital and Research Centre, Tezpur
 - c) Baptist Mission Hospital, Tezpur
 - d) B.K. Memorial Hospital, Tezpur
17. There should be a dedicated person of Insurance Company who will assist in hassle free reimbursement of the medical bills if the treatment is taken in a hospital other than above hospitals. Name of such person with contact numbers may be mentioned in the EOI. The selected company shall make necessary replacement, if the dedicated person ceases to be in the office, under intimation to the Registrar, Tezpur University.
18. The company shall send a consolidated statement of settlement of bills on half yearly basis to the University.
- 19. The Company shall furnish copies of the following documents along with the EOI:**
 - a) IRDA Accreditation Certificate.
 - b) List of Government/Semi-Government/ Govt. of India Undertaking/Autonomous Body or Private Body for which such Insurance Scheme has been provided along with documentary proof.
 - c) Other relevant information as are deemed relevant to EOI.

Sd/- Registrar

(Annexure-I)

(On office letter Head)

Date: _____

To,
The Registrar
Tezpur University
Napaam, Tezpur, Dist. – Sonitpur
Assam, Pin – 784028

Sub: EOI for Group Health Insurance Scheme for the students.

Dear Sir,

With reference to the above, I am/ we are enclosing our Expression of Interest for Group Health Insurance Scheme for the students of Tezpur University.

We hereby confirm and declare that we have carefully read and understood the above referred EOI document including instructions, terms & conditions and all the contents stated therein.

Thanking you,

Yours faithfully,

(Signature of the Authorized Person of the Insurance Company)

Name:

Designation:

Mobile No.:

Office seal:

Annexure -II

GROUP HEALTH INSURANCE SCHEME FOR THE STUDENTS OF TEZPUR UNIVERSITY (Format for EOI to be submitted by the Insurance Company)

| | | |
|--|--|--|
| Group Name | Tezpur University Students group | |
| Location | Napaam, Tezpur, Assam, Pin - 784028 | |
| Commencement of Policy | 25.08.2018 | |
| Contract period | One year initially | |
| Insured Group Details | | |
| No. of students | 4000+ | |
| Future projection in next five yrs. | 4000 to 6000 | Approximate only |
| Age group | All full time students of the age of 17 to 30 years . | |
| Sum insured bands | Option 1: ₹ 50,000/- Option 2: ₹ 75,000/- Option 3: ₹ 100,000/- | University will finally select only one option (Not to be quoted here) |
| Coverage & Benefits Details | | Remarks From the Insurance company, if any |
| Domiciliary hospitalization | To be covered | |
| Coverage of Pre Existing diseases | To be covered | |
| Exclusions, if any | Applicable | |
| Cashless facility | Applicable in designated hospitals | |
| Sub Limit for Room Rent Capping | Applicable. | |
| Any service Charges such as nursing charge etc of the hospital | Should be covered to be reimbursed and should be covered in the premium. | |
| GST | Should be included in the premium(GST rate should be specifically mentioned) | |

* All supporting documents to be attached.

** Additional information may be provided separately.

Seal of the Company

Date:

Signature

Authorized person of the Insurance Company

Name:

Name of the Insurance Company:

Address:

Annexure-III

Financial Bid

The premium amount should be quoted per student per semester basis. The premium amount cannot be changed during the contract period but for change in the rate of GST and other taxes, as applicable.

| Sl No. | Sum assured | Premium per student per semester (half yearly) | |
|--------|-------------|---|---------------------|
| | | Premium (in figure) | Premium (in words) |
| 1 | ₹ 50,000/- | | |
| 2 | ₹ 75,000/- | | |
| 3 | ₹ 100,000/- | | |

Premium should be quoted inclusive of GST and other taxes, however, the percentage of Taxes should also be shown separately.

Seal of the Company

Signature

Date:

Authorized person of the Insurance Company

Name:

Name of the Insurance Company:

Address: