

**NIFT PATNA CAMPUS**  
**Mithapur Farms, Patna 800001**

Tel: 0612-2340032

Website: <https://www.nift.ac.in/patna/>

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**TENDER DOCUMENT FOR GROUP HEALTH INSURANCE POLICY AND  
PERSONAL ACCIDENT/DEATH INSURANCE POLICY FOR STUDENTS OF  
NIFT PATNA CAMPUS**

**Tender Invited for Student Medical Insurance**

Sr. No.	Particulars	Date/Time
1	Tender Document Downloading Start Date	27/06/2024 at 3.30 P.M.
2	Last Date and Time for Submission of Tender Document	08/07/2024 at 3.30 P.M.
3	Date and Time of Opening of Technical Tenders	08/07/2024 at 3.30 P.M.
4	Date and Time of Opening of Financial Tenders	10/07/2024 at 3.30 P.M.
5	Address for Communication	Purchase Officer, NIFT Patna Campus, Mithapur Farms, Patna 800001 Tel:..... Mob.....

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology.

NIFT provides fashion business education across the country through its network of 18 centers. It provides four years under graduate (UG) program in design and technology; two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion.

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NIFT has its Head Office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raebareli, Shillong, Srinagar and Daman.

NIFT Patna Campus in its efforts to provide medical and health service to its students within the overall framework of the Institute invites offers from reputed companies for Group Health Insurance Plan and Group Personal Accident/Death Insurance Plan for its students. The Group Health Insurance Plan and Personal Accident/Death Insurance Plan could be a way of overcoming financial handicaps, improving access to quality medical care and providing financial protection against high end medical expenses. The Group Health plan and Personal Accident/Death Insurance Plan for the welfare of NIFT Patna students attempts to address such issues.

In view of this, the Institute invites offline tender from the insurance companies (licensed and registered with IRDA) for providing cover to the students of the NIFT Patna campus (Copies of all relevant Documents to be enclosed in response to the NIT on Letter head of the Company as per Annexure –IV). The hard copy of the tender documents must be submitted to office of the Purchase Officer, NIFT, Patna by – 08/07/2024 at 3.30 P.M. through registered post only.

Offline tenders, in two- Bid system, are invited by NIFT Patna as per enclosed specification and related terms and conditions.

1. Tenderer/Tenderers can download the Tender document from official Website of NIFT, Patna Campus to submit the relevant documents with tender at NIFT Patna Office.
2. Tenderer/Tenderers need to submit the required documents like GST registration, PAN Number/Card, Certified copy of IRDA accreditation certificate, Details of Third-Party Administrators (TPA), A draft copy of Group Health Insurance Policy, valid document regarding the existence and registration of the firm along with the with Technical Tender (Annexure –II).
3. The Technical Bids will be opened by a committee duly constituted for the purpose at the time and date as specified in the tender document. All statements, documents, certificates etc shall be submitted by the Tenderers.
4. The Tenderers should download the Financial Tender (price Tender) i.e. Bill of Quantity (BOQ) (Annexure –III) in Excel Format from official website of NIFT, Patna and filled in the blank spaces provided for mentioning the name of Tenderer and rates. Tenderers need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ in Excel format.
5. The evaluation of financial bids shall be done on L-1 basis among all the tenderers that qualify the technical criteria of technical bid. Rates to be quoted are inclusive of the Goods and Services Tax (GST). GST applicable shall be as per the prevailing rates. In case, two companies quote same premium rates, the bid of the tenderer which provides more coverage will be selected as L1 bid.
6. It is the responsibility of Tenderer to go through the Bidding Document to ensure submission of all

required documents. All pages of the Tender should be numbered and indexed. The authorized signatory of the Tenderer must sign the Tender duly stamped at appropriate places and initial all the remaining pages of the Tender.

7. At any time prior to the date of submission of Tender, Competent Authority NIFT Patna campus may, for any reason, modify the Bidding documents by an appropriate amendment. All prospective Tenderers/tenderer who have received the Bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the Tender. Competent Authority NIFT Patna Campus may at his discretion, extends the date and time for submission of Tenders.
8. The validity of Tender shall be for a minimum period of 120 days from the date of opening of quotation/bid.
9. NIFT Patna campus reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all Tenders without assigning any reason thereof.
10. The Tenderer should submit technical and financial bid in two separates envelopes under a single big size envelop superscripting the name of the Tender.

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## **General Terms and Conditions:**

The terms and conditions for Health insurance Plan and Personal Accident / Death Insurance Plan include:

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete tender Documents will be rejected.
2. Any conditional offers made by the tenderer or any alternations/corrections made in the tender form shall not be considered. Similarly, incomplete and unsigned tender documents are liable to be rejected.
3. Participation in this tender is only for IRDA approved agencies for Non-Life Insurance (Medical Health Insurance Scheme and Personal Accident/Death Insurance Plan).
4. The Insurance Company shall be in the Medical Insurance business in India at least for five years as on scheduled date of tender opening. The turnover in the medical insurance business during each of the last three financial years (FY 2020-21 to FY 2022-23) should have been Rs. 15 crore or higher (Audited financial statements to be uploaded in support).
5. The Insurance Company should be having Medical insurance participation in a minimum of three major companies/institutions/organizations etc. Major Institutions here implies at least 1000 insured students or more. (Documentary evidence to be enclosed).
6. The Insurance Company should not be blacklisted by any Govt. Organization (A self-declaration on the letter head of the Company to be enclosed).
7. Health Insurance Scheme and Personal Accident/Death Insurance Plan would be for about 729 students approximately (+- 10%) variation (The list of students will be shared with the insurance company at the time of issuing policy document).
8. Premium for insurance coverage: NIFT Patna Campus will pay a regular insurance premium for Health Insurance and Personal Accident/Death Insurance Plan during the coverage period.
9. Direct billing to service providers: The Insurer will ensure direct settlement of bills and claims with hospitals and medical service providers i.e. cashless facility.
10. Accessibility to health insurance services: The administrative set-up should ensure access to Health Insurance and Personal Accident/Death Insurance Plan information and services to all the beneficiary students of NIFT Patna Campus.
11. The scheme: The scheme will include the participation of all public & private sector health service insurance providers licensed and registered with IRDA.
12. All the students of NIFT Patna campus irrespective of their age shall be eligible to join the scheme. At present, the minimum entry age for NIFT Patna campus students is 16 years and the maximum age is 40 years.

13. The scheme should have provision for new entry of students. Presently NIFT Patna Campus takes admission of new students during June – July every year.
14. The qualified company service provider shall have at its own cost, comply with the provisions of orders & notifications issued by IRDA and Government, from time to time.
15. The period of contract shall be initially for 1 (one) year from the effective date of award of contract which may further be extended for another 1 (one) year up to maximum 3 years on mutually agreed terms and conditions. The contract is also liable to be terminated in case of any unsatisfactory services or lapses of any kind with one month notice.
16. If there is any delay in settlement of reimbursement claims/providing final cashless approvals, wherein there is no deficiency of documents, escalated billing amounts or any other reasonable grounds for delay, a penalty @0.05% on net premium paid will be imposed to the insurance provider by NIFT Patna Campus.
17. Reimbursement of claims/ cashless facility should be provided to beneficiary students if admitted to any hospital in the country.
18. The prices quoted should be firm till the services are completed. Please quote the rates in words and figures. Rates quoted should provide details of all charge otherwise the quotation is likely to be rejected. Price quoted should be net (indicating taxes separately) and valid for a minimum period of 120 days from the date of opening of the quotation.
19. The Medclaim ID cards of the students should be issued within 15 days after submission of names by the NIFT Patna Campus.
20. Payment term: 100% against providing the Insurance cover (policy documents in original) and individual cards.
21. The terms of Agreement will be discussed with the representatives of the successful Insurance Company and the Company is expected to furnish a duly signed Agreement proposed by NIFT Patna campus in duplicate within 7 days of declaration of “award of contract”, failing which the contract may be offered to the next bidder in order of merit.
22. Any dispute or difference which may arise shall be resolved through conciliation and arbitration proceedings, the same shall be referred to the Director NIFT Patna Campus for settlement whose decision shall be final and binding.
23. Any dispute is subject to Patna court’s jurisdiction only.

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**Special terms and Conditions:**

1. There shall be a dedicated helpline (24 x 7) and a Customer care from the TPA of Insurance Company available and the contact details including the name of contact person, contact numbers and postal/email address, shall be furnished in the tender document.
2. If there are any reimbursement to the students beneficiaries of the scheme, the same should be paid directly to the students within 10 days or receipt of bills, the service provider shall be responsible for ensuring the smooth process.
3. The response time by the TPA at the time of admission shall be maximum up to 3 hours.
4. Reports including claim of the students and the details of settlement are to be furnished to the institute on monthly basis or as and when required by the Institute.

**Purchase Officer  
NIFT Patna Campus**

### Feature of Coverage for Health Insurance Plan and Personal Accident/Death Insurance for the Students of NIFT Patna Campus

Group Name	NIFT Patna Campus
Location	Patna Bihar
Preferred Commencement date	<b>00/00/2024</b>
Initial Period	One year
<b>Insured Group Detail</b>	
Students Strength	729 Students approx. (+-10% variation)
Total No. of Lives to insured	As above
Minimum age for coverage	16 Years
Maximum age for coverage	40 Years
Type of Policy	Group
Sum insured Bands (proposed)	Upto Rs 1 lakh per individual for Health Insurance Plan and Rs. 3 lakhs per individual Personal Accident/Death Insurance Plan
<b>Coverage &amp; Benefit Details</b>	
Domiciliary hospitalization	Covered (Details of Hospitals that will be covered to be enclosed)
Coverage of pre-existing diseases	Covered (Details of diseases covered to be enclosed)
Exclusions	Applicable (To be specified)
Policy Cover	Group Health Insurance Plan and Personal Accident/Death Insurance
Cashless facility	Mandatory
30 days pre and 60 days post hospitalization expenses covered	Covered
Coverage for medicines, pathological and radiological tests, Ambulance and Room Rent Etc in case of hospitalization	Covered
Corporate Buffer	Upto Rs. 5 Lakh
Limits for disease wise capping in metro and non-metro locations (if any)	Applicable (Details to be enclosed)
Limits for room rent capping (if any)	Applicable (Details to be enclosed)
Other conditions	<ol style="list-style-type: none"> <li>1. New students shall be included in the policy from the date of joining the institute. After the lapse of the current policy, student leaving the institute shall be deleted from the date of leaving.</li> <li>2. Pro-rata premium is to be charged refunding case of addition or deletion.</li> </ol>

TPA (Third Party Administrator)	Applicable (Details to be enclosed)
Service charge on medical bills	Should not be deducted from the claim or Charged to the claim.

**(Signature and Seal of the Authorized Person)**



### Technical Bid

1. Name of the Company: \_\_\_\_\_
2. Address of the Company: \_\_\_\_\_
3. Phone No.: \_\_\_\_\_ (Mob.) \_\_\_\_\_ (e-mail) \_\_\_\_\_
4. Name of Authorized Person: \_\_\_\_\_
5. Designation of Authorized Person: \_\_\_\_\_
6. Mobile No: \_\_\_\_\_

Sr. No	Technical Requirement	Complied Yes/No	Supporting Documents enclosed
1	The Insurance Company shall be in the Medical Insurance business in India for at least five years as on scheduled date of tender opening. The turnover in the medical insurance business during each of the last three financial years (FY 2020-21 to FY 2022-23) should have been Rs. 15 crore or higher (Audited financial statement is to be uploaded in support).		
2	The Insurance Company should be having Medical insurance participation in a minimum of three major companies/institutions/organizations etc. Major Institutions here imply at least 1000 insured students or more (Documentary evidence to be furnished).		
3	Cashless facility up to the assured amount in all empaneled hospitals across India. List of the empaneled hospitals in Patna and other major cities should be included.		
4	Insurance Company/Service Provider will submit document regarding 24x7 helpline of TPA along with contact details of TPA (Details to be enclosed)		
5	Insurance Company/Service Provider will submit a dummy copy of Health insurance Plan and Personal Accident/Death Insurance Plan (Copy to be enclosed)		
6	Insurance Company/Service Provider will submit IRDA Registration Certificate (Details to be enclosed)		
7	Insurance Company/Service Provider will submit a copy of PAN and GST Registration Certificate		

8	Insurance Company/Service Provider accept terms and condition as per the Tender documents		
9	A self-declaration on the letter head of the Company for non blacklisting to be enclosed		

**(Signature with Seal of the Authorized Person)**

## Financial Bid

Sr. No.	Item Description	Quantity	Basic Premium (Amount in Rs.)	GST (Amount in Rs.)	Total Premium after GST (Amount in Rs.)
1	Group Health Insurance Plan for Rs. 1 lakh per person (Corporate Buffer up to 5 lakhs)	729 Students			
2	Group Personal Accidental/Death Plan for Rs. 3 lakhs	729 Student			
<b>Total Premium Amount (Inclusive of GST)</b>					
<b>Total Amount in Word:</b>					

**(Signature with Seal of the Authorized Person)**

(To be printed on office letterhead)

To,

**The Purchase Officer**

NIFT Patna campus

Mithapur Farms, Patna 800001

Sub:- Notice Inviting Tender for implementation of Group Health insurance Plan and Personal Accident / Death Insurance Plan for Students of NIFT Patna campus

Dear Sir,

In reference to above, I/we are enclosing our irrevocable tender for Group Health insurance Plan and Personal Accident / Death Insurance Plan for Students of NIFT Patna campus.

I/we hereby declare that I/we have carefully read and understood the above referred tender document including instructions, terms and conditions and all its contents stated therein and accept the same. Accordingly, we are showing our interest for providing the said services.

Thanking you.

Yours sincerely,

(Signature and Seal of the Authorized Person)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact/Mobile No: \_\_\_\_\_