



School of Planning and Architecture Vijayawada

(An Institute of National Importance, Ministry of Education, Govt. of India)
Sy.No.4/4, ITI Road, Vijayawada – 520 008, Andhra Pradesh, India

NOTICE INVITING TENDER THROUGH CPP PORTAL

Tender No.: SPAV/Admn/StudentGMI/2021-22

Date: 03.11.2021

GROUP MEDICAL/HEALTH INSURANCE AND PERSONAL ACCIDENT INSURANCE POLICY FOR STUDENTS OF SCHOOL OF PLANNING AND ARCHITECTURE VIJAYAWADA

(Last date of online Submission of bids through CPP portal: 26.11.2021)

School of Planning and Architecture Vijayawada (SPAV) is an Institute of National Importance under Ministry of Education, Govt. of India. The Institute invites bids from Public Sector Insurance Companies registered with IRDA (Insurance Regulatory and Development Authority) and are interested in executing a Group Insurance coverage for 819 students (**Sum insured (cashless treatment) for Medical/Health insurance for each student: Rs.1.00 Lakh and Personal accident sum insured for each student: Rs.1.00 Lakh with 24 hours coverage**) for the Students of the Institute as per the terms & conditions specified in this document.

All the pages of this tender document should be signed by the bidder and stamped with the company seal, fill the tender document completely in all respect and uploaded in the CPP portal on or before 26.11.2021. Incomplete and conditional bids in any respect shall be summarily rejected. The Director, SPA Vijayawada reserves the right to reject any and/or all the bids without assigning any reason thereof.

Si.No	Details	Date
1	Notification of Tender	03.11.2021
2	Last date of submission of bids	26.11.2021
3	Opening of Bids	29.11.2021

Sd/-
Registrar
SPA Vijayawada



School of Planning and Architecture Vijayawada

(An Institute of National Importance, Ministry of Education, Govt. of India)
Sy.No.4/4, ITI Road, Vijayawada – 520 008, Andhra Pradesh, India

Terms and Conditions

I. Scope of Work

- i.** Students Group Insurance means insurance facilities covering the benefits of Hospitalization (inpatient cashless treatment) and Personal Accident insurance to all the students of School of Planning and Architecture Vijayawada (SPAV). **The Policy should cover each student of SPA Vijayawada with Medical/Health Insurance coverage of Rs.1.00 Lakh on cashless basis and Personal Accident insurance coverage of Rs.1.00 Lakh with 24 hours coverage.**
- ii.** The Insurance Provider must be capable of implementing and managing a transparent, efficient, cost effective and sustainable Group Insurance coverage including Hospitalization/ Accident & Emergency Treatments, Accidental Death of Insured person.
- iii.** Cashless admission and treatment are to be provided throughout the country in your approved hospital/nursing home in every case with membership number/insurance card issued by the TPA. (The list of hospitals along with address should be enclosed).
- iv.** SPAV reserves the right to select an external Third-Party Administrator for claims under Group Medical Insurance of its choice.
- v.** The Insurance Company should have arrangements with an extensive network of reputed Hospitals all across the country for treatment with cashless facility (List of paneled hospitals should be enclosed). In the case the insured obtains treatment from a non-network hospital, the actual expenses of hospitalization or the upper limit of sum insured amount to be reimbursed to the beneficiary/insured directly under this policy scheme within 30 days on receipt of bills. The service provider shall be responsible for ensuring the smooth process. No third party involvement in claim settlement.
- vi.** **The Insurance Company shall arrange to issue membership card to each insured student directly at their cost. The Insurance Company needs to ensure that any student with their valid identity card issued by SPA Vijayawada should get treatment for all emergency cases at various network hospitals without any difficulty. In medical/health insurance coverage the type of treatment should cover Inpatient, all types of Diagnostic facilities, room rent, ambulance charges, ICU.**
- vii.** The insurance company has no right to reject the membership of a student of SPA Vijayawada.
- viii.** The Insurer will ensure direct settlement of bills and claims with hospitals and medical service providers.
- ix.** The policy is to be covered from the initial day of the issue of the policy (day one coverage).
- x.** Waiver of pre existing diseases. The scheme has to necessarily cover all pre-existing illnesses of the insured students.
- xi.** No disease-wise sub limit to be fixed by the insurance company/TPA/hospitals.
- xii.** COVID-19 coverage.
- xiii.** Waiver/Concession in Room and ICU limits to 1%.
- xiv.** Annual Premium payable for Group Personal Accident (Risk Premium for one year) with 24 hrs Coverage.
- xv.** **The insurance company should submit the tax invoice and insurance policy copies for Group Student medical/health insurance and personal accident insurance to SPA Vijayawada.**
- xvi.** **A list comprising of Name of the Students, Registration Number, Course, Year of study and Date of Birth of students, gender, nominee details (for personal accident insurance) will be sent to the Insurer by email in batches as and when the registration of a group of students are completed. The Insurer MUST start the coverage on the**



School of Planning and Architecture Vijayawada

(An Institute of National Importance, Ministry of Education, Govt. of India)
Sy.No.4/4, ITI Road, Vijayawada – 520 008, Andhra Pradesh, India

day the Email is received by the Insurer for that particular group of students whose list has been received and submit to SPA Vijayawada.

- xvii. **One dedicated insurance company executive to deal/guide the students in case of need.**
- xviii. **Helpline: A dedicated helpline (24×7) from the TPA of Insurance Company need to made available and the contact details including the name of contact person, contact numbers and postal/email address, shall be furnished in the tender.**
- xix. **Conditional Bid will not be accepted.**
- xx. **PAYMENT:** Insurance premium will be paid as per the guidelines of the insurance company.
- xxi. It is clarified that depending on the satisfactory performance, the contract can be renewed for next two academic years at the discretion of SPA Vijayawada on each academic year basis up to maximum of next two academic years on a year-to-year basis. The premium for the policy/ies depends on the number of students.
- xxii. For the new students who may join the Institute from time to time, identical coverage has to be made available from the day one of joining through the premium paid. The students leaving before completing an academic year shall also enjoy the insurance coverage for the entire insured period.
- xxiii. The selected insurance company should arrange an interactive session with the students as and when asked by the Institute regarding the benefits of the policy.
- xxiv. In medical/health insurance coverage the type of treatment should cover Inpatient, all types of Diagnostic facilities, room rent, ambulance charges, ICU.
- xxv. In personal accident insurance coverage, the insurance should cover the risk up to permanent partial disability which includes death and permanent total disability. In case of death, the sum assured shall be payable to the nominee of the insured.
- xxvi. Service Charges on medical bills should not be deducted from the claim or charged to the claim.
- xxvii. There will be no age limit on the insured covered by this scheme.
- xxviii. Insurance company will not have the right to cancel or discontinue the insurance policy during the policy period for any reason whatsoever.
- xxix. As per Public Procurement (Preference to Make in India), order 2017 will be followed.
- xxx. As per, Rule 144 of the General Financial Rules 2017 entitled 'Fundamental principles of public buying', has been amended by inserting sub-rule (xi) as under: Notwithstanding anything contained in these Rules, Department of Expenditure may, by order in writing, impose restrictions, including prior registration and/or screening, on procurement from bidders from a country or countries, or a class of countries, on grounds of defence of India, or matters directly or indirectly related thereto including national security; no procurement shall be made in violation of such restrictions.

II. Bidders eligibility Criteria

- i. Each paper of Bid Document must be signed by the Bidder. Any document/ sheet not signed shall tantamount to rejection of the Bid.
- ii. The bidder (Public Sector Insurance Companies) should be a registered Indian Insurer in accordance with the Insurance Act, (registered and licensed by IRDA (Insurance Regulatory Development Authority) as Medical/Health Insurer and should have a valid license to carry out Medical Insurance business on a Pan India basis.
- iii. The Insurance Company needs to be having Medical/ Group Insurance participation in the Government/ Semi-government/ PSU/Govt. Undertaking/ Autonomous bodies/ Premium educational institutes etc. in the past. (Documentary evidence to be furnished).



School of Planning and Architecture Vijayawada

(An Institute of National Importance, Ministry of Education, Govt. of India)
Sy.No.4/4, ITI Road, Vijayawada – 520 008, Andhra Pradesh, India

- iv. Bidder has to submit declaration as per **Annexure-I** along with Technical Bid stating that they have not been Black-Listed by any Indian Institutional Agency/Government Department/Public Sector Undertaking/Autonomous bodies in the last three years. In case of being black listed by any of the Institutions, details of the same be furnished.
- v. The Institute shall have absolute right to consider or not to consider any of the offerer / Insurance Company.
- vi. **Action against the Bidder:** Furnishing incorrect information in the offer, failure to act according to tender condition, non-fulfilment of any or whole of the contract may entail black listing of Insurer in addition to taking other legal actions against the Insurer.
- vii. **Documents to be uploaded in CPP portal:** Certified copy of IRDA accreditation certificate, details of the Third-Party Administrators (TPA), GST of the insurance company, PAN of the insurance company.
- viii. The rate quoted should be valid for a minimum period of 90 days. No claim for escalation of the rate will be considered after opening of the rate.
- ix. At any time prior to the last date of the receipt of bids, the Institute for any reason modify the tender document by an amendment.
- x. After submission of the bid, the amount of sum assured and premium shall not be changed in any circumstances during policy period.
- xi. Insurance company will not be allowed to modify any terms and conditions of the policy post inspection of the policy.
- xii. The bidder or his representative may attend the opening of the bids submitting an authorization letter from the insurance company/bidder.

III. Disputes

- i. In respect of all tender conditions, and / or any matter connected therewith the decision of SPAV shall be final and binding. In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Vijayawada courts only.
- ii. In case of dispute of any claim, a committee consisting of the representative of the insurance company and SPAV will be set-up to resolve the dispute. However, this arrangement does not preclude the members to approach the regulatory authorities.
- iii. Finally, all disputes or difference arising out of this tender, terms & conditions or any matter relation to this tender shall be resolved through arbitration. The Director of Institute or his nominee shall be sole arbitrator who will decide the dispute as per the provision of “The Arbitrator & Conciliation Act 1996”.

IV. Evaluation of Bids:

- i. The Technical bids of eligible bidders shall be opened first, and all documents shall be verified as per the eligibility criteria.
- ii. The Financial Bids of only the bidders found eligible in Technical bid evaluation shall only be opened.
- iii. **Whichever insurance company/bidder quotes lowest premium either individually for Group medical/health insurance and personal accident insurance or jointly for Group medical/health insurance and personal accident insurance. The institute reserves the right to issue the work order/purchase order/service order separately to the least quoted bidders for medical/health insurance and personal accident insurance.**

Sd/-
Registrar
SPA Vijayawada



School of Planning and Architecture Vijayawada

(An Institute of National Importance, Ministry of Education, Govt. of India)
Sy.No.4/4, ITI Road, Vijayawada – 520 008, Andhra Pradesh, India

Annexure-I

(TO BE PRINTED ON OFFICIAL LETTER HEAD)

To
The Registrar
School of Planning and Architecture Vijayawada
Survey No.4/4, ITI Road
Vijayawada- 520008

Sub: Undertaking for implementation of Students' Group Insurance coverage.

Dear Sir,

In reference to above, I/We are enclosing our irrevocable tender notice and financial bid for Students Group medical/health insurance and personal accident insurance cover to Students of SPA Vijayawada.

I/we hereby declare that I/we have carefully read and understood the tender document (Tender No.: SPAV/Admn/StudentGMI/2021-22 Date: 03.11.2021) including instructions, terms and conditions and all its contents stated there in and accordingly we are showing our interest for providing the said services.

Further, I/we declare that, our company has not been Black-Listed/De-listed by any Indian Institutional Organization/Government Department/Public Sector Undertaking/Autonomous bodies in the last three years.

The Institute reserves the right to reject any or all tenders, wholly or partly or close, the tender at any stage prior to the award of contract without assigning any reason whatsoever.

I/We accept all the terms and conditions of the tender notice.

Thanking you

Yours sincerely,

Signature of the authorized person

Name.....

Designation.....

Contact/Mobile no.....

Office Seal



School of Planning and Architecture Vijayawada

(An Institute of National Importance, Ministry of Education, Govt. of India)
Sy.No.4/4, ITI Road, Vijayawada – 520 008, Andhra Pradesh, India

Technical Bid

Subject: Notice inviting tender for Group Medical/Health Insurance & Personal Accident Insurance Policy for Students & of SPA Vijayawada, against Tender No.SPAAV/Admn/StudentGMI/2021-22 Date: 03.11.2021.

Si.No.	Particulars	To be filled/submitted by the bidder
1	Name of the Company	
2	Address with Email & Phone number	
3	Name of the contact person: Designation: Address Mobile no.: E-mail ID:	
4	IRDA Registration No. of the Insurance company (Documentary proof to be submitted)	
5	Bank details for RTGS / NEFT payment to transfer the premium	
6	PAN No. and GST Registration Number of the Insurance Company (Documentary proof to be submitted)	
7	Mention the Name of TPA with contact mobile phone number, email <i>(Letter from them committing to the agreement made by the Insurance Company)</i> (Documentary proof to be submitted)	
8	Proof of Registered/Branch office in Vijayawada 520008, AP, India. (Documentary proof to be submitted)	
9	Documentary evidence of having Medical/ Group Insurance participation in the Government/ Semi-government/ PSU/Govt. Undertaking/ Autonomous bodies in the past.	
10	Annexure –I of this tender document (Non-Blacklisting)	
11	Bidders Signature on all pages of this tender/bid	

All fields are mandatory to fill and furnished the self-attested copy of documents

Name and Signature of authorized person of the company and Official Stamp

Date:

Place:

6

Signature of the Bidder

Date & Office Seal



School of Planning and Architecture Vijayawada

(An Institute of National Importance, Ministry of Education, Govt. of India)
Sy.No.4/4, ITI Road, Vijayawada – 520 008, Andhra Pradesh, India

FINANCIAL BID

Subject: Notice inviting tender for Group Medical/Health Insurance & Personal Accident Insurance Policy for Students & of SPA Vijayawada, against Tender No.SPAV/Admn/StudentGMI/2021-22 Date: 03.11.2021.

Name of the Insurer: _____

Particulars	No. of Students	Policy period from the date of issue of insurance policy	Sum Insured in Rs.	Premium for all students for one year for both Group Medical insurance and Group Personal Accident insurance policies (including all taxes and charges). (TO BE QUOTED BY THE BIDDER)
Group Medical/health insurance policy for SPAV students AND Group Personal Accident insurance policy for SPAV students	819	One Year	Rs. 1,00,000/- each for Group Medical insurance and Rs. 1,00,000/- for Group Personal Accident insurance	

All fields are mandatory to fill

Name and Signature of authorized person of the company and Official Stamp

Date:

Place: