

Invitation for Expression of Interest (EOI)**& RFQ from Insurance Companies****for Group Mediclaim Policy & Group Personal Accident Policy for Students**
of Birla Institute of Technology, Mesra, Ranchi**Policy Period: 26th October 2026 - 25th October 2027****Key Dates**

Start Date of Expression of Interest (EOI)	1st October 2026
Pre-bid Meeting	06th October 2026 (03:30 PM)
Last Date & Time of EOI Submission	14th October 2026 (13:00 Hrs.)
Opening of Technical Bid (Tentative)	14th October 2026
Opening of Financial Bids (Tentative)	14th October 2026

All pages of this tender document must be signed and stamped by the authorised signatory of the bidding Insurance Company.

BIRLA INSTITUTE OF TECHNOLOGY

Mesra, Ranchi 835215

RFQ Notice for Medclaim Policy

Request for Proposal - Group Medclaim Insurance Policy for Students

Background

We have taken Group Medclaim Insurance Policy (tailor-made with floater) for the benefit of our students and staff members for the last several years.

The period of the existing policy is from 26-10-2025 to 25-10-2026, and we would like to continue the said policy without break for a further period from 26-10-2026 to 25-10-2027.

The details of the proposed group Medi-claim policy are given below:

Group Medclaim Policy - Proposed Details

1	Insured	Birla Institute of Technology, Mesra, Ranchi
2	Address	Post: Mesra, Ranchi - PIN 835215
3	Nature of Business	Education & Research
4	Type of Policy	Individual Group Medclaim Policy
5	Insurable Interest	Only Students - Self
6	Sum Insured (Students)	Rs. 50,000/- (No family member to be covered)
7	No. of Students to be covered	Tentative 12040 Students for Group Personal Accident Policy and Tentative 8452 Students for Group Medclaim Policy (However, actual number may vary)
8	Mid Term Enrolments	Allowed. Additional Premium will be paid/refunded on account of changes in the actual number of students arising due to Admission of new Students and leaving the Institute due to their withdrawal, etc. as per list to be submitted by the institute from time to time on a pro-rata basis. The manner of premium calculation for new students with applicable rate chart is to be clearly mentioned in the quotation/offer document itself.

No. 7 is highlighted: Tentative 12040 students for Group Personal Accident Policy and Tentative 8452 students for Group Medclaim Policy. Actual number may vary.

Other Terms & Conditions

1. The Insurance Companies need to confirm in writing acceptance of all the Terms & Conditions laid in this document. The policy will be effective in continuation of our existing Medi-claim policy, which expires on the midnight of 25/10/2026.
2. All diseases, including pre-existing diseases, will be covered from day one without any exclusion. 30 days/9 months/1st year/2nd year/3rd year/4th year etc waiting period should be waived off. No Waiting period for any disease. Day 1 coverage for additions of New Students from the date of admission. However, the effective date of cover can be considered from the date of Intimation for New Students.
3. Pre-hospitalisation Expenses for 30 days and Post-hospitalization Expenses for 60 days will be covered.
4. **Ailment-wise capping** not exceeding Rs. 50,000/- & Ambulance Charge for Emergency Situation at Rs. 2,000/- per hospitalization.
5. Limit of room rent capped at 3% of the Sum Insured per day should be considered, but for ICU/ICCU there should be no limit. However, No Proportionate Deduction or co-payment is allowed.
6. **No Maternity Benefit for Students.**
7. Claim Settlement Procedure: No Deductible or Co-payment under the policy. The insurance company shall be liable to settle the claim within 15 days after submission of documents, and in case of delay, the reasons must be informed to the institute. If reasons are not found justified, then the Insurance company shall be liable to pay interest as per the latest IRDA notification/guidelines.
8. Claims submission: Claim Intimation Clause waived off. Claim Documents to be submitted within 75 days from the date of discharge. Delay submission of claims should be condoned based on the valid reason of late submission given by the claimant. The delay in submission of claim should not be the reason for repudiation of claim. Hospitalization recommended by Registered Medical Practitioner is to be treated as final and should not be disputed and claim must be paid accordingly.
9. **The Institute reserves its right to decide the TPA on its own discretion.**
10. The draft policy document specifically confirming all the above-mentioned terms and conditions should be provided along with the bid. If any of the terms and conditions mentioned in this document are not acceptable to the insurance company the same must be highlighted in the bid document itself prominently (bold and underlined). Otherwise, it will be assumed that all the terms & conditions mentioned in this document are acceptable to the bidder's insurance company.
11. Please mention the list of documents that will be required to be furnished to settle the Mediciam bill apart from the Discharge summary and original payment receipts/cash memos & bills for medical expenses.
12. **Guidelines issued by IRDA from time to time about the insurer's responsibility and liability towards insured, shall be automatically applicable to the insurance Company/ Agency without any additional premium during the validity of the insurance policy.**
13. During the validity of the policy, no revision of premium shall be considered by BIT Mesra based on actual claim ratio or enhancement in the premium, or changes in the tax rate like GST etc by the statutory or other authority.
14. Waiver of 24 hrs hospitalization requirement for any surgeries or any procedure or treatment hereafter referred as Day Care which requires less than 24 hrs of hospitalization due to advanced medical technology, the Insurance Company has to declare list of all such Day Care treatments for which the insured shall get benefits equivalent to Hospitalization benefits as per the above mentioned

conditions in this document. For any Day Care Treatment as declared by the Insurer & IRDA; the Insured shall be entitled to all the terms & conditions of this document.

15. **Mediclaime Insurance Policy Cards:** Mediclaime Insurance policy cards for availing cashless facility by all insured members to be provided within 30 days from the date of issue of the policy.
16. **AMENDMENT OF BID DOCUMENT:** At any time prior to the deadline for submission of proposals, the institutions reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website of the Institute and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.
17. **Action against the Insurer:** Furnishing incorrect information in the offer, failure to act according to tender conditions, non-fulfilment of any or whole of the contract may entail blacklisting of the Insurer in addition to taking other appropriate action against the Insurer.
18. **Pre-Bid Meeting:** Pre-Bid meeting will be scheduled where necessary. Date and time of Pre-Bid Meeting will be intimated by the Institute through its website notification/tender section.
19. **Escalation Matrix For Service, Support and Grievance Redressal:** Bidder must provide 3 Level Escalation Matrix of Telephone Numbers, Mobile Nos, Official Email Ids for Service, Support and Grievance Redressal.
20. The successful bidder shall at its own cost comply with the provision of orders and notifications issued by IRDA and Government from time to time.
21. Notwithstanding anything stated above, the Institute reserves the right to assess the insurer's capacity and capability to perform the Mediclaime insurance business, should the circumstances warrant such an assessment in the overall interest of the Institute.
22. The Institute reserves the right to cancel or restructure the requirements. The Institute reserves the right to accept or reject any offer, or part thereof at its sole discretion, without assigning any reason thereof and/or to negotiate with tenderer(s) in the manner it considers suitable. The Institute reserves the right to award and distribute the insurance business to one or more insurers.
23. The Institute takes no responsibility for delays, loss or non-receipt of the offers sent by the insurers.
24. The submission of an offer shall have no cause of action or claim against the Institute for rejection of offer.
25. The insurer whose offer is not accepted shall not be entitled to claim any costs, charges, and expenses incidental to or incurred by them in connection with the submission of their offer.
26. **Disputes:** In respect of all bid conditions, and/or any matter connected therewith the decision of BIT Mesra shall be final and binding. In the event of any dispute arising out of the bid, such dispute would be subject to the jurisdiction of the Ranchi Courts only. In case of dispute of any claim, a committee consisting of the representative of the insurance company and BIT Mesra will be set up to resolve the dispute. However, this arrangement does not preclude the members from approaching the regulatory authorities.
27. **Jurisdiction:** All disputes shall be subject to the jurisdiction of Ranchi Courts only.

Please note that the insurance company getting Mediclaime insurance business from BIT, Mesra, in respect of staff will be preferred for other general insurance policies (including Students Mediclaime Policy, General Insurance policy for Building, Money Insurance, vehicles, and other assets) of the institute at the lowest quoted premium rates of the other insurance companies, even if the rates quoted by the selected insurance company is higher.

Submission Instructions

The Quotation for Mediciam as per details given below should be submitted by email with password-protected Technical, Financial/Price Bid Sheet or in Hard Copy & should be couriered to:

The Registrar

Birla Institute of Technology, Mesra

Ranchi - 835215 (Jharkhand)

Superscribing "Quotation for Mediciam" / emailed to registrar@bitmesra.ac.in

The institute accepts bids through email also, provided the Technical, Financial/Price Bid is submitted by a password-protected file on or before the due date and time of submission of bids specified in this document.

Only the successful bidder must submit Annexure 5 to 7, after intimation of final selection and before payment of premium.

Minimum Eligibility Criteria

- 1. Bidders must be approved for Medical Insurance business from the Insurance Regulatory and Development Authority (IRDA), and its registration should be valid for the insurance period.
- 2. The bidders must have at least three years of experience in the Health Insurance business with annual turnover in terms of Premium earned of Rs. Fifty Crores or more in each of the past three financial years (viz. 2023-24, 2024-25 and 2025-26) in the Health Insurance sector only.
- 3. Bidders must have at least three years' experience in catering to Group Health Insurance of 5000 or more insured Students under one group Health Scheme in each of the last three financial years (viz. 2023-24, 2024-25 and 2025-26) for reputed organizations.
- 4. Quotes have to be submitted directly by only those Insurance Companies having an office (Regional/Division/Branch/Zonal) at Ranchi (Jharkhand, India).
- 5. Adequate experience in providing Group Health Insurance during the past 10 years.

Annexure - 1*Details of Tenderer***To be submitted on official letterhead of the Insurance Company.**

Name of the tenderer/agency	
Business Address for Communication	
Phone No.	
Email id	
Name of the Authorized Person on behalf of the company to deal related tender matters	
Mobile No. of the Authorized Person on behalf of the company to deal related tender matters	
Email ID of the Authorized Person on behalf of the company to deal related tender matters	

Seal of the Bidder's Firm

<i>(Seal / Stamp)</i>	Certified by the Authoriser Name of the Authoriser: Designation of the Authoriser: Mobile No.: Official Email Id: Business Address:
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Annexure - 2*Covering Letter with Declaration***To be submitted on official letterhead of the Insurance Company.**

Date: _____

To**The Registrar,**Birla Institute of Technology, Mesra
Ranchi - 835215 (Jharkhand)**Sub:** Notice Inviting Tender for Group Mediciam Policy for BIT Students with Declaration**Ref:** Tender No _____ dated _____

Dear Sir,

With reference to the above, I am/ We are enclosing the Notice Inviting Tender for Group Mediciam Policy for BIT.

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 of BIT Mesra.

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our tender will be summarily rejected, and I/we are liable to be banned from doing business with BIT Mesra and/or prosecuted.

I/we, hereby certify that all the information and data furnished by me with regard to this bid requirements are true and complete to the best of my knowledge. I have gone through the requirements, conditions and stipulations in details and agree to comply with the requirements and intent of the specification.

I/we, further certify that my company meets all the conditions of qualification criteria laid down to take part in the bid.

I/we also declare that any Government body or any private Company / Agency has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive, or coercive practices or any other failure/lapses of serious nature. If this declaration is found to be incorrect, then without prejudice to any other action that may be taken.

I/we undertake, to enter into an agreement as per the terms and conditions of the bidding document and bear all expenses, including charges for stamps, etc., and the agreement will be binding on us. I/we also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept the lowest bid or any other bid that you may receive.

I/we certify that our this bid against tender notification no. _____, dated _____ does not amount to any breach of IRDA guidelines. I/we further confirm that in the event of disclosure at a later stage that the same are not in line with IRDA Guidelines and BIT Mesra is put to any disadvantage or face cancellation of the Policy or any claim becomes substandard/untenable, the whole liabilities arising out of this shall lie squarely on us.

Thanking you

Yours faithfully,

(Signature of the Authorized Person)

Seal of the Bidder's Firm

Date: _____

Name: _____ Mobile No.: _____

Annexure - 3*Format for Technical Bid***To be submitted on official letterhead of the Insurance Company.****DECLARATION**

SL. No.	Particulars	Complied (Yes/No)	Supporting Documents Enclosed (Yes/No)
01	Name of the Insurance company		
02	Registration details (attach self-attested copies of certificates/Registrations/License etc., mandatorily) a) IRDA Reg. No. b) PAN No. c) GST Reg. No.		
03	Audited annual turnover of past three financial years (via., 2023-24, 2024-25 and 2025-26)		
04	Empanelled Multispeciality Hospitals in Ranchi, Patna, Deoghar, Kolkata, Jaipur, Delhi/Noida, Allahabad & other cities. All transactions with these hospitals should be totally cashless		
05	Adequate experience in providing Group Health Insurance during the past 10 years		
06	Tender documents duly signed and stamped on each page		

Documents to be attached with the Technical Bid:

- PAN Card and GST certificate of the Organisation
- Proof of IRDA approval/registration and office at Ranchi.
- Audited annual turnover of the past three financial years (viz. 2023-24, 2024-25 and 2025-26)
- A copy of this tender document must be attached with the technical bid confirming that all the contents, terms & conditions of this tender document are acceptable to the bidder. In the absence of a duly signed copy of this tender document with the technical bid, the bid will be treated as non-responsive and hence liable for rejection.
- A dummy copy of Group Health Insurance policy with detailed terms and conditions

DECLARATION

I/ We have carefully read and understood all the terms and conditions of the tender and here by accept the same. The information/document furnished along with the above application is true and authentic to the best of my / our knowledge and belief.

(Signature of the Authorized Person) Date: **Seal of the Bidder's Firm**

Name: _____ Mobile No.: _____

Annexure - 4*Format for Financial Bid (Sum Assured) - Group Medclaim Policy***To be submitted on official letterhead of the Insurance Company.**

Providing group Medclaim Policy for students for the period 26/10/2026 to 25/10/2027 as per the details of Insurance Scheme for Sum insured per Students: Rs.50,000 (Tentative 8452 No of Students to be covered).

Sr. No.	Particulars	Tentative No. of Students	Premium amount per Student (Rs.)	Total Premium Amount	In Words and Figures
01	Premium per Student				Rupees _____
02	GST, as applicable, is extra				Rupees _____

Total: _____

Note: Policy will be acquired for the actual number of Students. The number shown in the table above is tentative.

DECLARATION

I/ We have carefully read and understood all the terms and conditions of the tender and hereby accept the same. The information/document furnished along with the above application is true and authentic to the best of my / our knowledge and belief.

Tentative Total No. of Students: 8452

Students (Age Band)	No. of Students	Male	Female
15-30			
31-35			
36-40			
Above 40			
Grand Total			

Policy will be acquired for the actual number of Students.

(Signature of the Authorized Person) Date: _____ **Seal of the Bidder's Firm**

Name: _____ Mobile No.: _____

Only the successful bidder must submit this Annexure after intimation of final selection and before payment of the premium.

Annexure - 5

Undertaking (Notarized Affidavit on non-judicial stamp paper of Rs. 100/-)

1. I/we, the undersigned, certify that I have gone through all the terms and conditions mentioned in the bid document No. _____ dated and undertake to comply with them unconditionally.
2. That the rates quoted by me are valid and binding upon me for the entire period of the contract and it is certified that the rates quoted are the lowest rates as quoted in any other Institution in India.
3. That I/We give the rights to the Competent authority of the Birla Institute of Technology to take action and for blacklisting my/ our agency
 - a. in case of breach of conditions of Contract and for blacklisting my/our agency.
 - b. in case our agency fails to accept the work order and/or execute the contract agreement, or in cases of negligence in executing the contract, or in case of breach of contract.
4. That I/We also declare that any Government body or any private Company/Agency has not declared us ineligible or blacklisted or debarred us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of any nature.
5. That I/We hereby undertake to provide the service as per the direction given in the bid documents/contract agreement.

Place: _____ (Signature of the Authorized Person) Date: _____ **Seal of the Bidder's Firm**

Name: _____ Mobile No.: _____

Only the successful bidder must submit this Annexure after intimation of final selection and before payment of the premium.

Annexure - 6

Undertaking (Notarized Affidavit on non-judicial stamp paper of Rs. 100/-)

1. That I/We, the undersigned, undertake that I have fully adhered to the minimum eligibility criteria as per the requirements of the bid documents No. _____ dated _____
2. That my/our agency M/shas at least three years' experience in providing of the similar services/products as stated in the Bid Documents in Government/Semi Government/PSU/Central Universities/Autonomous/Deemed to be University/Reputed Private Organisations. The details of work experience and work completion certificates have been enclosed, with the signature and seal of the competent authority of my agency.
3. That my agency also has carried out at-least one similar work of providing services/product the costing Rs. for entire one in the last three years in Government/Semi Government/PSU/Central Universities/Autonomous/Deemed to be University/Reputed Private Organisations
4. That I, the undersigned undertake that this bid against tender notification no. _____, dated _____ does not amount to any breach of IRDA guidelines. I/we further confirm that in the event of disclosure at a later stage that the same are not in line with IRDA Guidelines and BIT Mesra is put to any disadvantage or face cancellation of the Policy or any claim becomes substandard/untenable, the whole liabilities arising out of this shall lie squarely on my agency._____.

Place: _____ (Signature of the Authorized Person) Date: _____ **Seal of the Bidder's Firm**

Name: _____ Mobile No.: _____

Only the successful bidder must submit this Annexure after intimation of final selection and before payment of the premium.

Annexure - 7

Undertaking (Notarized Affidavit on non-judicial stamp paper of Rs. 100/-)

1. That I, the undersigned, state that my firm/agency has not been convicted of an offence under the Prevention of Corruption Act, 1988.
2. That my firm has not been convicted under the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract/any procurement contract.
3. The I hereby certify that none of my relative(s) is/are employed in Birla Institute of Technology, Mesra and its Off-Campuses.

Place: _____ (Signature of the Authorized Person) Date: _____ **Seal of the Bidder's Firm**

Name: _____ Mobile No.: _____

Annexure - 8*Format for Financial Bid - Group Personal Accident Insurance Policy for Students***To be submitted on the official letterhead of the Insurance Company.**

Offer for tentative 12040 students

Sum Insured	Rs. 50,000/-	Rs. 1,00,000/-	Rs. 1,50,000/-	Rs. 2,00,000/-	Rs. 3,00,000/-	Rs. 4,00,000/-	Rs. 5,00,000/-
Base Premium Without Riders / Accidental Death (100% of Sum Insured)							
Rate per person							
Gross Premium							
GST							
Total							

Note: Under the last policy, no claim was made.**DECLARATION**

I/ We have carefully read and understood all the terms and conditions of the tender and hereby accept the same. The information/document furnished along with the above application is true and authentic to the best of my / our knowledge and belief.

Note: The Policy will be acquired for the actual number of students.Place: _____ (Signature of the Authorized Person) Date: _____ **Seal of the Bidder's Firm**

Name: _____ Mobile No.: _____