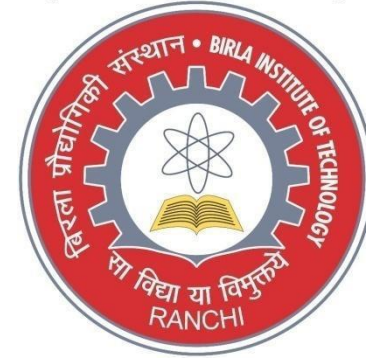


Inviting Expression of Interest (EOI)

& RFQ from Insurance Companies for Group Medclaim Policy for Staff & Family members
(Excluding parents) at BIT MESRA, Ranchi for the Policy Period: 26th October 2021 – 25th October 2022



Start Date of Expression of Interest (EOI): 29th September 2021

Pre-bid Meeting: 07th October 2021

Last Date & Time of submission of Expression of Interest (EOI): 18th October 2021 (03.00 PM)

Note: The Number of Lives given in the RFQ may vary

BIRLA INSTITUTE OF TECHNOLOGY
Mesra, Ranchi 835215

RFQ Notice for Mediclaim Policy

Request for Proposal – Group Mediclaim Insurance Policy for Staff & Family.

Background: -

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

The period of existing policy is from 26-10-2020 to 25-10- 2021 and we would like to continue the said policy without break for a further period from 26-10-2021 to 25-10- 2022.

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

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: - Floater Group Medi-claim for Staff members and their family consisting of Self, Spouse and up to two Dependent Children upto the age of 23 years (Dependent Parents are not covered in this policy) whereas Family definition states Self, Spouse & only 2 dependent children

5. Insurable Interest: - Staff & Dependents (Except Parents)

6. Sum Insured: - (a.) For Staff Rs.3.00 lac per employee's family (Floater type – i.e. maximum risk cover per family is Rs.3.00 lac individually as well as jointly amongst all family members).

Total No of Employees to be covered1254.... & their2670 Dependent family members.

Note: - The numbers indicated are provisional and may vary. Arrangement for periodical inclusion and exclusion of insured persons during the policy period will be required to be done for which proportionate premium will be paid / refunded. The insurance company needs to clarify the risk cover date and the procedure to be adopted to cover new

employees and their family members and the procedure /arrangement to be made for payment of the premium of such new employees. (If needed the provisional premium as an advance may be deposited by the institute with the insurance company so that the periodical inclusion of new employees / beneficiaries may be done promptly.)

7. Additional Premium will be paid / refunded on account of changes in actual number of staff /students/dependent family members arising due to joining of new employees and leaving the employment due to their resignation etc as per list to be submitted by the institute from time to time on pro-rata basis. The manner of premium calculation for new employees or their additional family members along with applicable rate chart is to be clearly mentioned in the quotation / offer document itself. The Insurance Company will be required to cover Employees periodically as and when intimated by the institute.

Other Terms & Conditions:

1. The Insurance Companies need to confirm acceptance of all the All the Terms & Conditions laid in this document. The policy will be effective in continuation of our existing Medi-claim policy which expires on midnight of 25/10/2021.

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 as follows: Newly Married Spouse from Date of Marriage, New Born Baby from Date of Birth & New Employee from date of joining. (The effective date of risk cover can be acceptable from the date of Intimation; however, in the case of New Born Child, the cover will be along with the mother till 90 days). **Ambulance charges at INR 2000 / per hospitalization each side.**

3. Pre-hospitalisation Expenses for 30 days and Post Hospitalisation Expenses for 60 days will be covered.

4. Capping on few procedures only and NO Capping on any other diseases/procedures or Surgeries.

Refer the body of EOI – Special Instructions on Capping as under

Ailment wise capping	Capping
Cataract	40000
Appendicitis	45000
Cholecystectomy - Lap chole	60000
Hernia	45000
Fistula & Piles	45000
Hydrocele	20000
Hysterectomy	60000

5. Floater Sum Insured- floating over all the four family members without sub sect limit like room rent, consultation charges, nursing care charges etc. **However, Limit of room rent @1.5% of sum insured** should be considered, but for ICU/ICCU there should be no limit. However, No Proportionate Deduction or Co Payment is allowed.

6. Maternity Benefit subject to a maximum of Rs. 60,000/-. Pre & Post Natal Expenses not applicable.

7. New Born child to be covered from day one automatically under the family sum insured. Intimation to add new born baby in the policy should be allowed until 90 days. Till that time the baby's claim shall be booked under Mother's ID for both cashless & reimbursement claims. The midterm inclusion of names of family members due to changes in the composition of the family (due to marriage, birth of the child etc.) will be done and the insurance company shall be liable to extend medical cover to such new members.

8. 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.

9. 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 claim must be paid accordingly.

10. The names of the hospitals / nursing homes available for cashless treatment in different cities. Please provide the list of names of hospitals / nursing homes for cashless treatment for the following cities / towns – Ranchi, Patna, Deoghar, Kolkata, Jaipur, Delhi/Noida, Allahabad & other cities.

11. 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 prominently (bold and underlined).

Otherwise it will be assumed that all the terms & conditions mentioned are acceptable to the bidder insurance company.

12. Please mention the type of documents that will be required to be furnished to settle the Medclaim bill apart from the Discharge summary and original payment receipts / cash memos & bills.

13. Guidelines issued by IRDA from time to time about Insurer's responsibility and liability towards insured, shall be automatically applicable to the insurance Company without any additional premium during the validity of the insurance policy.

14. Coverage of the policy should take place from the very first day of inception.

15. 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 pointed out by the statutory or other authority.

16. 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 conditions mentioned 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.

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

The Quotation for Medclaim as per details given below, should be submitted by email with password protected Financial/ Price Bid Sheet or in Hard Copy & should be couriered/mailed to registrar@bitmesra.ac.in

*The institute accepts bids through E- Mail also, provided the 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.*

Price Bid Format

Note: The Number of Lives given in the RFQ may vary

Premium Amount Payable Rs..... & GST Rs. for No of Staff1254.....&

No of Dependent Family members2670.... for sum insured of Rs.3,00,000.

Total Premium Amount Payable Rs.

Total Premium Amount Payable in Words (Rupees)

We, hereby, confirm and agree that all the terms and conditions mentioned in this document are acceptable to us.

Signature

Date..... Name.....

Designation.....

(Rubber Stamp and Seal of the Insurance Company)

Tentative Total No. of Lives

No. of Employees	1083 M	171 F	(1254)
No. of Dependents	971 M	1699 F	(2670)
Total No. of Lives	2054 M	1870 F	(3924)

Primary Member (Self +Age Band)	No. of Employees	Male	Female
25-30	5	4	1
30-35	77	62	15
35-40	203	174	29
40-45	280	235	45
45-50	288	253	35
50-55	205	186	19
55-60	158	137	21
60-65	38	32	6
Grand Total	1254	1083	171

Dependents Age Band	No. of Dependents	Male	Female
0-5	143	77	66
5-10	336	178	158
10-15	425	236	189
15-20	399	225	174
20-25	209	120	89
25-30	55	1	54
30-35	161	2	159
35-40	266	19	247
40-45	262	31	231
45-50	186	31	155
50-55	135	21	114
55-60	67	13	54
60-65	19	11	8
65-70	7	6	1
Grand Total	2670	971	1699

