

General Terms and Conditions:

Procedure for Submission:

1. The sealed envelope with Annexure-1 & Annexure-2, super-scribed as “EoI FOR GROUP MEDICAL INSURANCE” should reach the Registrar, NIT Mizoram before or on the due date and time. Those who send the EoI documents by post, have to ensure that the documents reach before or on the prescribed time and date. The Institute will not take any responsibility under any circumstances for courier/postal delays.
2. The Evaluation Committee of the Institute constituted for the purpose shall assess the EoIs with respect to the ability of the agencies to render the requisite services based on the company profile, rating and any such other criteria as the NIT Mizoram may fix.
3. The Complete Bid document will be issued to the qualified agencies after scrutiny / evaluation of EoI & published on the Institute website www.nitmz.ac.in. In the event of due date being declared a holiday etc, the due date for submission of the bids will automatically stand extended till the following working day, at the appointed time & date.
4. Pre-bid meeting of shortlisted bidders will be held as per the details provided in the “Notice for EoI” (NIT). The objective of this meeting is to address the queries of the prospective bidders related to the EoI. The Pre-bid meeting will be held at the Administrative Block, NIT Mizoram. Schedule of date and time will be duly informed to the shortlisted bidders.
5. The Insurance Agency Should be registered with IRDA.
6. The Insurance Company should have adequate experience for providing such Group Insurance Scheme to Government / Semi – Government / Autonomous Body. A list of clients along with the duration of service in proof of the above should be furnished along with the EoI.
7. The bidder should sign on each page of the EoI documents.
8. EoI which are late / vague / conditional / incomplete / not confirming to the laid down procedure in any respect will be rejected.
9. EoIs sent by fax & E – mail will not be considered.
10. All the students inclusive of Research Scholars of the NIT Mizoram irrespective of age should be eligible to join the scheme.
11. The scheme should have provision for inclusion of new entrants in the Academic Courses of the Institute and to provide medical insurance coverage.
12. The successful company shall at its own cost comply with the provision of orders and notification issued by IRDA and Government from time to time.
13. The bids will be evaluated through a two stage, the bidders / interested companies qualifying in Stage one, i.e. shortlisted will be invited to submit the financial bid in stage two.
14. In case of unsatisfactory service, suitable penalties as decided by the Competent Authority of NIT Mizoram shall be levied, after issuing notice.
15. In case of failure in settlement of claims within the mutually agreed time frame, a penalty may be levied by the NIT Mizoram.

16. The period of contract will initially be for one year extendable on mutually agreed Terms and Conditions, which is liable to be terminated with one month notice, if any lapse or unsatisfactory performance of the company/firm is noticed by the NIT Mizoram.

17. The Gauhati High Court, Aizawl Bench alone will have the jurisdiction to try / settle any dispute between the interested firms / bidders and the Institute arising out of this service. It is specifically agreed that no court outside and other than The Gauhati High Court, Aizawl Bench shall have jurisdiction in the matter.

18. NIT Mizoram reserves the right to modify/change/delete/add any further Terms and Conditions prior to issue of agreement.

19. Arbitration- All dispute and differences which may arise between the NIT Mizoram and the Insurance Company shall be referred to Director, NIT Mizoram whose decision shall be binding on all concerned.

20. Any information provided herein is intended only to help the interested Companies to prepare a logical bid – proposal. NIT Mizoram shall not be held responsible for any errors in the EoI documents.

19. NIT Mizoram reserves the right to cancel the bid – proposal / reject any or all the bids / enter into agreement with successful party (ies) / bidder (s), at its sole discretion.

Special terms and Condition:

1. Cashless facility should be provided all over India and at least four major multi-specialty hospitals / general hospitals located in Aizawl. Details of such Hospitals are to be provided. All transactions with these hospitals should be totally cashless.

2. There should be a dedicated helpline (24 x 7) from the TPA of Insurance Company available and the contact details should be furnished in the EoI / tender. Contact details of the TPA should be provided by the Insurance Company including the name of the contact person, contact numbers and postal & email address and other relevant details.

3. If there is any reimbursement to the students by the TPA/Insurance Company the same should be paid directly to the student within 10 days of receipt of bills.

4. The response time by the TPA/Insurance companies at the time of admission should be maximum of six hours.

5. Reports including the claims of individuals and the details of the settlement are to be furnished to the Institute on monthly basis or as and when required by the Institute.

The Company/ Agency should furnish the copies of following documents with the EoI:

1. IRDA Accreditation Certificate.

2. List of Government/Semi-Government/ Govt. of India Undertaking/Autonomous Body or Private Body for which such Insurance Scheme has been provided along with the certified documents.

3. Details of the TPA.

4. A dummy copy of Group Medical Insurance Policy with detailed Terms and Conditions.

(Signature of the Authorized Person)

Date:

Name _____

SEAL

Mobile No. _____

Email ID. _____