



Indian Institute of Information Technology Sri City, Chittoor

(An Institute of National Importance under an Act of Parliament)
630 Gnan Marg, Sri City, Chittoor District - 517 646, Andhra Pradesh, India
e-mail: procurement@iiits.in, www.iiits.ac.in

NOTICE INVITING SEALED QUOTATION

ABOUT IIIT SRI CITY, CHITTOOR

Indian Institute of Information Technology Sri City, Chittoor known as IIIT Sri City was established in 2013 by Ministry of Education, Government of India as an Institute of National importance by an Act of Parliament. IIITS is one among the 20 Institutes across India, focusing on Information Technology education, research and development.

The institute is located in Sri City (www.sricity.in) located about 60 KMs from Chennai on the Nellore Highway. The nearest airports are Chennai (70 KMs) and Tirupati (70 KMs).

The Institute was setup by the Government of India along with Government of Andhra Pradesh and Industry Partners represented by Sri City Foundation as a Public-Private-Partnership (PPP) institution. The Institute is governed by the Board of Governors consisting of eminent personalities from the Government, Industry and Academia. IIITS offers BTech, MTech and PhD. programmes in the areas of Computer Science & Engineering and Electronics & Communications Engineering.

SCHEDULE

Notice Inviting Enquiry for sealed quotation for the work	Custom Made student Personal Accident Insurance policy for students of IIIT Sri City Chittoor for the year 2022-23
Quotation Enquiry No.	IIITS/NIQ/2022/12/01/PAI for Students, dt.02.12.2022
Submission of offer	Sealed quotations in single bid format (technical and financial) - The quotations should be duly sealed and addressed to The Registrar I/c., Indian Institute of Information Technology, Sri City, Chittoor, 630, Gnan Marg, Sri City Tirupati District-517 646 on or before December 10, 2022 @ 12:00 Hrs.
Bid Issue Date	02 December, 2022
Last Date for submission of quotation	10 December, 2022 @ 12:00 Hrs
Opening of sealed quotation	10 December, 2022 @ 12:10 Hrs

Sub: Custom Made student Personal Accident Insurance policy for students of IIIT Sri City Chittoor for the year 2022-23- Reg.

The Institute requests proposals for providing Custom made Student Personal Accident Insurance policy for the students as per details mentioned in:

1. Annexure – A: Instruction to Bidders
2. Annexure – B: Cost Proposal Format (Financial Bid)

Sealed quotations in sing bid format (technical and financial) are invited:

1. Technical Bid to include the following in an envelope superscribed “Technical Bid”:
 - a. Annexure A (on letterhead, signed and with company seal)
 - b. Other documents: PAN, GST, IRDA and List of Network Hospitals
 - c. Any other document relevant to annexures A (Formats)
2. Financial Bid to include Annexure-B in an envelope super scribed “Financial Bid”:

Both Technical and Financial Bids to be placed in a bigger envelope superscribed “Bid for Quotation Enquiry No. – Custom Made Student Personal Accident Insurance policy” and sent to The Registrar I/c. Indian Institute of Information Technology Sri City, Chittoor, 630, Gnan Marg, Sri City Tirupati District-517 646.

Annexure – A

Instructions to Bidders

1. Important dates, time and place.
 - a. Last date and time of submission: 9th December, 2022 @ 15:00 Hrs
 - b. Date and Time of Opening of Bid: 9th December, 2022 @ 15:30 Hrs
 - c. Place of Opening of Bid: The Registrar Office, IIT Sri City, Chittoor, 630, Gnan Marg, Sri City, Tirupati District, Andhra Pradesh-517 646.
 - d. Late and delayed proposal: Late and delayed proposal will not be accepted.
 - e. Unscheduled Holiday: In case any unscheduled holiday occurs on the prescribed closing/ opening date the next working day shall be the prescribed date of closing/ opening.
2. Proposals are to be valid for at least 90 days from the opening of bids.
3. To assist in the examination, evaluation, and comparison of proposals, IIT Sri City Chittoor may ask any Bidder for clarification of the proposal submitted, including breakdowns of the prices in the Activity Schedule, and other information that IIT Sri City Chittoor may require. The request for clarification and the response shall be in writing. There can be no change in prices during such clarifications.

Terms and Conditions

1. Eligibility to participate in the tender:

- a) The bidder should be an Indian insurance Company and must be registered and approved by IRDA, who is authorized to issue medical insurance policies including personal Accidental Insurance policies
- b) The bidder should have the experience of insuring policies of IITs / NITs / IISERs / Institutes of National Importance / Central Universities / Centrally Funded Technical Institutes / Central Government Academic Institutes / Corporate Companies etc of sum assured value not less than Rs. 10 Lakhs during the last 3 financial years in a single case.
- c) The bidder should have valid PAN and GST registration certificates, as applicable.
- d) Bidder should submit documentary evidences in support of (a), (b) & (c) along with technical bid. Each page of the tender document should bear the bidder's seal and signature with date.
- e) The bidder should have their branch/service centers within 200 kms radius from IIT Sri City Chittoor which will enable/support us for any claim/anything. Valid proof should be submitted along with the bid.

2. Compliance/Consideration:

The Insurer should comply with all the terms and conditions given in all the schedules of this document. A copy of this document has to be part of the Technical Bid, and the authorized representative of the Insurer must sign on all pages of the copy of the document.

3. Alternative proposals

The Insurer shall submit Bids that strictly comply with the requirements of the schedules. Any alternatives may be given as options only.

4. Acceptance and rejection

IIIT Sri City Chittoor reserves the right to shortlist/reject any or all Bids and accept the whole or any part of a Bid. A Bid which does not fulfil any of the conditions as per the schedules or with incomplete documents in any respect will be rejected summarily.

5. Final selection

- (A) **Technical Evaluation:** The technical and Financial bids of all bidders will be evaluated for compliance as per the documents mentioned in Tender Document. Bidder who has quoted the lowest total premium as per Annexure B (Cost Proposal Format) for the required policies will be selected. In case of a tie, the bidder with better coverage will be selected and this decision to be made is solely at the discretion of the Institute.
- (B) The Institute shall decide if a bidder is sufficiently qualified and/or technical bid is not sufficiently responsive, and it will do so without providing any explanation to the bidders.

6. Agreement

The selected Bidder shall sign an agreement with the Institute.

7. Period of policies

The policies shall be initially for a period of 1 (one) year only. The Student Personal Accident Insurance Policy shall be effective from the date of receipt of work order. Upon satisfactory performance of the Insurer, the policies may be extended for further periods on mutually acceptable terms

8. Grievance redressal and termination

In case of grievances due to non-compliance or non-satisfactory performance with any of the terms contained in the agreement to be signed with the Insurer or any other relevant terms and conditions, IIIT Sri City Chittoor may adopt the options given below.

- a) **Grievance Machinery:** Submit the matter to the Grievance Machinery of the Insurer by lodging the grievance on the portal of IRDA.
- b) **Ombudsman:** IIIT Sri City Chittoor may approach the Insurance Ombudsman and get the grievance redressed.
- c) **Consumer forum:** IIIT Sri City Chittoor may approach the Consumers Forum.
- d) **Premium refund:** The Insurer shall be asked to return a proportion of premiums (corresponding to the unexpired period of insurance) of individuals in the group against whom no claims are made.
- e) **The agreement** shall be terminated by giving 30 days' notice to the Insurer.
- f) Any other action as deemed fit by the competent authority of IIIT Sri City Chittoor.

9. Performance Monitoring

The insurer shall submit quarterly statement to IIIT Sri City Chittoor with the following details:

- a) the claims made by the individuals of the group
- b) the date-wise settlements
- c) the respective amounts, and
- d) details of grievances received, disposed and pending under the policy.

10. Canvassing

Any attempt to canvass for selection of an Insurer, directly or indirectly, will lead to disqualification of such Insurer from the selection process.

11. Modification or Cancellation of the tender

IIIT Sri City Chittoor reserves the right to modify or cancel the tender at any time.

12. Disputes and jurisdiction

Any legal disputes arising out of any breach of contract pertaining to this document during the tendering process or during policy period shall within the Jurisdiction of the Tirupati District.

13. Corrupt or Fraudulent Practices

- It is expected that the bidders who wish to bid for this bid have highest standards of ethics.
- IIIT Sri City Chittoor will reject bid if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract;
- IIIT Sri City Chittoor may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the Vendor has engaged in corrupt and fraudulent practices during the award / execution of contract.

14. Interpretation of the clauses in the Tender Document / Contract Document

In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, the interpretation of the clauses by Director, IIIT Sri City Chittoor shall be final and binding on all parties.

15. Documents in the Proposal

The following documents will be submitted:

1. **Technical Bid** to include the following in an envelope superscribed "Technical Bid":
 - a. Annexure I (on letterhead, signed and with company seal)
 - b. Other documents: PAN, GST, IRDA and List of Network Hospitals
 - c. Any other document relevant to annexures I
2. **Financial Bid** to include Annexure-II in an envelope super scribed "Financial Bid":

Coverage under the Group Personal Accident Policy as under:

- **Period of Insurance:** 1 Year from the date of Premium Payment.
- **Sum Insured per Student:** Institute reserves the right to choose the Sum Insured between Rs.2 Lakhs and Rs.5 lakhs per student and Category as per the Financial bid.
- **For Students :** Parent/ Fee Paying Guardian shall be the Nominee

Coverage as per summarized table below

Category	Description of benefits	Compensation payable % of the Capital Sum Insured
I	<ol style="list-style-type: none"> 1. In-Hospital Medical Expenses for student (Accident only) upto Rs.50,000 2. Permanent Disablement - Student 3. Loss of sight of two eyes or loss of use of two hands or feet or loss of use of one hand and one foot or loss of sight of one eye and loss of use of one hand or foot. 4. Loss of sight of one eye or loss of use of one hand or one foot 	100
II	<ol style="list-style-type: none"> 1. In-Hospital Medical Expenses for student (Accident only), upto Rs.75,000 2. Permanent Disablement - Student 3. Loss of sight of two eyes or loss of use of two hands or feet or loss of use of one hand and one foot or loss of sight of one eye and loss of use of one hand or foot. 4. Loss of sight of one eye or loss of use of one hand or one foot 	100
III	<ol style="list-style-type: none"> 1. In-Hospital Medical Expenses for student (Accident only), upto Rs.50,000 2. Permanent Disablement - Student 3. Death of sponsoring parent/guardian 4. Loss of sight of two eyes or loss of use of two hands or feet or loss of use of one hand and one foot or loss of sight of one eye and loss of use of one hand or foot. 5. Loss of sight of one eye or loss of use of one hand or one foot 	100

For any detailed clarifications/ concern, the wordings of the policy schedule of Personal Accident Policy will hold good.

Claims procedure as under

In the event of accident injuries/ death

- a) The claim procedure should be clearly explained to the Institute along with necessary forms along with policy.
- b) Duly filled claim form along with all necessary documents as may be required.
- c) Immediately written notice should be given to the insurance company with all particulars.

Annexure A
ANNEXURE I – COVERING LETTER

Dated:

To

The Registrar,
Indian Institute of Information Technology Sri City Chittoor

Subject: Submission of bid for Custom Made student Personal Accident Insurance policy for students of IIIT Sri City Chittoor for the year 2022-23

Dear Sir,

We, the undersigned, offer to Custom Made student Personal Accident Insurance policy for students of IIIT Sri City Chittoor for the year 2022-23, in response to your Enquiry No. IIITS/NIQ/2022/12/01/PAI for Students, dt.01.12.2022. We are hereby submitting our proposal for same, which includes Technical bid and the Financial bids through Sealed quotations in single bid format (technical and financial).

We hereby declare that all the information and statements made in this bid are true and we accept that any misinterpretation contained in it, may lead to our disqualification.

We hereby certify that my/ our firm has not been disqualified and / or blacklisted by any Office/ Department/ Undertaking of the State Government / Central Govt. of India, PSU/ Autonomous Body of Government of India, as on the date/time of submission of this bid.

We agree to abide by all the terms and conditions of the tender document, including corrigenda. We would hold the terms of our bid valid for 90 days as stipulated in the tender document.

We understand you are not bound to accept any Proposal you receive.

The undersigned is authorized to sign this bid document. The authority letter to this effect is enclosed.

Yours sincerely,

Authorized Signatory:

Name and Title of Signatory:

e-mail:

Mobile No:

ANNEXURE A
ANNEXURE II – AUTHORITY LETTER

Dated:

To

The Registrar,
Indian Institute of Information Technology Sri City Chittoor

Subject: Authority Letter

Reference: IIITS/NIQ/2022/12/01/PAI for Students, dt.02.12.2022

Dear Sir,

We, M/s. _____ (Name of the bidder) having registered office at (address of the bidder) herewith submit our bid against the said tender document.

Mr./Ms. _____ (Name and designation of the signatory), whose signature is appended below, is authorized to sign and submit the bid documents on our behalf against said tender.

Specimen Signature:

The undersigned is authorized to issue such authorization on behalf of us.

For M/s. _____ (Name of the bidder)

Signature and company seal

Name

Designation

Email

ANNEXURE A

**ANNEXURE III
FORMAT FOR NON BLACKLISTING OF SUPPLIER**

I / We _____Authorized Distributor/Agent
(strike out which is not applicable) do hereby declare and solemnly affirm that the individual/firm/company is not black-listed by the Union/State Government/Autonomous body.

I/ We hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed.

Signature of the Bidder

Address: _____

Dated:

ANNEXURE A**ANNEXURE -IV****BASIC DETAILS TO BE FURNISHED BY THE BIDDERS**

S.No.	Description	Information
1a.	Name of the Firm / Company	
	Date of Incorporation/Establishment	
	Complete Address	
	Phone No.	
	Mobile No.	
	Email id	
	Constitution: Proprietorship/ Partnership/ Pvt. Ltd Co./Public Ltd Co.	
1b.	Details of Proprietor /Director/MD :	
1c.	Contact Person/Representative Name and Designation :	
	Phone (with STD Code)	
	Mobile No.	
2	GST	
	PAN	
3	Authorized Signatory Details	

	Name:	
	Designation	
	Email	
	Contact No.	
4	Details of contact other than Authorized Signatory	
	Name:	
	Designation	
	Email	
	Contact No.	
5	Any other information in support of the credentials	

This is to certify that the above facts are true, complete and correct to the best of my knowledge and belief. Further, it is certified that I/We have read and understood the terms and conditions of the Tender Notice.

I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the Tender and agree to abide by these terms and conditions.

Signature and Seal of the bidder with date

Name in Block letter

Designation

Full Address with contact details

Note : i) Authenticated certificates, testimonials and proof of experiences to be produced in support of information furnished above.

Annexure-B**Financial Bid**

Name of the Institute	Indian Institute of Information Technology Sri City Chittoor
NIQ No.	IIITS/NIQ/2022/12/01/PAI for Students,
NIQ Description	Custom Made student Personal Accident Insurance policy for students of IIT Sri City Chittoor for the year 2022-23
Name of the Bidder	

Premiums for the policies shall be quoted by the insurer in the following format. Please indicate the taxes, if any, separately.

Policy for Students:

No. of Students shall be around: 1000 to 1300 Approx. (New students shall be included in policy from their date of joining the Institute; and discontinued students/students left the institute shall be deleted from their date of relieving from the Institute. Accordingly, pro-rata premium to be charged/ refunded in case of addition and deletion @ per student premium rate agreed upon. Institute would inform the Insurance company through email about all such additions/separations.

Premium must be quoted as per the following format for basic coverage per Student basis.

Note: Period of Issuance: 1 Year from the date of Issue of Order.

Category I:				
Amount/Category	For Sum Assured Rs.2 Lakhs Premium Amount Rs.	For Sum Assured Rs.3 Lakhs Premium Amount Rs.	For Sum Assured Rs.4 Lakhs Premium Amount Rs.	For Sum Assured Rs.5 Lakhs Premium Amount Rs.
1. In-Hospital Medical Expenses for student (Accident only) upto Rs.50,000 2. Permanent Disablement - Student 3. Loss of sight of two eyes or loss of use of two hands or feet or loss of use of one hand and one foot or loss of sight of one eye and loss of use of one hand or foot. 4. Loss of sight of one eye or loss of use of one hand or one foot * Premium to be mentioned per student basis				
GST@				
Premium per Student with GST				

Category II:				
Amount/Category	For Sum Assured Rs.2 Lakhs Premium Amount Rs.	For Sum Assured Rs.3 Lakhs Premium Amount Rs.	For Sum Assured Rs.4 Lakhs Premium Amount Rs.	For Sum Assured Rs.5 Lakhs Premium Amount Rs.
1. In-Hospital Medical Expenses for student (Accident only), upto Rs.75,000 2. Permanent Disablement - Student 3. Loss of sight of two eyes or loss of use of two hands or feet or loss of use of one hand and one foot or loss of sight of one eye and loss of use of one hand or foot. 4. Loss of sight of one eye or loss of use of one hand or one foot				
GST@				
Premium per Student with GST				
Amount/category	For Sum Assured Rs.2 Lakhs Premium Amount Rs.	For Sum Assured Rs.3 Lakhs Premium Amount Rs.	For Sum Assured Rs.4 Lakhs Premium Amount Rs.	For Sum Assured Rs.5 Lakhs Premium Amount Rs.
Category III:				
1. In-Hospital Medical Expenses for student (Accident only), upto Rs.50,000 2. Permanent Disablement - Student 3. Death of sponsoring parent/guardian 4. Loss of sight of two eyes or loss of use of two hands or feet or loss of use of one hand and one foot or loss of sight of one eye and loss of use of one hand or foot. 5. Loss of sight of one eye or loss of use of one hand or one foot * Premium to be mentioned per student basis				
GST@				
Premium per Student with GST				

GST will be paid at the applicable rate

Note: If there is a discrepancy between words and figures, the amount in words shall prevail.

Name, Address and signature of the Bidder with seal

Any change that will be made in the Tender document by the Competent Authority after issue of the Tender can be checked from www.iiits.ac.in in the form of Corrigendum/Addendum for incorporating the same in the Bid document before submitting the Bid. The prospective bidders are requested to visit our website www.iiits.ac.in from time to time. No separate notification in this regard will be made in the newspaper.