

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH  
GOREGAON (EAST), MUMBAI**

**TENDER DOCUMENT FOR**

**Group Medical Insurance Policies for Employees (Including their Dependents, Retired Employees & their Spouse) and Students at IGIDR**

NIT No: IGIDR/Tender/2025/ED/17

Date: 06.08.2025

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH**

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Gen. A.K. Vaidya Marg, Film City Road, Santosh Nagar, Goregaon (East), Mumbai-400065.

Telephone: 022 6909 6200 / 507 / 513; Fax: 022 6909 6399.

## INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

### Notice Inviting Tender

"NAME OF TENDER: Group Medical Insurance Policies for Employees and Students at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON (E), MUMBAI – 400 065."

1. The Institute invites bids from reputed & qualified insurance agencies for the following work:

Name of work	Period of Policy
(1)	(2)
Group Medical Insurance Policies For Employees (Including their Dependents, Retired Employees & their Spouse) and Students at IGIDR	4 <sup>th</sup> September 2025 to 3 <sup>rd</sup> September 2026

2. IGIDR reserves its right to award the contract to the successful bidder.

3. The tender in two bid systems is being invited through email for the service as mentioned above from General Insurance Companies (Licensed and Registered with IRDA), dealing with Health Insurance for the implementation of Group Medical Insurance Policies for Employees & their Dependents, Retired Employees & their Spouse and Students at IGIDR.

Category	No of the members to be covered	Basic Sum Assured (INR. in Lac)
Employees & their dependent family Members, Retired employees & their spouse	160*	INR 15.00 Lac Each
Students	88*	INR 3.00 Lac Each

\*The number mentioned is tentative and may increase or decrease.

4. The tender bids in two bid systems are invited through two separate **Emails: "Email-1: Signed tender document, Prequalification Bid document"** and **"Email-2: Financial bid"**. The email subject should be mentioned as **"Email-1: Tender & Prequalification Bid for Group Medical Insurance Policies for Employees and Students at IGIDR"** and **"Email-2: Financial Bid for Group Medical Insurance Policies for Employees and Students at IGIDR,"** respectively. **All the bid documents should be attached as a PDF document or a zip file.**

5. The last bid submission date shall be **26th August 2025, at the end of the day.**

6. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

**SECTION – 'A'\***

**LETTER OF OFFER**

Date \_\_\_\_\_

To,  
The Registrar,  
Indira Gandhi Institute of Development Research,  
Gen. A.K. Vaidya Marg, Film City Road,  
Goregaon (East), Mumbai 400065.

**Subject:** Tender for Group Medical Insurance Policies for Employees and Students at IGIDR, Mumbai.  
**Reference:** NIT No. IGIDR/Tender/2025/ED/17    Date: 06.08.2025

Dear Sir,

With respect to your above-mentioned tender, we hereby submit our tender bid in the required format along with the Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable.

We have carefully gone through the terms and conditions and policy inclusions prescribed, and we accept the same without any alterations/modifications.

Yours faithfully,

**Signature**

Name & seal of the Bidder

*\*To be submitted on company letterhead duly signed and stamped on it.*

**SECTION – 'B'**  
**GENERAL INSTRUCTIONS TO BIDDER**

The tender should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065.

1. The scanned copy of the tender bid is to be submitted through Email to tender@igidr.ac.in through two separate Emails. **"Email-1: Signed Tender document & Prequalification Bid documents"** and **"Email-2: Financial bid"**. The subject of emails should be mentioned as **"Email-1: Tender & Prequalification Bid for Group Medical Insurance Policies for Employees and Students at IGIDR"** and **"Email-2: Financial Bid for Group Medical Insurance Policies for Employees and Students at IGIDR,"** respectively. All the required documents should be scanned and merged into a single PDF file or zipped into a single file and attached to the respective Emails. If the bidder cannot attach a single bid file to an email, they can split their bid and submit in multiple emails with mentioning in the email as Part-I, II, III..., etc. **The Financial bid should be attached as a PDF document protected with a password and the password to be shared at the time of the financial bid opening through an online meeting. The vendor should keep their password securely with them and be required to give it only when asked in an online meeting for financial bid opening.**
2. The bids will be received on **26th August 2025, at the end of the day**. Each copy of the tender document is under-stamped and signed. No tender will be accepted after the due date under any circumstances whatsoever.
3. An Email bid with the subject **"Prequalification Bid for Group Medical Insurance Policies for Employees and Students at IGIDR"** shall be opened by the Tender opening committee on the next day, **28th August 2025, at 02:30 PM** through the online meeting platform. The link to the meeting will be shared with participating bidders. In case a holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.
4. An Email bid with the subject: **"Financial bid for Group Medical Insurance Policies for Employees and Students at IGIDR"** of only qualified bidders will be opened. The date of opening of the financial bid and the link for an online meeting shall be informed to the qualified bidders. **The bidders should provide the password for the financial bid PDF file during the opening of the financial bid. In case the bidder can NOT provide a password for the financial bid at the opening, then their bid shall be rejected.**
5. Bids shall remain valid for acceptance by the Institute for a period of three months from the date of opening of the tender, which period may be extended by mutual agreement, and the bidder shall not cancel or withdraw the bid during this period.
6. The bidder must use only the bid forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the Tender document made by the bidder shall not be valid and shall be treated as null and void.
7. The bid form must be filled out in English. If any document is missing or unsigned, the tender may be considered invalid by the Institute at its discretion.

8. Rates should be quoted both in figures and in words in columns specified. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever, especially on any change in rate specifications after the opening of the tender, will be entertained.
9. Each Page of the Tender Documents should be stamped and signed by the authorized person or persons submitting the Tender in token of his/they having acquainted himself/themselves with the General terms & conditions, specifications, special conditions of contract, etc., as laid down. Any Tender with any of the documents not so signed will be rejected.
10. No tenders will be allowed to withdraw after submission of the tender for whatever reason.
11. The Institute does not bind itself to accept the lowest or any tender. It reserves the right to accept or reject any or all the Tenders, either in whole or part, without assigning any reasons for doing so.
12. The financial bid must include GST and any other tax and stamp duty, or other levies in force levied by the central government, state government, or local authority in their rate, if applicable.
13. The intending bidder can obtain any clarifications regarding the scope of inclusion in policy i.e. employee details, previous policy details, etc. if any by contacting **Mr. Samir Parab (Administrative Officer) on his Contact number – 022 6909 6588** or **email - administrativeofficer@igidr.ac.in** or from the Administration office of the Indira Gandhi Institute of Development Research, Goregaon (E), Mumbai-400 065 on any Institute`s working day with prior intimation.

We hereby declare that we have read and understood the above instructions, and they will remain binding upon us.

Place:

Signature of the Bidder with seal

Date:

**SECTION - 'C'**  
**GENERAL TERMS AND CONDITIONS**

Upon the declaration of an intending bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions that shall form part of the Formal Contract to be executed with the Institute.

1. It may be noted that no advisor/broker is involved in the tender.
2. The successful insurance agency shall provide the services strictly in accordance with the scope of work, insurer details and as per detailed instructions of the Institute.
3. In all matters of dispute arising on the work, the matter shall be referred to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai**, for a decision.
4. **Arbitration Clause:**

In the event that the Successful Bidder is not satisfied with the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator appointed by the Institute. The place of arbitration shall be Mumbai, and any award, whether interim or final, shall be made and deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language, and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be Indian law. The award of the arbitral tribunal shall be final, conclusive, and binding upon the Successful Bidder and the Institute.

5. **Payment Terms:**

Policy premium payment shall be made to the agency after acceptance of the letter of offer against submission of proforma invoice.

6. **Period of Policy:**

The period of the group term insurance policy shall be **one year**, from 04<sup>th</sup> September 2025 to 3<sup>rd</sup> September 2026.

7. **The bidder may kindly note that at present, the employees of the Institute are covered under the Group Medical Insurance policy valid from 04.09.2024 to 03.09.2025.**

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall bind me/us upon being declared the Successful Bidder.

Place:

Date :

Signature of the Bidder with seal

**SECTION - 'D'**  
**SPECIAL CONDITIONS**

1. The Insurance company should cover all the Employees & their dependents, retired employees & their spouse, And Students from Day 1 of policy commencement. The scheme must cover all insured pre-existing illnesses, if any, mandatorily. Coverage for pre-existing diseases/conditions will be without any waiting time, conditions, or clausees.
2. The Policy should cover all types of hospitalization, including illness, critical illness, daycare, accidental cases, pregnancy, dental treatment, and COVID-19 cases from day 1 of policy commencement.
3. **The Insurance company should issue two separate insurance policies For Employees (Including their dependent family members and Retired Employees & their spouses) and Students. The Insurance Company should cover all the medical facilities extended in our current policies. (A copy of the current coverage is attached in Annexure – C).**
4. The coverage of the mid-joiners shall be from Day 1 (Date of joining), irrespective of immediate payment of Premium. The Premium shall accordingly be calculated on a pro-rata basis.
5. The coverage for the mid-leavers shall be till the date of leaving the Institute. The Premium shall accordingly be calculated on a pro-rata basis.
6. The balance amount for the mid-leavers shall be refunded to the Institute on a pro-rata basis.
7. The Insurer must agree to work with the suggested TPA or any other TPA identified by IGIDR. A successful insurance agency should provide good options for selecting TPA for the Institute.
8. During the validity of the current Policy, no revision in Premium shall be considered by IGIDR based on the actual claim ratio or any enhancement in the Premium pointed out by any statutory or other authority.
9. Once assigned medical insurance for any given period, the insurance company shall have no right to terminate the operation of the Policy unilaterally during this period.
10. **Exclusions & Inclusions: Exclusions & Inclusions should be specified by the insurance company as part of the technical bid.**
11. **The insurance agency should have a good network of hospitals on a pan-India basis, indicating cashless facilities wherever available.**
12. Any conditional or bid not in the prescribed Performa will not be accepted.
13. The insurance company will have no right to reject the membership of a member as defined by IGIDR whose membership has been approved by IGIDR.

14. The TPA (Third-Party Administrator) or, in the absence of a TPA, the Insurance Company itself, shall provide exclusive, end-to-end claims management services for IGIDR employees and their dependents, ensuring that Institute staff are not required to engage in any claim follow-ups or procedural interventions.
  - a. Assign a dedicated Relationship Manager (RM) as a single-point contact for IGIDR, available 24x7 via mobile to handle all claims, emergency coordination, and assistance.
  - b. Provide a dedicated escalation matrix, with alternative contact persons (mobile numbers & email IDs), ensuring uninterrupted support if the primary RM is unavailable.
  - c. The Relationship Manager must proactively coordinate with employees, hospitals, and internal claims teams, ensuring direct handling of all issues without disturbing Institute authorities.
  - d. Provide a 24x7 helpline number dedicated to IGIDR for employees and their dependents to seek assistance regarding claims, cashless facility support, and emergency hospitalization.
15. In critical cases, ensure on-ground coordination with hospitals for cashless approvals and urgent documentation needs.

#### End-to-End Claim Documentation & Processing

- For cashless claims:
  - i. Direct coordination with network hospitals for documentation and approvals.
  - ii. Ensure pre-authorization and settlement without requiring Institute intervention.
- For non-cashless (reimbursement) claims:
  - i. TPA/Insurance representative must personally collect documents from the Institute premises.
  - ii. Scrutinize and compile all necessary paperwork.
  - iii. Submit claims to the insurer and handle all correspondence and queries until settlement.

#### 16. Proactive Claim Monitoring & Status Updates

- a. Maintain a claim tracking system to monitor every claim submitted by IGIDR employees.
- b. Provide periodic status reports (weekly updates) to the Institute on claims submitted, approved, pending, and settled.
- c. For each individual claim, ensure proactive communication with the concerned employee regarding progress, clarifications, and final settlement.

#### 17. Full Responsibility for Claim Follow-Ups



- a. The TPA/Insurance agency will take complete ownership of follow-ups with employees, hospitals, and internal claims processing teams.
  - b. Any escalations or disputes shall be directly handled by the TPA/Insurance contact point with minimal intervention required from IGIDR authorities.
  - c. Response to employee queries within 4 working hours.
  - d. Claims submission to insurer within 2 working days of receiving complete documents.
  - e. Weekly claim progress reports to be shared with IGIDR's designated administrative contact.
  - f. Final claim settlement follow-ups to be done proactively until closure.
18. Emergency support availability on a 24x7 basis, including weekends and holidays.
  19. Conduct an Annual Insurance Awareness Session for employees covering claim processes, documentation best practices, and grievance redressal.
  20. Assist in empanelment of nearby hospitals for cashless facilities based on IGIDR's requirements.
  21. Confidentiality of all IGIDR information/documents is to be ensured at all times.
  22. There will be no age limit on the insured covered by this scheme.
  23. For the new employees who may join the Institute from time to time, identical coverage must be made available from day one. However, the Premium paid may be based on the fractional period involved. For the employees leaving before completing the contract insurance period, the pro-rata premium amount should be refunded to the Institute from the date of their leaving the Institute.
  24. For all claims (other than cashless ones), the claim would be expected to be submitted to the insurance company within 45 days of discharge from the hospital. Such a claim should be settled within 30 days of submission, and payment will be made directly to the insured. The insurance company should arrange to collect the claim from the Institute upon receiving the request.
  25. The insurance company shall arrange to issue a membership card to each insured person at their own cost. The insurance company needs to ensure that any member with a valid identity card issued by IGIDR should get treatment for all emergency cases at various network hospitals without difficulty.
  26. The Policy shall cover hospitalization for indoor patients and other surgeries/procedures that do not require hospitalization but are generally covered by health insurance policies as daycare procedures. The daycare procedures, such as dialysis, radiotherapy, K-wire fixation, etc., should be covered under this Policy.
  27. It is expected that the insurance company will make arrangements with an extensive network of reputed hospitals across the country for treatment with cashless facilities.
  28. The Premium shall be paid on an annual basis.

29. **The insurance companies must submit the Premium for I (Premium for Sum Assured) and II (Premium for Buffer) in their financial bid.**
30. There shall be a grace period of 30 days from the due date of the Premium.
31. Currently, the existing employees and students are covered under an active medical insurance policy. The sum assured for the current Policy is INR 15.00 Lac per member for Employees and INR 3.00 Lac per member for students.
32. Canvassing, Fraud, and Corrupt Practices: Bidders are hereby informed that canvassing in any form to influence the award notification process would result in the bidder's disqualification. Further, they shall observe the highest standard of ethics and will not indulge in any corrupt, fraudulent, coercive, undesirable, or restrictive practices, as the case may be.
33. **"Corrupt practice"** means the offering, giving, receiving, or soliciting of anything of value to influence a public official's action.
34. **"Fraudulent practice"** means a misrepresentation of facts to influence the Tender process or execution of a contract to the detriment of the scheme and includes collusive practice among bidding Insurers/Authorized Representative (before or after bid submission) designed to establish bid prices at artificially non-competitive levels and to deprive the scheme the benefit of free and open competition;
35. IGIDR Mumbai will reject a proposal for award if it determines that the Insurer/Insurers have engaged in corrupt or fraudulent practices.
36. IGIDR Mumbai will declare a firm ineligible, either indefinitely or for a stated period, to be awarded a contract if it at any time determines that the bidding Insurer/Insurers have engaged in corrupt and fraudulent practices in competing for or in executing a contract.
37. Action against the Tenderer: Furnishing incorrect information in the offer, failure to act according to tender condition, and non-fulfilment of any or whole of the contract may entail black listing of the Insurer and taking other appropriate action against the Insurer.
38. Should provide a corporate buffer to the Institute as specified in the tender.
39. The successful Insurer should submit the Escalation matrix with name designation, mobile number, and email ID.

We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between the Institute and us. The same shall bind me/us upon being declared the Successful Bidder.

Place :

Date:

Signature of the Bidder with seal

**SECTION - 'E'**  
**PRE-QUALIFICATION CRITERIA**

• **Pre-qualification documents to be submitted by the bidder along with the Pre-qualification Bid:**

1. The bidder should be registered under the Insurance Act, 1938/IRDA, and should have a valid license to carry out Medical/Health insurance business (submit a copy of the renewal receipt).
2. The Insurance Company should be in existence for at least **ten years**.
3. The bidder should have a valid PAN, Goods and Service Tax registration number (GST).
4. The bidder should have at least **one** group medical insurance policy with at least **300 members** during the last three years. The bidder should submit a copy of the policy document or self-declaration on their letterhead, having issued policies for 300 or more members in any organization.
5. The bidder should have a claim settlement ratio of **92.00%** & above (average for the last three years). Valid proof of the previous three-year claim settlement ratio should be attached, authenticated by IRDA, or published by the Insurance Company.
6. The bidder should have an average annual turnover of **INR 50.00 Crore** for the last 03 financial years. The bidder will submit the audited balance sheets, profit & loss accounts, CA Certificate, or self-declaration on company letterhead for the turnover amount for the last three financial years, i.e., FY2021-22/FY2024-25, FY2022-23, and FY2023-24.
7. Bidder should submit the List of at least two clients along with the name & contact number of representatives.
8. Bidder may submit a copy of the certificate of appreciation, if any.
9. The bidder should have either the Registered Office or a Branch Office located in the territory region of MMRDA.
10. The insurance agency should have a good network of hospitals on a Pan-India basis, indicating cashless facilities wherever available (List to be attached).
11. The bidder should not be blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency (Submit Undertaking as per **Annexure-A**).

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice for the purpose. All documentary proof must be listed on the company letter pad and enclosed in a

cover, to be submitted along with the qualification bid (Email-1) duly stamped and signed by the authorized person of the agency.

- **Information to be furnished by the bidder:**

<b>Sr. No.</b>	<b>Item</b>	<b>Information to be filled by Bidder</b>
1	Name of the bidder	
2.	Address	
3.	Telephone Number: Office /Residence:  Mobile Number:  Fax No.  Email address-	
4.	Details of Registration (number & date)	
5.	Month and Year in which the firm/company was formed/ incorporated.	
6.	Type of organization (Sole Proprietor, Partnership, Pvt Ltd., Public Ltd., etc.)	
7.	Enclose a copy of the partnership deed, Articles of Association, or Affidavit (in case of firm)	
8.	Average Annual Turnover of the Last Three Financial Year (attached audited balance sheets and profit & loss statements)	FY 2022-23:  FY 2023-24:  FY 2024-25/2021-22:
9.	Claim settlement ratio for three years (Attach a certified copy of the claim settlement ratio for the Medical insurance policy)	FY 2022-23:  FY 2023-24:  FY 2024-25:
10.	Inclusion of the Policy, if any (Enclose copy)	
11.	Exclusion of the Policy, if any (Enclose copy)	
12	Bank Account Details	A/C No.  Bank Name:  IFSC:

**SECTION - 'F'**  
**TECHNICAL BID**

**1. SCOPE OF WORK:**

**PART-A: Group Medical Insurance Policy for Employees & their dependents, Retired Employees & their spouses:**

- Statistics of Employees to be covered under an insurance policy-

Category	No of the members to be covered	Basic Sum Assured (INR in Lac)
Faculty, Staff, their dependent family Members, Retired employees & their spouse	160*	INR 15.00 Lakh Each

(\* The above numbers are tentative, and they may increase or decrease during the commencement of Policy)

**PART-B: Group Medical Insurance Policy for Students:**

- Statistics of Students to be covered under an insurance policy-

Category	No of the members to be covered	Basic Sum Assured (INR in Lac)
Students (Age- 21 to 35 Yrs)	85*	INR 3.00 Lakh each
Students (Age- 36 to 45 Yrs)	03*	

(\* The above numbers are tentative, and they may increase or decrease during the commencement of the Policy).

- The Policy should cover all types of hospitalization, including illness, critical illness, daycare, accidental cases, pregnancy, dental treatment, and COVID-19 cases.
- The Insurance Company should issue two separate policies for Employees and Students and cover all the medical facilities extended in our current policies. (A copy of the current coverage is attached in Annexure – C).

Place:

Date:

Signature of the Bidder with seal

- **About the Institute & Lifestyle:**

Indira Gandhi Institute of Development Research (IGIDR) campus is on a sprawling 14-acre plot in Goregaon East. The campus provides an ideal setting for learning and living.

The IGIDR is an advanced research institute established by the Reserve Bank of India for carrying out research on development issues from a multi-disciplinary point of view. After its registration as an autonomous society on November 14, 1986, and as a public trust on January 15, 1987, subsequently, the Institute was recognized as a Deemed to be University under Section 3 of the UGC Act vide Notification No.F9-7/94-U.3 dt. 5th December 1995. At present, the Institute has full-time faculty members and non-academic staff. The institute is fully funded by the Reserve Bank of India.

IGIDR Mumbai has state-of-the-art sports facilities on campus for its students and employees.

- **Medical Facilities:**

All the employees are covered with very good medical facilities for both indoor OPD and IPD. IPD (Hospitalization) is covered through a Group Medical Insurance scheme

IGIDR conducts periodic health check-up camps. A medical practitioner is visiting the campus three times a week for consultation.

Place:

Date:

Signature of the bidder with seal

**Annexure – A\***

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTERHEAD WITH REGARD TO BLACKLISTING/NON-DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON-DEBARMENT**

To,  
The Registrar  
Indira Gandhi Institute of Development Research  
Film City Road, Santosh Nagar,  
Goregaon (East),  
Mumbai – 400 065.

We hereby confirm and declare that we, M/s \_\_\_\_\_, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last five years.

For M/s \_\_\_\_\_

Authorized Signatory

Date:

*\*To be submitted on company letterhead duly signed and stamped on it.*

**Annexure – B\***

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTERHEAD**

**UNDERTAKING**

- 1. We undertake, if we are awarded the contract as mentioned in the NIT Ref. No. IGIDR/Tender/2025/ED/17 Dated 06.08.2025, we undertake to settle all the claims of IGIDR Mumbai within 45 days from the date of the claim, and non-settlement would attract interest at the SBI lending rate for cash credits. We understand that failure to do so might adversely affect our business prospects with IGIDR Mumbai.**
- 2. We undertake that Insurance Policies shall cover all the members from Day 1 of the commencement of the Policy. The scheme has to cover all pre-existing illnesses of the insured members, if any. Coverage for pre-existing diseases/conditions will be without any waiting time, clause, or conditions.**
- 3. We undertake that compulsory cover of all the medical facilities is extended in our current Policy without any terms and conditions or exceptions. (A copy of the current coverage is attached in 'Annexure –C')**
- 4. We undertake that we have received the IRDA approval for the Group Medical Insurance Policy (The photocopy of the same is attached herewith).**
- 5. We undertake that there will be no subsequent increase in premium rates during the contract period.**
- 6. We undertake to ensure the secrecy of IGIDR, Mumbai information/documents at all times.**
- 7. We undertake to comply with all the terms and conditions of this Notice inviting tender.**

Authorized Signatory

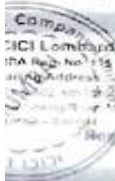
Date:

*\*To be submitted on company letterhead duly signed and stamped on it.*



## Annexure – C\*

### Part-A: Existing Group insurance policy for Employees:

Group Health (Floater) Insurance		
<b>a. POLICY SCHEDULE</b>		
<b>Insured Detail</b>		
Policy Number	4015-XIO-359734985-00/000	
Issued At	MUMBAI	
Name of the Insured	INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH	
Mailing Address of the Insured	GEN. A.K. VAIDYA MARG, FILM CITY ROAD, SANTOSH NAGAR, GOREGAON (EAST), MUMBAI-400065, MAHARASHTRA - 400065	
Policyholder's Exemption Certificate (ECF) issued under Sec 80B		
<b>Policy Details</b>		
Period of Insurance	From: 00:03 Hours of Sep 04, 2024 To Midnight Sep 03, 2025	
Product	GROUP HEALTH (FLOATER) INSURANCE	
Total Lives Insured	170	
Sum Insured	₹25,50,00,000.00	
Details of Person Insured	As per Annexure Premium Computation	
Basic Premium	₹19,45,216.00	
Stamp Duty	₹0.00	
Total Premium	₹19,45,216.00	
*Premium value mentioned above is inclusive of taxes, applicable		
<b>Coverages</b>		
1	DISEASE-WISE SUBLIMITS	No Limit
2	Policy type	Non-Floater
3	Policy Construct	Employer-Employee
4	Service Category	Both Cashless & Reimbursement
5	OPD/IPD	IPD
6	Third Party Administration	ICICI Lombard Healthcare
7	OTC/Non-OTC	OTC
8	Physical Health Care	N
9	30 Days waiting period & months waiting period, 1st Year waiting period	Waived Off
10	Age Band	1 day - 91 yrs
11	Family Definition	Self, Spouse, 2 dependent children upto 30 yrs and 2 Parents/Parents-in-Law
12	Sum Insured	Sum Insured Per Live Rs. -----150000 (during the policy period As per Annexure attached herewith
13	Corporate Floater	Overall CE Limit- Rs. 20000000, Per Family Limit- Rs. 2000000 or SI whichever is lower. It is restricted to critical illnesses viz. Cancer, End Stage Renal Failure, Multiple Sclerosis, Major Organ Transplant, Heart Valve Replacement, Coronary Artery Bypass Graft, Angioplasty (PTCA), Stroke excluding transient ischaemic attack (TIA), Paralysis, Myocardial Infarction, Brain surgery and Road accidents with Head injury or Fractures in two or more limbs (upper / lower) or RTA injury requiring ventilation support.
14	Room Rent	1% of SI for Normal & 2% of SI for ICU (inclusive of nursing charges). If insured is admitted in a higher category, then insured will bear difference of all medical expenses as in final hospital bill in same proportion.
15	Maternity Benefit for Normal & C-section	For Metro 50000-50000 & For Non-Metro 50000-50000 for First 2 children.
16	Pre-Existing Diseases	Pre-Existing Diseases Expenses Covered
17	Pre - Post Hospitalisation	Pre Hospitalisation and Post Hospitalisation for 30 days & 60 days respectively are covered.
18	AOY Clause	Not Applicable
19	Baby Day 1	Within Family SI
 <b>ICICI Lombard General Insurance Company Limited</b> Regd. No. 15 Regd. Office Address 4th Floor, 15, Colaba Mumbai - 400005 Tel: 022-26000000 Fax: 022-26000001 Email: info@icicilombard.com Website: www.icicilombard.com Disclaimers: *This statutory is not valid if used for any purpose other than policy printing.		



## Coverages

45	Special Condition 7	Internal Congenital disease is covered and External congenital disease is covered in life threatening situation.
46	Special Condition 8	50% Co-Pay for cyberknife treatment; Stem Cell Transplantation; Cochlear Implant treatment shall be restricted to 50% of the GI.
47	Portability	Portability is available on this product as per IRDA directive and product features.
48	Termination	Policy will cease to be in effect from the date of termination of relationship with the organization.
49	Disclaimer 1	We, the undersigned have read and understood the Guidelines on Group Insurance Policies issued by the Authority (see ref. no. 015 IRDA Life Circular GI Guidelines 2005 dated July 14, 2005) as amended from time to time, and shall adhere to its provisions at all times.
50	Politically Exposed Person (PEP)	NO
51	Special Condition 11	Dental Treatment Root Canal Only: Rs. 10,000 per person

## Conditions

1	No. of Employees	62
2	No. of Dependents	108
3	Third Party Administrator (TPA) In-house	I-HealthCare For TPA Address and Contact details please visit our website <a href="http://www.icicilombard.com">www.icicilombard.com</a> (Insurance Section)

Policy shall stand cancelled ab initio in the event of non-payment of the premium.

Disclaimer: This document to be read in conjunction with the Schedule II & Schedule III of the policy.

GSTIN Reg. No. 27AAAC17904G1Z9

IL GIC GSTIN Address: 414, ICICI Lombard House, Veer Sawarkar Marg, Mumbai-Prabhadevi, Maharashtra-400025

HSN SAC code: 997173 GENERAL INSURANCE SERVICES

Signed for and on behalf of the ICICI Lombard General Insurance Company Limited at Mumbai on Sep 04, 2024.

Yours sincerely,

*(Signature)*

Authorized Signatory

For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED



Scan QR for Key Information Sheet and Policy Wordings.  
To view Policy Wordings on our website



## Part-B: Existing Group Insurance Policy for Students:

### Group Health Insurance

#### a. POLICY SCHEDULE

##### Insured Detail

Policy Number : 1015XIS360915924 00 000  
 Issued At : MUMBAI  
 Name of the Insured : INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH  
 Mailing Address of the Insured : GEN. A.K. VAIDYA MARG, FILM CITY ROAD, SANTOSH NAGAR,  
 GOREGAON (EAST), MUMBAI-400065, MAHARASHTRA - 400065

Previously Exposed Person (PEP) (use relative of PEP) :

No

##### Policy Details

Period of Insurance : From 00:00 Hours of Sep 04, 2024 To Midnight Sep 03, 2025  
 Product : Group Health Insurance  
 No. of Lives Insured : 103  
 Sum Insured : ₹3,00,00,000.00  
 Details of Period Insured : As per Annexure Premium Computation  
 Basic Premium : ₹2,12,729.00  
 Stamp Duty : ₹0.00  
 \*Total Premium : ₹2,51,104.00

\*Premium value mentioned above is inclusive of taxes applicable

##### Coverages

1	Policy Type	Non-Floating
2	Policy Construct	Non Employer-Employee
3	Service Category	Both Cashless & Reimbursement
4	OPD/IPD	IPD
5	Third Party Administrator	ICICI Lombard Healthcare
6	OTC/Non OTC	NON OTC
7	Physical Health Card	NO
8	30 Days waiting period, 1st Year waiting period	Waived Off
9	Age Band	0 years to 45 years and above
10	Family Definition	The family shall comprise of the insured student only
11	Sum Insured	SI is restricted to Rs. 400000 per life during the policy period as per annexure attached herewith
12	Corporate/Eligible	NA
13	Room Rent	1% of SI for Normal & 2% of SI for ICU (inclusive of nursing charges). If insured is admitted in a higher category, then insured will bear difference of all medical expenses as in final hospital bill in same proportion.
14	Maternity Benefit for Normal & C-Section	NA
15		
16		
17	Pre-Post Hospitalisation	Pre-Hospitalisation and Post-Hospitalisation for 30 days & 60 days respectively are covered.
18	Baby Day 1-9th Post Natal Expenses, OPD Cover Health Check Up PPN Option	NA
19	Ambulance Service	covered upto 1000 per hospitalization
20	1st Year waiting period	Waived Off
21	Domiciliary Hospitalisation	Excluded
22	Exclusion	Laser Surgery, Surrogacy, Infertility & Related Ailments incl "Male sterility", Treatment on triple experimental basis. Room/Registration/Service/Medi. Charges, Expenses for living of

**ICICI Lombard General Insurance Company Limited**  
 ICHZC 2863154  
 Registered Address: ICICI Lombard House, 414, Veer Savarkar Marg, Near Siddhivinayak Temple, Prabhadevi, Mumbai - 400 025  
 Disclaimer: "This stationery is not valid if used for any purpose other than policy printing."

## Coverages

23	Special Condition	Prostheses: Any device/instrument/machine contributing/replacing the function of an organ. Holter Monitoring are outside the scope of the policy. Liability for Nasal Brain Surgeries upto Rs.15,000. Hospitalisation arising out of Psychiatric ailments upto Rs.30,000
24	Co-Payment	No Co-pay
25	Special Condition	50% Co-Pay for cyberknife treatment/Stem Cell Transplantation/ Cochlear Implant treatment shall be restricted to 50% of the RI.
26	Special Condition	Claim must be filed within 30 days from the date of completion of treatment. However, the Company may at its absolute discretion consider waiver of this condition in extreme cases of hardship where it is proved to the satisfaction of the Company that under the circumstances in which the insured was placed it was not possible for him or any other person to give such notice or file claim within the prescribed time limit.
27	Mid-Term Inclusion	Mid-term inclusion of new jo risks only.
28	Special Condition	No Refund for duration if lives less than minimum required & if insured has claimed during policy.
29	Special Condition	Any endorsements will be from the date of addition and not from the inception of the policy.
30	Disclaimer	I/We, the undersigned have read and understood the Guidelines on Group Insurance Policies issued by the Authority vide ref. no. 015/IRDA Life Circular/Guidelines 2005 dated July 14, 2005, as amended from time to time, and shall adhere to its provisions at all times.
31	Add-Delet of Lives	Premium to be charged on Pro-rata basis for addition/deletion endorsement.
32	Diseases	upfront

## Conditions

1. No. of Employees: 103
2. No. of Dependents:
3. Third Party Administrator (TPA) In house: I-HealthCare  
For TPA Address and Contact details please visit our website: [www.icicilombard.com](http://www.icicilombard.com) (Download Section)

Policy shall stand cancelled as per the event of non realisation of the premium.

Disclaimer: This document to be read in conjunction with the Schedule II & Schedule III of the policy.

GSTIN Reg. No. 27AAAC17904G17N

E-GIC GSTIN Address: 414 ICICI Lombard House Veer Savarkar Marg Mumbai-Prabhadevi Maharashtra 400025

E-SN SAG code: 997133 GENERAL INSURANCE SERVICES

Signed for and on behalf of the ICICI Lombard General Insurance Company Limited at Mumbai on Sep-04-2021

Yours Sincerely,

*[Signature]*

Authorized Signatory

For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED



Scan QR for Key Information Sheet and Policy-worIdngs.

To view Policy-worIdngs on our website

ICICI Lombard General Insurance Company Limited

IRDA Reg. No. 115

Marketing Offices

at 414, Veer Savarkar Marg, Mumbai

Newly brought in Market

Registered Office

GN 16725MHC09PLC171409

Reg. Street Office Address

414, Veer Savarkar Marg, Mumbai

Newly brought in Market

Registered Office

UN

Toll free on

Afternoon

Evening

Weekend

24x7 Helpline

1800 200 0000

1800 200 0000

1800 200 0000

1800 200 0000

Group Health Insurance

ICHZC

2863155

2863155

2863155

2863155

Registered Address: ICICI Lombard House, 414, Veer Savarkar Marg, Near Ashokmangal Temple, Prabhadevi, Mumbai - 400025

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