

IITMandi/Students/Insurance/2020-2021/310

Date: 16.07.2021

ENQUIRY LETTER

Quotations are invited for **Providing Insurance Cover** of “**Group Health Insurance with Group Personal Accident Policy**” to around **2,000 students** for the period from 10th August 2021 to 31st July 2022, which should cover minimum Rs.1,00,000/- as cashless mediclaim and minimum Rs.1,00,000/- as Accident claim including hospitalization, permanent or temporary disability and death. The last date & Time of receipt of quotations are **05/08/2021 till 4:00 PM**.

The quotations should bear full details and wherever possible, be duly supported with catalogues, pamphlets, literature as the case may be. The following instructions should be strictly observed for submitting the quotations failing which the quotations shall be liable to be rejected.

1. The number of persons are approximate and may vary as per the demand of the Institute at the time of placing the order.
2. **The Insurance cover, with respect to hospitalization should be cashless. The List of empaneled hospitals covered in this policy should be provided.**
3. The claim procedure should be given in detail with the quotation.
4. The agency providing Insurance coverage for Covid shall be preferred.
5. If the claim cannot be entertained from the date of Policy, then that should be mentioned along with a minimum number of days required for start of claim.
6. Capping / co-payment should be avoided. However, if any exists, it should be clearly mentioned in the quotation.
7. Any other important information required to be furnished may be mentioned.

General Terms & Conditions:

1. The quotations should be submitted on a printed pad preferably with the Sales Tax / PAN Number of the firm. The quotation must bear the original signature.
2. **The quotation should be sent to studofficeoa1@iitmandi.ac.in.**
3. Quotation received after the closing date/time will not be considered.
4. The rates quoted should include the **Sales Tax / GST** or all other Taxes and Duties and should be valid for at-least 180 days from the date of opening of the quotation.
5. The quotation must bear the **email ID, phone numbers and mobile number (s) of the dealing person (s)**.



6. The rates must be quoted both in **figures and words** and overwriting should be avoided. However, all cuttings/corrections must be duly authenticated. In case of any discrepancy in the quoted rates in figures and words, rates quoted in words will be considered.
7. The payment will be made through the e-payment **system** on submission of pre-receipted invoice by the firm.
8. The firm/Vendor may quote rates, only if the firm/vendor agrees to the terms & conditions given in this enquiry letter.
9. The IIT Mandi reserves the right to reject any quotation wholly or partly without assigning any reason.