



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956)

Advt/EMP/Insurance/2020-21

February 14, 2020

Sub: Expression of Interest (EOI) for Group Medi-claim, and Personal Accident Insurance of TISS Employees

The Tata Institute of Social Sciences, Mumbai is a premier Institution funded by the UGC for Social Science research and education. The Institute operates teaching, research and field action programmes from its four campuses located at Mumbai, Tuljapur, Hyderabad and Guwahati. The Head office is located in Mumbai. The staff employed in four campuses are under various kinds of health insurance coverages viz., Group Medi-claim Hospitalisation and Personal Accident valid up to March 30, 2020.

Sealed EOI with validity of minimum 45 days are invited from the interested IRDA registered companies/brokers/agents for providing insurance policies to the TISS Employees, Pensioners and their dependent family members and contractual Project Staff for one year from 31.03.2020 to 31.03.2021. The policy term may be extended up to three years by mutual agreement on terms and conditions of the policies and payment of premium amount thereof. The bidders should have Annual Health Insurance business of Rs. 7.5 crores or more premium in the past two financial years (viz., 2017-18 & 2018-19) and at least one year experience in catering to Health Insurance of 400 families or more under one group Health Insurance Scheme in the last three years. No brokerage/agency/consultancy charges shall be payable by the Institute as this will be a direct transaction between the Insurer and TISS

The EOI should be submitted in two cover system - Technical Bid and Financial Bid in separate sealed envelopes.

Technical Bid should contain:-

- 1) Valid Proof of IRDA registration.
- 2) Valid Proof of having done Annual Health Insurance Business of Rs. 7.5 crores or more premium in the past two financial years. Documentary proof in the form of necessary financial documents shall be submitted.
- 3) At least one year experience in providing Health Insurance cover to 400 families or more under one group Health Scheme in the last three years. Documentary proof to be submitted in the form of a certificate from the competent authority of the organization for which the cover was provided.

Financial Bid should contain the price bids/premium to be paid by TISS to cover the following two types of employees for various insurance benefits as stated here.

I. Type A: Pensioners/Permanent Employees/Ad-hoc employees and their dependants as per the age details given in **Annexure-I** : The policies proposed for the staff in this category are -

1. **Group Medi Claim Policy (GMC):** Sum Insured Rs. Three Lacs to cover a family of each employee consisting of employee (self), spouse, children and parents. The policy should also cover a buffer sum insured of Rs. 10 Lacs to be used at the discretion of the Institute.
2. **Group Personal Accident Policy (GPA):** to cover employee and dependants individually as below:
Employee - Rs. 3 lacs, Spouse and parents Rs. 1.5 Lacs each and Children Rs. 50000/- each.

Points to be considered while preparing proposal :

- a. The number of employees and their dependants are 512 and 1111 respectively making total members for insurance 1623. The actual number may vary at the time of finalisation of policies.
- b. The existing scope of policy coverage is given in **Annexure III (III A & III B)**
- c. The current claim ratio as on January, 2020 for GMC policy is 115 %

II. Type B: Contractual Project employees as per the age details given in **Annexure-II** : The policies proposed for employees in this category are -

1. **Group Medi Claim Policy (GMC):** Sum Insured Rs. One Lac for each employee. The policy should also cover a buffer sum insured of Rs. 5 Lacs to be used at the discretion of the Institute.
2. **Group Personal Accident Policy (GPA) :** Sum Insured Rs. One Lac for each employee.

Points to be considered while preparing proposal :

- a. The number of project employees is 386. The actual number may vary at the time of finalisation of policies.
- b. The existing scope of policy coverage is given in **Annexure III (III A and III B)**.
- c. The current claim ratio as on January, 2020 for GMC policy is 98 %.

The interested Insurance Companies/Brokers/Agents may submit their EOI in two cover system, duly signed and sealed, [by using the employee data given in Annexure I and II and benefits to cover under insurance as mentioned in Annexure III (III A and III B)] in the prescribed format given in Annexure IV.

The separate sealed envelopes containing Technical and Financial bids (including filled in Annexure-III) should be enclosed in an another envelope superscribing **“EOI for Insurance Scheme 2020-21”** should be submitted to the office of the Administrative Officer, Personnel Section, Tata Institute of Social sciences, V. N. Purav Marg, Deonar, Mumbai 400 088 by **1400 hours on March 6, 2020**. For any clarifications pl. contact Mr. Shahaji Chavan at 022-25525232 between 10.30 a.m to 5.30 p.m (Monday to Friday). Pl. note that the EOI received after the due date and time will be summarily rejected.

Dy. Registrar (P&A)