



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुवनंतपुरम

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH THIRUVANANTHAPURAM

IISERTVM/006/2016-17

Date: 26/12/2016

DETAILS OF EXPRESSION OF INTEREST

FOR GROUP INSURANCE POLICY FOR EMPLOYEES OF IISER TVM

1) BACKGROUND

Indian Institute of Science Education and Research, Thiruvananthapuram (IISER-TVM) is an autonomous institution under MHRD established in 2008. The Institute is functioning from its permanent campus at Vithura, Thiruvananthapuram. The transit campus of the institute is located in the Computer Science building of the College of Engineering, Trivandrum. Presently there are about 110 employees at this Institute and it is expected to be about 500 numbers in the coming years.

2) SCOPE & OBJECTIVE

IISER TVM wishes to introduce comprehensive Group Insurance Policy for its staff members through an experienced, licensed and registered Insurance Provider capable of implementing and managing a transparent, efficient, cost effective and sustainable Group Insurance Plan.

3) INVITATION FOR “EXPRESSION OF INTEREST”

IISER TVM invites “Expressions of Interest” from IRDA Accredited Insurance Companies for Group Insurance Policy for its employees. Expressions of interest along with prescribed documents must be submitted at the office of the Registrar, IISER TVM, CET Campus, Engineering College P.O, Thiruvananthapuram - 695016 on or before 2:00 PM of **11 January 2017**.



A brief of the requirements have been described in the following sections:

4) CREDENTIALS

Only agencies having the following credentials are requested to respond:

- a) The agency should be an IRDA Accredited Insurance Company.
- b) The agency should have experience of providing Group Insurance cover to employees of Government/Semi Government organizations during the past five financial years.
- c) The agency should have satisfactory Insurance Claims Settlement record.
- d) The agency should have Average Annual Turnover of at least Rs 500 Crores during the last three financial years 2013-14, 2014-15 and 2015-16.

5) EVALUATION / SELECTION PROCEDURE:

Evaluation/selection shall be carried out in the following stages:-

- (i) A selection committee of IISER TVM, shall go through the submitted documents of the agencies and prepare the list of agencies fulfilling the eligibility conditions.
- (ii) The shortlisted agencies will be called for making presentation on technical and commercial parameters to demonstrate their capabilities and experience covering, inter-alia, the following areas:
 - a) Company Profile – Management Structure, Main Business & Areas of Specialization, Duration of Business, Service Centers in Thiruvananthapuram etc.
 - b) Key Corporate Clients, Value of Contracts and Salient Features of Contract/Agreement with Clients.
 - c) Satisfactory certificate from the Government / Semi Government agencies for which the company is providing the group insurance services.
 - d) Details of Third Party Administrators and their role and responsibilities.
 - e) Stepwise business/enrollment/claim process
 - f) Profit & Loss Account of the last three financial years as above and Net Worth.



(iii) Based on inputs received against this EOI and the presentation, a limited tender will be issued amongst the short listed agencies. They will be required to submit their bids in two parts – technical bid & price bid. Price bids of the agencies found to be technically acceptable shall be opened in presence of bidders.

6) **PARTICULARS/DOCUMENTS TO BE SUBMITTED WITH SEAL / SIGNATURE AND A COVERING LETTER IN THE COMPANY'S LETTERHEAD:**

(i) **Details of the establishment:**

- a. Name and address of the insurance company with e-mail ID and contact numbers
- b. Address of Service Centres in Thiruvananthapuram, Kerala with e-mail ID & contact numbers
- c. Attested/notarized copy of certificate of Incorporation
- d. Attested/notarized copy of IRDA certificate.
- e. Attested/notarized copy of VAT/Service Tax Registration Certificate.
- f. Attested/notarized copy of permanent Account Number (PAN) Card.
- g. Any other useful information

(ii) **Details of Experienced & Financial Standing:**

- a. Average annual turnover during the last three financial years certified by Auditor/Chartered Accountant in the form at Annexure-A
- b. Claims Settlement Performance during the last three financial years certified by Auditor/Chartered Accountant in the format at Annexure-B
- c. Attested/notarized copies of at least 3 contracts for Group Insurance policy executed for Government/Semi Government organizations during the last three financial years.

(iii) **Other Details:**

- a. List of Third Party Administrators with locations



7) **LAST DATE AND TIME OF SUBMISSION OF EOI:**

2:00PM of 11 January 2017

Interested agencies are requested to send their expression of interest in a sealed envelope, along with supporting credentials, so as to reach IISER TVM on or before 2:00 PM of **11 January 2017** at the following address. The envelope should be super-scribed / marked with: **"EOI FOR GROUP INSURANCE POLICY FOR IISER TVM"**

8) **PLACE OF SUBMISSION:**

Office of the Registrar
IISER TVM,
CET CAMPUS,
ENGINEERING COLLEGE .P.O.,
TRIVANDRUM – 695016



ANNEXURE-A

ANNUAL TURN OVER STATEMENT

The Annual Turnover of M/s. _____ for the past three years are given below and certified that statement is true and correct.

S.No.	Financial Year	Turnover (Rs. In Lakhs)
(i)	2013-14	
(ii)	2014-15	
(iii)	2015-16	

Toatal Rs. _____ Lakhs

Average Annual Turnover Rs. _____ Lakhs

Signature of Auditor/
Chartered Accountant with seal

Place :

Date :



ANNEXURE-B**CLAIM SETTLEMENT PERFORMANCE**

The claim settlement Ratios of M/s. _____ for the past three years are given below and certified that the statement is true and correct.

S.No.	Financial Year	Claim Settlement Ratio (%)
(i)	2013-14	
(ii)	2014-15	
(iii)	2015-16	

Place :

Date :

Signature of Auditor/
Chartered Accountant with seal

