

Maharashtra National Law University Mumbai
Invitation for Expression of Interest (EOI) for Group Medical
Insurance Policy for Students & Staff.

Time to complete this work: 10 days from date of purchase order.

Application Fees: 1000/- (Non-Refundable)

(By DD in favour of Maharashtra National Law University Mumbai payable in Mumbai)

EOI Opening Date: 08.04.2024

EOI Closing Date: 17.04.2024

Interested suppliers/vendors may visit the Website www.mnlumumbai.edu.in and download the RESPONSE FORM [Annexure A]. Filled in form complete in all respects may be forwarded by Email: eoimnlumumbai.edu.in and Registered Post to **The Registrar I/c Maharashtra National Law University Mumbai, 2nd Floor CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai - 400 076**, in a sealed envelope containing the documents and DD as above **and superscribed** EOI for Group Medical Insurance Policy for Students & Staff. So as to reach on or before 17:00 hours of **Wednesday, April 17 2024**.

REGISTRAR I/c
MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

Maharashtra National Law University Mumbai

2nd Floor, CETTM MTNL Building, Hiranandani Garden, Technology Street, Powai, Mumbai – 400 076.

**INVITATION FOR
EXPRESSION OF INTEREST
FOR
GROUP MEDICAL INSURANCE POLICY FOR STUDENTS & STAFF**

1. INTRODUCTION

Maharashtra National Law University Mumbai was established under the Maharashtra National Law University Mumbai Act (VI of 2014) of the Government of Maharashtra. It is a teaching and research University of national character with deep regional ethos. Hon'ble Dr. Justice D.Y. Chandrachud, Hon'ble Chief Justice, Supreme Court of India, is the Chancellor and Professor (Dr.) Dilip Ukey is the Vice-Chancellor of the University.

Currently, Maharashtra National Law University Mumbai is operating from 2nd Floor, CETTM-MTNL, Building, Hiranandani Gardens, Technology Street, Powai, Mumbai – 400 076.

The University invites expressions of interest (EOI) from eligible vendors for Group Medical Insurance Policies for Students and Staff. Vendors(s) that are located in Mumbai and regularly supply/work for Government offices, Public Sector Units (PSUs), banks, and higher educational institutions are requested to respond.

The objective of this EOI Document is to provide information to the interested parties about the requirements of the University. This EOI Document does not claim to contain all the information as may be required at the time of execution of work. Each Bidding Entity is advised to conduct its survey for commissioning the work check the accuracy, reliability, and completeness of the information in this EOI Document, and obtain independent advice from appropriate sources as deemed necessary. University makes no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of this EOI Document.

University may, at their absolute discretion, but without being under any obligation to do so, may update, amend and supplement the information in this EOI Document.

2. ELIGIBILITY

The agency should satisfy the following eligibility conditions:

- a) Should have supplied/work during last three years [2020, 2021 and 2022] worth at least
 - (i) up to Rs. 20 Lakhs per annum to any one organization
- b) Agency shall have following statutory valid registration certificates and licenses:
 - i. GST(Goods and Services Tax) Registration
 - ii. Establishment License
 - iii. Permanent Account Number (PAN)
 - iv. IRDAI Certificate
 - v. They should have a minimum Claim Settlement Ratio (as per IRDAI) of 95% during the last three financial years, i.e. FY 2020-2021, 2021-2022, and 2022-2023.
 - vi. Any other registration that is required as per statutory/local norms.

3. HOW TO APPLY

Interested suppliers may visit the Website www.mnlumumbai.edu.in and download the RESPONSE FORM [*Annexure A*] from EOI. Filled in form complete in all respects may be forwarded by registered post to the **Registrar I/c, Maharashtra National Law University Mumbai, 2nd Floor, CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai – 400 076**. The sealed envelope containing the documents will mention the sender's name and address, telephone number and e-mail address, along with the website if any, and superscripted **RESPONSE TO EOI FOR GROUP MEDICAL INSURANCE POLICY FOR STUDENTS AND STAFF. Please read General Instructions below carefully. Documents must reach on or before 17:00 hours of Wednesday, April 17, 2024.**

GENERAL INSTRUCTIONS

1. Agencies shall be prequalified and shortlisted based on the criteria laid hereinabove, (Ref.2 Eligibility)
2. Maharashtra National Law University Mumbai reserves the right to visit, inspect or contact some of the offices to whom supplies are made by the agency prior to selection.
3. The decision of Maharashtra National Law University Mumbai regarding the selection of the Agency shall be final and binding on all concerned.
4. Application not accompanied by non-refundable application fees of Rs. 1000/- (Rupees One Thousand only) payable by demand draft in favor of Maharashtra National Law University Mumbai shall not be considered.
5. The quotations should be sealed in a separate smaller envelope and **superscripted PRICE BID**. This envelope will be kept in the main large envelope containing other documents and the Response form.
6. Selected agency shall undertake to sign the MoU/ Agreement generally within 10 days or such other period as may be indicated in the P.O.
7. The bidder should sign on each page of the EOI documents.
8. EOI that are late/vague/conditional/incomplete/not conforming to the laid down procedure in any respect will be rejected.
9. In case of unsatisfactory service, suitable penalties as decided by the Competent Authority shall be levied after issuing notice.
10. In case of failure in settlement of claims within the mutually agreed time frame, a penalty may be levied.
11. The period of the contract will initially be for one year extendable on mutually agreed terms and conditions, which is liable to be terminated with one month's notice if any lapse or unsatisfactory performance of the company/firm is noticed.

For further details, **please contact (022) 25703187/88.**

APPLICATION TO BID FOR GROUP MEDICAL INSURANCE POLICY FOR STUDENTS AND STAFF

Name of the Firm

The Registrar I/c,
Maharashtra National Law University Mumbai,
Post box No. 8401,
Powai, Mumbai – 400 076

Dear Sir,

I/We have read and understood the instructions and the terms and conditions contained in the Invitation for Expression of Interest for GROUP MEDICAL INSURANCE POLICY FOR STUDENTS & STAFF at this moment declare that the information furnished in the application and in the supplementary sheets from pages _____ to _____ are correct to the best of my/our knowledge and belief. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he / she represents.

Signature _____

Name _____

Designation _____

Address _____

Place _____

Date _____

Seal of the Agency.

SCOPE OF WORK

GROUP MEDICAL INSURANCE POLICY FOR STUDENTS & STAFF OF MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

Health Insurance Scheme for Students

- a) In Patient Cover of Rs. 1,00,000/- per student per year.
- b) OPD Cover of Rs. 2500/- per student per year without any capping per claim.
- c) New students shall be included in the policy from the date of joining the University/
students leaving the institute shall be deleted from the date of leaving.
- d) Quarterly declarations will be given for additions or deletions by the end of the following
month.
- e) Prorate premiums are to be charged/refunded in case of addition or deletion

Health Insurance Scheme for Employees and their family members

Insurance cover may be created tier-wise wise which is commensurate with the post. For In Patient, the cover is proposed as follows:

| TIER | DESIGNATIONS INCLUDED | IN-PATIENT FLOATER COVERAGE (IN RS) |
|--------|---|---|
| Tier 1 | Vice Chancellor | 750000 |
| Tier 2 | Registrar | 650000 |
| Tier 3 | Full Time - Professors, Adjunct Professors, Directors, Dean | 550000 |
| Tier 4 | Associate Professors, Finance Officer, OSD, Deputy Registrar, Librarian, Vice Dean | 500000 |
| Tier 5 | Assistant Professors, Deputy Directors, Centre Coordinators | 450000 |
| | Assistant Registrars, Warden | |
| | Section Officer, Dy. Warden | |
| Tier 6 | Technical Assistant, Research Assistant/Associate, Teaching Assistant/ Associate, Supervisor, Accountant | 400000 |
| Tier 7 | DEO, Secretary, CA to VC, PA, JTA, Superintendent, SPA | 350000 |
| Tier 8 | MTS, Office Assistant, Office Attendant, Driver | 300000 |

- a) OPD Cover (Registration Fee, Doctor Fee, plus Medicine Charges) must be Rs. 25,000/- per year without any capping per claim.
- b) Dental, Physiotherapy, Ayurveda treatment, Homeopathic, Dermatology, Ophthalmology, and Unani treatment, including the cost of medicine must also be covered under OPD Cover.
- c) Cover for investigations, reports, tests, etc. must be there as per actuals within OPD Cover.
- d) 30 days waiting period waived.
- e) **Personal Accidental Death cover must be included at the rate of Rs. 10,00,000/- for staff.**
- f) A Top Up facility must also be there for the employees wherein the employees can upgrade their cover, on payment of an additional premium, to be borne by such employees.
- g) Cashless facilities should be provided all over India and Details of such Hospitals are to be provided. All transactions with these hospitals should be cashless.
- h) Extended deadlines may be there for claim intimation and submission. For OPD/ Patient, claim intimation time must be a minimum of 08 to 10 working days and submission of claim deadline must be 15 days.
- i) There should be a dedicated helpline (24 x 7) from the Insurance Company available and the contact details should be furnished in the tender. Contact details of the TPA should be provided by the Insurance Company including the name of the contact person, contact numbers, and postal & email address.
- j) If there is any reimbursement to the employees by the TPA/Insurance Company the same should be paid directly to the employee/University within 10 days of receipt of bills.
- k) Minimum cover for any other full-time employee may be kept as Rs. 300000/-
- l) Maternity benefits/newborn baby cover should also be there.
- m) **Upto Corporate Buffer of Rs. 30,00,000/- for the floater family of MNLU Mumbai staff.**
- n) Any service charges on medical bills should not be deducted from individual claims.

One free annual medical full body checkup including investigation must be given to the employee and one free general checkup for the students.

- o) Reports including the claims of individuals and the details of the settlement are to be furnished to the University on monthly basis or as and when required by the University.
- p) Any additional benefits applicable as per the agency policy may be added.
- q) Total Students: 706 and Total Staff: 50 + Dependents 130* approximately.
