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Dated: 18.10.2024



EXPRESSION OF INTEREST (EOI)
EMPANELMENT OF INSURANCE BROKERS
FOR
GROUP MEDICAL INSURANCE SCHEME AND
TERM PLAN & GROUP PERSONAL
ACCIDENTAL PLAN
FOR CONTRACTUAL EMPLOYEES OF AICTE

ALL INDIA COUNCIL OF TECHNICAL EDUCATION
(Statutory Body under Ministry of Education, Government of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

Phone: - 011-29581040 Website: www.aicte-india.org

Invitation for Expression of Interest (EoI) for Providing Group Medical, Term, and Personal Accident Insurance Plan for AICTE Contractual Employees

The All India Council for Technical Education (AICTE), an autonomous body under the Ministry of Education, Government of India, is committed to promoting the welfare of its employees, particularly its contractual staff. These employees play a pivotal role in the organization's mission, and AICTE recognizes the need to provide them with robust financial security and healthcare support.

In line with its dedication to improving employee benefits, AICTE is introducing a comprehensive **Group Medical, Term, and Personal Accident Insurance Plan** exclusively for its contractual employees. This initiative aims to provide holistic financial protection, covering three key areas:

1. **Group Term Insurance:** This offers life insurance coverage, ensuring that in the unfortunate event of an employee's untimely death, their family will receive a lump sum amount to help manage financial difficulties arising from the loss of income.
2. **Group Medical Insurance:** Designed to safeguard employees from rising healthcare costs, this plan will cover hospitalization expenses, outpatient care, treatment for pre-existing conditions, and critical illnesses. By providing access to a broad network of hospitals and healthcare providers, the plan ensures quality medical care without financial strain on employees.
3. **Group Personal Accident Insurance:** This component covers accidental death or disability, offering financial compensation to employees or their beneficiaries in case of an accident. The plan provides crucial protection against unforeseen events that may lead to temporary or permanent disability, ensuring employees' financial well-being during challenging times.

This initiative underscores AICTE's dedication to enhancing the benefits for its contractual workforce, ensuring they have access to essential protections that support their financial security and healthcare needs. In an era where healthcare costs are escalating and accidents are unpredictable, providing such coverage not only boosts employee morale and productivity but also reduces the stress associated with medical and financial emergencies.

To implement this **Group Medical, Term, and Personal Accident Insurance Plan**, AICTE invites Expressions of Interest (EoI) from IRDAI-licensed and registered insurance companies. Both public and private insurance providers are encouraged to participate. The selected insurance provider will be responsible for designing, managing, and administering the group insurance plan in alignment with AICTE's specific requirements.

The EoI Guidelines for the three categories are mentioned in detail in **Annexure-III**.

The last date for submission of the EoI is **11th November 2024**. Interested insurance companies are requested to submit their proposals/EOIs in a sealed envelope addressed to: **The Director (Administration), AICTE, Nelson Mandela Marg, Vasant Kunj, New Delhi – 110070**. Proposals must be received by AICTE on or before the submission deadline.

**Sd-
Director (Admin)**

Note: AICTE reserves the right to cancel this request for EoI and/or issue a fresh invitation with or without amendments. AICTE is under no obligation to provide reasons for such actions. All information provided is indicative, and AICTE may modify or add further details to the EoI as required.

Expression of Interest (EOI) for Providing Group Medical, Term, and Personal Accident Insurance Plan for AICTE Contractual Employees

AICTE (All India Council for Technical Education) invites Expressions of Interest (EOI) from reputed public and private insurance companies to provide a **Group Medical, Term, and Personal Accident Insurance Policy** for AICTE's contractual employees. The key objectives and other requirements are outlined as follows:

1. Key Features of the Insurance Plan:

The insurance scheme will encompass the following key components:

- a) **Coverage:** The insurance policy will cover AICTE contractual employees, along with their spouse and dependents (as per the employee's preference). AICTE currently employs a substantial number of contractual staff members, with an expected variation of $\pm 10\%$.
- b) **Premium Payment:** The premium for the insurance coverage may be paid by either AICTE or the employee, depending on the agreed terms, on a monthly basis throughout the coverage period.
- c) **Direct Billing to Service Providers:** The insurer must ensure direct settlement of bills with hospitals and other medical service providers up to the floater sum insured, allowing for seamless claim settlement without additional administrative burdens on AICTE.
- d) **Access to Insurance Services:** The insurer must ensure easy and convenient access to health and insurance services for all eligible contractual employees under AICTE's employment.
- e) **Network of Health Providers:** The insurance plan should offer access to both public and private sector healthcare providers, ensuring employees have broad and comprehensive access to healthcare services.
- f) **Policy Guidelines:** The scheme must comply with the guidelines attached to this notice. Any deviations, additions, or deletions from these prescribed guidelines should be clearly indicated in the EOI submission.
- g) **Group Personal Accident Insurance:** The plan must include coverage for accidental death or disability, ensuring that employees or their beneficiaries are financially protected in the event of accidents.

2. Terms and Conditions:

- a) **Submission Procedure:** EOIs should be submitted in a sealed envelope, clearly marked as "EOI for Group Medical, Term, and Personal Accident Insurance Policy for AICTE Contractual Employees."
- b) **Submission Deadline:** The sealed envelope must be submitted to the office of the Advisor-II (Administration) before the specified deadline. For submissions sent by post, firms must ensure delivery before the deadline. AICTE is not responsible for any postal or courier delays.
- c) **Evaluation:** AICTE will evaluate the qualifications and credentials of the service providers. Financial bids will only be solicited from firms recommended by the evaluation committee based on their qualifications.

- d) **Authorization:** Each page of the EOI document must be signed and stamped by the authorized representative of the bidder, along with the company seal.
- e) **Non-Conformity:** EOIs that do not meet the specified requirements will be rejected without providing further reasons.
- f) **Mode of Submission:** EOIs submitted via email will not be considered for evaluation.
- g) **Eligibility:** All AICTE contractual employees, regardless of age, will be eligible to enroll in the insurance scheme.
- h) **Addition/Deletion of Beneficiaries:** The scheme must allow for the addition or deletion of beneficiaries on a pro-rata basis throughout the year.
- i) **Regulatory Compliance:** The selected insurance provider or TPA must comply with all relevant regulations, notifications, and guidelines issued by IRDAI and the Government of India at its own cost.

3. Special Terms and Conditions:

- a) **24x7 Helpline:** The insurance provider must establish a dedicated 24x7 helpline for AICTE contractual employees. Contact details, including the name of the contact person, phone numbers, and postal/email addresses, must be included in the EOI document.
- b) **Reimbursement Process:** In cases where reimbursement claims are made, the insurance provider must ensure that payments are made directly to employees within 30 days of receiving the bills. A smooth and timely reimbursement process is expected.
- c) **Response Time:** The insurance provider must ensure that approval for hospital admission and discharge does not exceed 6 hours.
- d) **Reporting:** The insurer must submit monthly reports (or as requested by AICTE) detailing the claims made by employees and the status of claim settlements.

5. Documents to be submitted with the EOI:

- a) A certified copy of the IRDAI accreditation certificate.
- b) Insurance proposal for Group Medical, Term, and Personal Accident Insurance Plan as per the EOI.

This EOI aims to ensure that AICTE's contractual employees receive comprehensive insurance coverage for life, health, and accidents, promoting financial security and access to quality healthcare services.

Annexure-I

(To be printed on office letterhead)

To,

The Director (Administration),
All India Council for Technical Education (AICTE),
Nelson Mandela Marg, Vasant Kunj,
New Delhi – 110070

Sub: Expression of Interest for Implementation of Group Medical, Term, and Personal Accident Insurance Cover for AICTE Contractual Employees

Respected Sir,

In reference to the above subject, I/We hereby submit our irrevocable Expression of Interest (EOI) for providing **Group Medical, Term, and Personal Accident Insurance cover** for AICTE's contractual employees.

I/We declare that we have thoroughly read and understood the EOI document, including all instructions, terms, and conditions, and agree to provide the required services in accordance with the specifications mentioned therein.

Thank you.

Yours sincerely,

(Signature of the Authorized Person)

Date:

Name:

Designation:

Contact/Mobile No.:

Annexure-II

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION **Nelson Mandela Marg, Vasant Kunj, New Delhi - 110070**

Employee Strength as of: 18.10.2024

Number of Contractual Employees: 600 (Includes temporary staff)

Number of Employees interested: 330 (Approx)

Number of Dependents: Optional, as per the preference of employee

Total Lives Covered

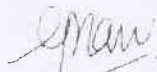
Primary Member Age Band	
Age Group of Employees	Approximate Number of employees
21-30	54
31-40	165
41-50	84
51-60	17
61-70	2
Total	322

Requirements/ Guidelines for Submitting EOI

Parameters recommended for Group Medical Insurance

SNO	ITEM	CONDITIONS	REMARKS
1	Ago Band	1 Day – till the date the employee is working with AICTE	FOR SELF SPOUSE & DEPENDENT CHILDREN Separate quotes can be obtained for a. Employee + spouse + 02 dependent children b. Employee + spouse + 02 dependent children & 01 set of parent
2	Family Definition	Employee, Spouse, 2 dependent Children upto 25 years	
3	Sum Insured	Rs 5,00,000/- (Rupees Five Lakhs) family floater for the period of 01 yr	Insurance company to provide detail proposal with terms & conditions for further study
4	Corporate Buffer	A buffer of Rs 25,00,000/- (Rupees Twenty Five Lakhs Only) to be provided in case of any medical treatment which is denied by the insurance company as approved by the management of AICTE	
5	Voluntary top up policy	AICTE would like to opt for this policy with an amount ranging between 01 lakh to 20 lakhs over & above the base policy	
5	Room Rent	Upto Rs 5000/- (Rupees Five Thousand) for Normal and ICU at actuals	
6	Maternity Benefit for Normal & C-Section	Yes, with a capping of Rs 75,000/- (Rupees Seventy Five Thousand)	
7	Pre-Existing Diseases	Pre-Existing Diseases Covered from day 1	
8	Pre-Post Hospitalisation	Pre-Hospitalisation and Post Hospitalisation for 60 days & 90 days respectively are covered	
09	Baby Day 1	Baby covered from day 1	

10	Pre/Post Natal Expenses	Pre 30 days & Post 60 days within the limit of Rs 75000/- (Rupees Seventy Five Thousand)	
11	Ambulance Service	Ambulance Charges limited to Rs. 5000/- (Rupees Five Thousand) per hospitalization	
12	OPD Cover (Reimbursement)	Not covered	
18	All waiting Periods	Waived Off	
20	Special Condition	Policy should cover hospitalization arising out of Psychiatric ailments within a limit of Rs. 30,000/- (Rupees Thirty Thousand) as well as treatment of Functional Endoscopic Sinus Surgery within a limit of Rs. 35,000/- (Rupees Thirty Five Thousand). The coverage for treatment of mental illness is also covered upto Rs 30000/- (Rupees Thirty Thousand) within the sum insured	
21	Co-Payment	Nil	
22	Day Care Procedures	Should be defined & covered	Please specify day care treatments covered
23	Claim submission clause	Claim must be filed within 30 days from the date of completion of treatment. However, the Company may at its discretion consider waiver based on merits of the claim where there is delay in intimation or in submission of documents due to unavoidable circumstances and it is proved that the delay was for reasons beyond the control of the insured and 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.	
24	Mid-Term Inclusion	For newly joined employees/family members only	



25	Add-Del of Lives	Premium can be charged on Pro-Rata basis for addition/deletion endorsement. No Refund for deletion-if lives less than minimum required & if insured has claimed during policy.
26	Last year claim Details	Not Applicable
27	Internal Congenital Disease	Covered
28	AYUSH	Covered for the medical expenses for medically required AYUSH Treatments undergone as an In-patient upto 25% of SI Max upto Rs 25,000/- (Rupees Twenty Five Thousand) where treatment has been taken in a government hospital or in any institute recognized by government and/or in any institute recognized by government and/or in any institute recognized by the government and/or accredited by Quality council of India or National accreditation board on Health. Comfort treatment involving steam bath/sauna/oil massages are excluded. Such treatments being combined with any stay packages at resorts where the treatment forms a part of an overall leisure package shall not be covered under the benefit.
29	Modern Treatment	Covered for the below specified Modern Treatment upto 50% of SI on IPD Basis. 1. Oral Chemotherapy, 2. Uterine artery Embolization and HIFU, 3. Deep Brain Stimulation, 4. Immunotherapy, 5. Intra Vitreal Injections, 6. Bronchial Thermoplasty, 7. Cochlear Implant, 8. Vaporisation of the prostate (Green Laser treatment or holmium laser treatment).
30	Age Related Macular Degeneration	Covered
31	Infertility Treatment	Covered within the maternity benefit limit.

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32	Well Mother Expenses	If an insured person who is less than 3 year of Age is hospitalized in an ICU or a Neo-natal ICU or a Cardiac Care unit of a hospital, then we will cover the room rent and other boarding expenses of the Insured Person's mother to stay with the insured Person in the same hospital upto Rs 5000/- (Rupees Five Thousand) within the Maternity Unit.	
33	Organ Donor Expenses	Organ Cost shall not be covered Medical expenses shall be covered	
34	Animal/ Serpent Attack	Any animal/Serpent attack resulting in treatment on inpatient or outpatient basis sub limited to a maximum of Rs 5,000/- (Rupees Five Thousand) on each claim to be paid even if it results in hospitalization less than 24 hours	
35	Special Condition 1	Lasik Surgery is covered if correction index is +/- 6.5 D	Max limit of Rs 50,000/- (Rupees Fifty Thousand) per eye.
36	Special Condition 2	Terrorism & national calamity should be covered	
37	Special Condition 3	Metro city includes Mumbai, Delhi NCR, Chennai, Bengaluru, Kolkata, Hyderabad, Pune, Ahmedabad	
38	Special Condition 4	Air Ambulance is covered upto Rs 1,00,000/- (Rupees One Lakhs) or family sum insured whichever is less	
39	Special Condition 5	Attendant charges are cover upto Rs 5,000/- (Rupees Five Thousand) (Per life in case of Employee only policy or else it is Per Family within Family sum insured) if length of stay for the patient is more than 5 days. Add on covers cost pertaining to boarding and lodging of the attendant in a hospital/location prescribed by treating Medical Practitioner on reimbursement basis by presenting original Bills for each cost incurred.	
40	Special Condition 6	Lucentis is covered upto Rs 50,000/- (Rupees Fifty Thousand) Per family	

41	Special Condition 7	Internal Congenital disease is covered and External congenital disease is covered in life threatening situation
42	Portability	To be made available

- Any addition/deletion of lives to be informed on the monthly basis

Guidelines for Term Insurance Plan

- Life cover of Minimum 20 Lakhs upto 3 times of CTC whichever is higher
- Suicide cover from Day 1
- Actively at work clause should be waived off
- Terrorism & natural calamity risk covered
- Geographical coverage worldwide
- Cost of medical check up to be borne by the Insurance
- Minimum age at the entry should be 18 yrs
- Maximum age at entry should be 56 yrs
- Retirement age should be 70 yrs
- In case of any addition/deletion, the premium to be charged on pro rata basis
- All waiting periods waived off
- Any addition/deletion to be informed on the monthly basis

Guidelines for Group Personal Accident Cover Plan

- Accidental Death 100% + Accidental Dismemberment 100% + Permanent Total Disability 200% + Permanent Partial Disability 100%
- TTD - 1% of SI or 75,000 (Seventy Five Thousand) or actual weekly salary whichever is less for 104 week
- Educational Grant - 10% of SI or 100,000 (One Lakhs) or actual whichever is less for maximum 2 children
- Medical Expenses Variable 10% of SI or 40% of admissible PA claim or actual whichever is less
- Modification Benefit 10% of SI or 25,000 (Twenty Five Thousand) or actual whichever is less
- Repatriation of Remains Rs 15,000/- (Rupees Fifteen Thousand) whichever is less
- Family Transportation: Rs 25,000/- (Rupees Twenty five Thousand) or Actual whichever is less
- Disappearance coverage is included (we will pay the benefit for Loss of life under the circumstances described in a Hazard if your body cannot be located within 365 Days after the forced landing, stranding, sinking or wrecking of a conveyance in which You were a passenger or as a result of any Acts of God, in which case it shall be deemed, subject to all other terms and provisions of the Policy, that you shall have suffered loss of life within the meaning of the Policy)
- Burns (2nd or 3rd degree) & injury - Rs 50,000/- (Rupees fifty Thousand) or actual whichever is less
- Adventurous sporting activities to be covered as part of accident. Definition Covered for sports events performed under guidance of professionals while on company outings only. Professional trainer only on office outing

Any animal / serpent attack will be covered (Except Mosquito bite)
Terrorism is covered
Coverages 24*7 Worldwide
Addition & Deletion On pro-rata basis

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