

**THE LAWRENCE SCHOOL, LOVEDALE, THE NILGIRIS, TAMIL NADU  
643003**

**EXPRESION OF INTEREST (EOI) DOCUMENTS FOR MEDICAL INSURANCE**

Tender No.	EOI/The Lawrence School/2024
Earnest Money Deposit [EMD]	<b>Rs. Nil</b>
EOI Issue	<b>04 June 2024</b>
Validity of Bid	<b>7 days</b>
Insurance Coverage Commence Date	<b>18 June 2024</b>
Duration	<b>One Year</b>

**SCHEDULE OF EVENTS**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Completion date</b>	<b>Time</b>
<b>1</b>	<b>Last date to submit the Tender Documents</b>	<b>11 June 2024</b>	<b>3.00 PM</b>
<b>2</b>	<b>Opening of the Tender</b>	<b>12 June 2024</b>	<b>3.00 PM</b>
<b>3</b>	<b>Queries by the Insurer/Broker</b>	<b>13 June 2024</b>	<b>3.00 PM</b>
<b>4</b>	<b>Negotiation with the Bidders</b>	<b>14 June 2024</b>	<b>3.00 PM</b>

Telephone: 0423 2453338

email: [am@thelawrenceschool.org](mailto:am@thelawrenceschool.org)

cc.: ahmed@thelawrenceschool.org

## **INTRODUCTION**

### DISCLAIMER:

The information contained in this EOI document or subsequently provided to Applicants, whether in document or verbal or any other form by or on behalf of The Lawrence School, Lovedale, The Nilgiris, Tamil Nadu – 643 003, any of its employees or advisors, is provided to Applicants on the terms and conditions set out in this EOI document and such other terms and conditions subject to which such information is provided.

The purpose of this EOI document is to provide interested parties with information that may be useful to them in eliciting their proposals pursuant to this EOI document. This Tender document may not be appropriate for all persons, and it is not possible for the School, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI document.

This EOI document includes statements, which reflect various assumptions and assessments made by the School in relation to the Contract. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.

The assumptions, assessments, statements and information contained in this EOI document, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct his/her own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this EOI document and obtain independent advice from appropriate sources.

Information provided in this document to the Applicant(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The School accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The School, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI document and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI document or arising in any way in this EOI Stage.

## GENERAL

The Lawrence School, Lovedale invites proposals from IRDAI registered well established Insurance Companies [both PSUs and Private Operators] having adequate experience in dealing with the Medical Insurance, for providing Medical Insurance Coverage for its staff/spouse/children/parents/in-laws.

### **A. BIDDER'S ELIGIBILITY CRITERIA (Mandatory provisions) :**

It is mandatory for the potential bidders to ensure that the following minimum eligibility criteria is met in order to participate in the process:

1. Should have a valid IRDA license as on date of submission of EOI response for procuring insurance business in India.
2. Should have been registered with IRDA under the Medical Health Insurance category.

The submission of tender document should accompany the required documentary evidence to prove their eligibility, failing which, the quotation will be rejected.

Quotation can be submitted either directly by the Insurance company or through their authorized IRDA approved broker. But one Insurance Company can submit only **ONE** quote. Also one broker should submit only **ONE** quote of a particular insurance Co. Quotes have to be submitted only from / for those Insurance Companies having Office (Regional/Division/ Branch/ Zonal) at The Nilgrisi and Coimbatore Districts of Tamil Nadu, India).

**B) Experience:** Bidder should have experience of providing **Medical Insurance Policies** for the last three years.

### **C) Rejection of Bids**

The School reserves the right to reject the Bid if,

- The Bid is incomplete as per the EOI requirements.
- Any condition stated by the Bidder is not acceptable to the School.
- If the EOI and any of the terms and conditions stipulated in this document are not accepted by the Bidder.
- Required information is not submitted as per the format given.
- Any information submitted by the Bidder is found to be untrue / fake / false
- The Bidder does not provide, within the time specified by the School, the supplementary information/clarification/details sought by the School for evaluation of the Bid.
- Any other reason which The School may deem appropriate for rejection of the Bid.

The School shall be under no obligation to accept any offer received in response to this EOI and shall be entitled to reject any or all offers without assigning any reason whatsoever. The School may abort the entire process at any stage, thereby without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for school action. Any effort by the firm to influence the School in the process of School's Bid evaluation; Bid comparison; and contract award decision may result into the rejection of their Bid.

## **Sealing and Submission of Tenders**

For sealing and submission of the Tender document, the Bidders shall follow the procedure as indicated below:

The Bidders are required to submit the tender in sealed envelope addressed as under:

**The Headmaster  
The Lawrence School, Lovedale, Ooty,  
The Nilgiris-643003, Tamil Nadu**

**The sealed tender should be submitted on or before the date and time mentioned in this document. Tender submitted through FAX will not be accepted.**

**Please note the following: -**

- i. The successful bidder will be awarded the medical insurances/renewal of existing medical insurance.**
- ii. The School shall not be bound to accept the lowest bid and reserves the right to reject any or all the bids without assigning any reason**
- iii. The quotes can be submitted through online (PDF document) or through a hard copy in a sealed envelope, which can be dropped in the BOX kept in the School's main gate.**

### **D) Opening of EOI's:**

The EOI's will be opened by the Purchase Committee appointed by the school and other nominated members on **12 June 2024** at the Account Manager's Office at 3.00 PM. In case of date of opening of EOI is a declared holiday, then the date of opening will be the next working day.

### **E) Allotment of Contract:**

The determination of award of contract will take into account the Bidders financial, technical and services capabilities. It will be based upon an examination of the documentary evidence of the Bidders qualifications submitted by the Bidders, as well as such other information as the School deems necessary and appropriate.

The School will award the Contract to the successful Bidder whose quote has been determined to be substantially responsive and has been determined as eligible, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

Immediately after the award of contract, the negotiated premium will be released through account payee cheque or through on-line payment in favor of the successful bidder.

The successful bidder has to issue the Policy Documents/Renewed Policy Documents, once the premium is received by the bidder, on or before the due date/time.

\*\*\*\*\*

Details of Insurance:

Group Medical Insurance-For all employees																			
Insured	THE LAWRENCE SCHOOL																		
Insured's Communication Address	LOVEDALE, OOTY, THE NILGIRIS-643003, TAMILNADU																		
Current Insurer	NATIONAL INSURANCE CO.LTD (TPA Mediassist)																		
Current Policy Period	18.06.2023 TO 17.06.2024																		
Claim as on 29.05.2024	Staff and family claim – Rs.3201764/- Support Staff family Claim – Rs.3027159 Total Claim as on 29.5.2024 Rs. 62,28,923/-																		
No. of Employees for Renewal	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Staff -</td> <td style="width: 10%; text-align: right;">106</td> <td style="width: 10%;"></td> </tr> <tr> <td>Staff families 314 Total Staff -</td> <td style="text-align: right;">314</td> <td style="text-align: right;">420</td> </tr> <tr> <td>Support Staff</td> <td style="text-align: right;">187</td> <td></td> </tr> <tr> <td>Support Staff Families</td> <td style="text-align: right;">478</td> <td style="text-align: right;">665</td> </tr> <tr> <td>Total members to be covered</td> <td></td> <td style="text-align: right;">1085</td> </tr> <tr> <td colspan="3">(approx.) Exact No. will be provided on renewal</td> </tr> </table>	Staff -	106		Staff families 314 Total Staff -	314	420	Support Staff	187		Support Staff Families	478	665	Total members to be covered		1085	(approx.) Exact No. will be provided on renewal		
Staff -	106																		
Staff families 314 Total Staff -	314	420																	
Support Staff	187																		
Support Staff Families	478	665																	
Total members to be covered		1085																	
(approx.) Exact No. will be provided on renewal																			
No. of Lives for the Renewal	1085 (approx.) Exact No. will be provided on renewal																		
Current Premium	INR. 85,25,000/- (including GST)																		
Coverages	As is basis																		
Family Definition	Self, Spouse, 2 dependent children, Parents/in laws																		
Policy Type (Floater/Non-Floater)	Floater																		
Age Band	No Age bar/No limit																		
Sum Insured	INR 2 Lakh (Few cases additional coverage of more than two lakhs and up to 10 lacs)																		
Cashless Facility	Covered																		
Pre-Existing Ailments	Covered																		
Waiver of 30 days waiting period	Waived Off																		
Waiver of 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> year excl.	Covered																		
New-born baby Covered from day one	Covered from Day One																		
Maternity Benefit	Covered																		
Waiver of 9 months waiting period for maternity	YES																		
Pre and Post Natal hospitalization	YES																		
Room Rent / Ward Charges	As per prevailing rate (As per IRDA Guidelines)																		
Ambulance Cover	YES																		
Day Care	Covered [As per IRDA guidelines]																		
Corporate Buffer	Rs.5 Lakhs																		
Pre and Post Hospitalization	30 and 60 days respectively																		
Limits	On any one diseases or ailment –No capping on surgeon, unaesthetic, stent/implant, OT Theatre, doctors etc.- No capping Major/critical surgery – No capping																		

<b>Treatment of joint replacement due to degenerative condition and age-related osteoarthritis and osteoporosis</b>	<b>Covered</b>
<b>Psychiatric ailment</b>	<b>Covered</b>
<b>Cyber knife treatment or Stem Cell Transplant</b>	<b>Covered</b>
<b>Robotic Treatment</b>	<b>Covered</b>
<b>Oral Chemotherapy</b>	<b>Covered</b>
<b>Cochlear Implant Treatment</b>	<b>Covered</b>
<b>Nasal Sinus Surgery</b>	<b>Covered</b>
<b>External congenital diseases</b>	<b>Covered</b>
<b>Cataract</b>	<b>Covered</b>
<b>Lasik Surgery</b>	<b>Covered - beyond -5/+5</b>
<b>Joint Replacement Surgery</b>	<b>Covered</b>
<b>Internal congenital diseases</b>	<b>Covered</b>
<b>Hospitalization due to terrorism</b>	<b>Covered</b>
<b>Claim intimation</b>	<b>Intimation on Admission</b>
<b>Claim submission</b>	<b>Claim reporting /submission period</b>
	<b>Within 45 days from the Date of Discharge</b>
<b>TPA</b>	<b>Required</b>
<b>Co-pay</b>	<b>100 % claim settlement (0% by staff)</b>
<b>Covid-19 cover</b>	<b>To be covered</b>