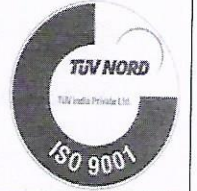




भारतीय प्रौद्योगिकी संस्थान मद्रास , चेन्नै 600 036  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS, Chennai 600 036  
Insurance Cell / Administration III

दूरभाष/ Tel. : [044] 2257 8112 फ़ैक्स / Fax: [044] 2257 0509  
ईमेल/E-mail : mediinsurance@iitm.ac.in



सं.एफ.प्रशासनIII/बीमा/ जी.टी.आई.एस.17-18/2016  
No.F.Admn.III/Ins/GTIS17-18/2016 /344/52

दिनांक/Dated:21.10.2016

सेवा में / To

Address list enclosed

महोदय / महोदया,  
Sir/Madam,

विषय / Sub : Request for Quotations for Group Term Insurance Scheme (2017-18) – Reg.

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Sealed quotations are invited for Group Term Insurance coverage to the employees of this Institute for the period from 10.02.2017 to 09.02.2018. At present 1198 faculty/staff members belonging to different Groups (Annexure 1) are being covered by the Group Term Insurance Scheme.

**Terms and Conditions:**

- Premium should be quoted exclusive of all taxes, if any.
- Quotation should be valid for a period of 90 days from the Last date for submission of quotation.
- Procedure for claim settlement to be described in detail preferably with a flowchart and contact details.
- Documents to be produced for claim settlement are to be listed.
- Address of the Office (with email, Fax & Telephone Nos.) located at Chennai to be given, with contact person Name and Mobile Nos.
- List of existing corporate customers is to be provided.
- No increase in premium during the policy period will be entertained.
- Normal retirement age is 62 for Registrar / Scientific and Design Officers / Librarian, 65 for faculty members and 60 for others.
- Active of work clause to be waived, i.e., all employees, including those on medical leave, to be covered under the policy from day of commencement of the policy

Kindly calculate the premium based on the above data and information furnished. However, the premium will be paid only on actual no. of employees. For addition/ deletion during the insurance period, the additional/excess amount of premium will be paid / withdrawn on pro-rata basis.

Kindly submit the quotations in the prescribed format as stated above in a sealed envelope along with a copy of the IRDA certificate mentioning clearly the validity of the IRDA approval on or before 15.11.2016, 03.00 pm at the Registrar's Office, 1st Floor, Administration Building, IIT Madras, Chennai-600 036. The sealed quotations are to be submitted either in person or by ordinary post only

on or before the due date. *The tenders received will be opened on the same day at 03.30 pm in the presence of Tenderer's present at the Conference Room, 2<sup>nd</sup> floor, Admin Building.*

Quotations received after the due date will be summarily rejected.

The Enquiry No. & Due date are to be superscribed on the top of the envelope and addressed to the Registrar, IIT Madras, Chennai 600 036. The Address of the Office (with email, Fax & Telephone Nos.) located at Chennai to be given, with contact person Name, e-mail id and mobile nos.

*For further clarifications, if any, please contact Deputy Registrar (Admn.), Phone No.: 2257 8105 / 8112.*

भवदीय / Yours faithfully,



कुलसचिव  
Registrar

अनु. / Encl: As above

प्रति / Copy to: Dean (Planning) , Dean (Admn)