



# **INSTITUTE OF ADVANCED VIROLOGY**

Autonomous Institution under Science and Technology Department, Government of Kerala

Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram, Kerala - 695 317  
Contact : 0471-2996687, E-mail : [info@iav.res.in](mailto:info@iav.res.in), Website : [www.iav.kerala.gov.in](http://www.iav.kerala.gov.in)

## **EXPRESSION OF INTEREST (EOI)**

### **EMPANELMENT OF INSURANCE BROKERS FOR THE IMPLEMENTATION OF GROUP MEDICAL INSURANCE POLICY FOR REGULAR / PROJECT EMPLOYEES OF INSTITUTE OF ADVANCED VIROLOGY (2023-2024)**

**EOI No: IAV/304/HR/2023-1 dated 27.10.2023**

## **NOTICE INVITING EOI**

The Institute of Advanced Virology established in 2019 in the Bio 360 Life Sciences Park, Thonnakkal, Trivandrum by the Government of Kerala is envisioned as an institute of global standards with most modern laboratories focusing research, diagnosis and management of emerging and re-emerging infectious viral diseases. It will be a centre of excellence to work in collaboration with international institutions for training and education in the context of research covering basic science and translational research, providing sufficient scientific inputs to enable the prevention and control of viral infections.

IAV invites EOI for the engagement of Insurance Brokers /Firms (licensed & registered from IRDAI with ISO certification) operating in India for providing technical guidance/support for the implementation of Group Medical Insurance Policy for Employees (2023-2024). The EOI related documents can be downloaded from the following link in the Institute website [www.iav.kerala.gov.in](http://www.iav.kerala.gov.in) (EOI documents)

The bidders are requested to submit the Proposal strictly adhering to EOI documents. The interested Insurance Brokers/Firm may submit their proposals/EOI in sealed envelope to the "The ADMINISTRATIVE OFFICER, INSTITUTE OF ADVANCED VIROLOGY, Bio 360 Life Sciences Park Thonnakkal, Trivandrum, Kerala - 695317 on or before 2<sup>nd</sup> November 2023.

1	Date of commencement of EOI application submission	27 <sup>th</sup> October 2023
2	Last date of submission of EOI application	On or before 17.00hrs, 02 <sup>nd</sup> November 2023
3	Date & Time of opening of EOI application/Final empanelment of broker	03 <sup>rd</sup> November 2023 at 10.00 hrs
4	To get the final quote from the insurer for the GMC by the empanelled Broker	On or before 14.00hrs, 30 <sup>th</sup> November 2023

S/d  
Director

## **Scope of Work**

1. To assist in acquiring the best quote from the Insurance Company for implementing the Group Medical Insurance Policy for employees of IAV. The RFQ details and detailed terms and conditions will be made available by the Institute.
2. To ensure the implementation of the Group Medical Insurance Policy for employees of IAV with effect from 15.12 .2023.
3. To design and customize the best policy by optimizing the cover and quality in accordance with the demand of IAV for an approximate employee count 23 with dependent count of 50.
4. To adopt strategies to maximize the risk coverage of the policy with minimum premium outgo.
5. Validation and forecasting of additional coverage benefits.
6. To evaluate and analyze the quote price from different insurer and also recommend the best insurer to IAV sticking to the Rules & Regulations.

## **Eligibility Criteria**

1. The Brokers/Firm should be well established with good reputation and must have a fair track record of minimum 5 years in the area of operation in Insurance broking and must have handled the claims of Group Medical Insurance Policy at least during the last 3 years.
2. The Company/Broker/Firm must have its Registered Office in Kerala (Address should be specified in Annexure–A) with a branch/main Office at Trivandrum preferably.
3. The Brokers/Firm should be holding a valid IRDAI license to do General Insurance broking by IRDAI and the license should be in force while submitting the proposal. License validity should not have any gaps since inception of firm.
4. The Brokers/Firm should have an experience in handling Central/State PSU's Group Medical Insurance policy and the experience proof with substantiating documents must be submitted.

5. The Brokers/Firm must have handled the GMC of at least 3 major Companies/Institute preferably in the government sector.
6. The Brokers/Firm should not have been black listed/barred by any statutory body or Government/PSU's (Declaration in company letter pad with authorized signatory in format Annexure-E).

## **Terms & Conditions**

1. The selection of the Broker/Firm is entirely at the discretion of IAV based on the requirement and as per the criteria set in this EOI.
2. IAV has the solemn right to review the credentials and specification of the EOI submitted by the Brokers/Firm.
3. IAV is not liable for any cost incurred in connection with the preparation of EOI/RFQ by the Brokers/Firm.
4. IAV reserves the right to reject any or all EOI without any reason.
5. The Brokers/Firm have no authority to modify, alter delete or withdraw proposal after the submission.
6. IAV has the right to terminate the assignment of selected Brokers/Firms in case if the performance is not satisfactory.
7. The tenure of the service for the selected Brokers/Firm is during the entire duration of the Policy period which includes the coordination with the TPA also for claim settlement.
8. The selection eligibility of the Brokers/Firm would be decided on the basis of score secured by the Brokers/Firm on the parameter mentioned in (Annexure D) & eligibility criteria.
9. The service rendered by the selected broker/firm shall be free of cost and IAV shall not entertain any request for remuneration/reimbursement from the broker/firm.
10. Prior to the deadline of submission of Proposal, IAV reserves the right to modify the EOI by the way of amendments and shall be posted on the website of IAV and will be binding to all applicants. Prospective applicants hence must visit the website before

final submission of proposal. IAV may extend the timelines to accommodate and allow for reasonable time to respond for such amendments, solely at its discretion.

### **List of Document to be submitted by Brokers/Firm**

1. Filled credentials in Annexure A.
2. Application covering letter as Annexure B.
3. Filled scoring pattern (a tick must be made in the option) Annexure D.
4. A declaration from bidder that they not debarred/disqualified/blacklisted Annexure E.
5. The copy of contract letter towards engagement as Insurance broker issued by clients with a minimum insured strength of 50 each.
6. All other documents in support of the application.
7. The copy of the original license issued by IRDA while granting license and renewal thereof issued by IRDAI from inception, attested by authorized signatory.
8. The copy of the ISO/Other certification, if any.

### **Submission of Proposal**

1. All the application and supporting documents shall be submitted in English language and if required IAV has the right to call for originals of the company documents submitted by the Brokers/Firm.
2. The Proposal shall be deposited in the Tender box which is placed in the Office of Administrative Officer, Bio 360 Life Sciences Park, Thonnakkal, Trivandrum on or before 02.11.2023 at 5.00 pm.
3. The application shall be submitted in the sealed Company envelope only and subscribed as 'EOI for empanelment as Insurance Broker'.
4. The Proposal should be signed by the Authorized signatory to bind the proposer to the Contract. The entire submitted documents are to be signed by the authorized signatory.

5. If the last day of submission of Proposal is declared as a holiday by Act or any circumstance beyond the control of the Institute, the next working day will be deemed to be the last day for submission of the EOI.
6. The application which is submitted after last date and time will not be considered.
7. IAV may invite the Proposer/Broker/Firm for a short presentation and Company commits itself to remain present for the same since one of the marks in Annexure D is categorized for the delivering the quality inputs by the bidder in a presentation.

### **Application Opening**

The application will be opened in the presence of the available applicants on 03 .11.2023 @ 10.00 AM.

The Company representative present for the opening in the above mentioned venue must carry an authorization letter.

### **Evaluation of EOI**

1. All the application would be scrutinized with respect to eligibility criteria, list of documents submitted.
2. Marks given for Point 5 in Annexure - D are based on the presentation made by the applicant. The presentation will be conducted on 03 .11.2023 (same day of opening application) for the Companies who satisfy the conditions mentioned in the EOI document after evaluation of the submitted documents.
3. The applications not meeting the prescribed eligibility criteria will be rejected after the initial evaluation.
4. The qualified applicants who meet the eligibility criteria shall secure minimum 30 marks based on the award of marks as mentioned in Annexure-D.
5. During the process of scrutiny and evaluation of proposal, IAV may, at its discretion, seek clarification from all or any of the applicants. The said clarification shall be responded by the applicants within the stipulated time. IAV may, at its discretion may

take a decision appropriate if the said clarification is not responded by the applicants.

6. The final evaluation will be based on the total marks obtained and the quality of inputs. Based on this the IAV will empanel the Firm as Broker.

7. The selected Broker/Firm shall be informed and will be provided with the empanelment letter.

8. The empanelled Broker will ensure that there is maximum participation in the Bidding process and the maximum possible competitive bid is available and finalized.

-----

**Annexure-A**

**(TO BE SUBMITTED ON THE COMPANY'S LETTERHEAD AND SIGNED BY THE AUTHORIZED SIGNATORY WITH SEAL)**

**APPLICATION SHEET FOR EMPANELMENT AS INSURANCE BROKER/FIRM**

**REFNO:**

1	Name of the Company/Firm	
2	Complete Address with Tel No. & Website	
3	Name, Designation, Contact No.& Email ID of the responsible official for any communication in relation to the EOI.	
4	Name, Address, Contact No.& Email ID of Office in Kerala.	
5	Year of establishment	
6	Month & Year of Commencement of Business	
7	IRDAI License No. and Date	
8	PAN	
9	GSTIN	



**Annexure-B**

**To,**

**The Director  
IAV**

**Sub: Expression of Interest (EOI) for Implementation of Group Medical Insurance Policy for regular employees/Project employees of IAV**

**Ref: IAV EOI No: IAV/304/HR/2023-1 dated 27.10.2023**

Dear Sir.

With reference to the subject, I/We are enclosing our irrecoverable Expression of Interest (EOI) for Group Medical Insurance Policy for employees of IAV.

I/We hereby declare that I/We have carefully read and understood the above referred EOI document contents stated therein including Terms & Conditions, Scope of Work and eligibility criteria and accordingly I/We are showing our interest for providing the said service.

**Thanking you,  
Yours sincerely**

**(Signature of the authorized person)**

Date:

Name:

Designation:

Mobile No:

**Annexure-C**

**Authorization Letter Format**

(To be presented by the authorized person at the time of Application Opening on the letter head of Applicant and should be signed by an Authorized Signatory with Name and Seal of the Company)

Reference No:

Date:

**To,**

**The Director  
IAV**

**SUB: EOI for Empanelment of Insurance Broker (Authorization Letter Format for attending Application opening)**

**Ref: IAV EOI No: IAV/304/HR/2023-1 dated 27.10.2023**

This has reference to your above EOI. Mr./Ms.....is hereby authorized to attend the Application opening of the above EOI on behalf of our organization.

The specimen signature is attested below:

\_\_\_\_\_ (Specimen Signature of Representative)

Signature of Authorizing Authority

\_\_\_\_\_

Name & Designation of Authorizing Authority

**Annexure-D**

<b>Sl. No</b>	<b>Parameter for scoring</b>	<b>Maximum Mark</b>	<b>Marks Scored</b>
1.	Experience count as Insurance Broker		
	A. 5 Years	3	
	B. 6 -10 Years	5	
	C. Morethan10 Years	10	
2.	Whether levied any penalties from IRDA		
	A. Yes	-	
	B. No	10	
3.	Number of Central/State PSU's/Govt. Undertaking/ Govt Boards e t c as customers.		
	A. 1-5	3	
	B. 6 -10	5	
	C. More than 10	10	
4.	Number of Group Medical Claim Policies handled for the last three years		
	A. 1-5	3	
	B. 6 -10	5	
	C. More than 10	10	
5.	Presentation (marks allocated by the IAV GMC committee)	10	
	<b>Total Marks</b>	<b>50</b>	

**Annexure E**

(TO BE SUBMITTED ON THE COMPANY'S LETTER HEAD AND SIGNED BY THE AUTHORIZED SIGNATORY WITH SEAL)

**To,  
The Director  
IAV**

Sub: Declaration for not been barred/blacklisted/disqualified

We hereby declare that as on date....., we have not been barred/blacklisted/disqualified by any Regulatory/statutory Body.

**Date:  
Place:**

**Sign of Authorized Signatory  
Name & Designation**