



TRAVANCORE DEVASWOM BOARD

Nanthancode, Thiruvananthapuram
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ROC.NO.11401/19/EST-A/EST-C

Devaswom Commissioner Office
Thiruvananthapuram
11/02/2025

INVITATION OF TENDER FOR IMPLEMENTING GROUP MEDICAL INSURANCE FOR TRAVANCORE DEVASWOM BOARD EMPLOYEES

TENDER DETAILS IN BRIEF		
SL.NO	DESCRIPTION	DETAILS
1.	ROC.No & Date	11401/19/Est-A/Est-C
2.	Brief Description	For Implementing Group Medical Insurance for TDB Employees
3.	Address for Communication and Submission of Tender	Devaswom Commissioner Travancore Devaswom Board, Nanthancode, Thiruvananthapuram-03
4.	Date of Issue	11/02/2025
5.	Last date of Submission of Bids	25/02/2025, 5 PM
6.	Date and Time of Opening of Bid	28/02/2025, 11 AM



**TRAVANCORE DEVASWOM BOARD
(TDB)**



Head office: Nanthacode , Kowdiar P.O, Thiruvananthapuram- 695003

REQUEST FOR PROPOSAL (RFP)

For

**Implementation of Group Medical Insurance Policy for Regular Employees of
Travancore Devaswom Board for the year 2025-26.**

TENDER NO :DC'S ROC NO 11401/19/ESTA/ESTC DATED 11/02/2025

TENDER NOTICE

TDB invites sealed Tenders from eligible insurance companies with license & registration from IRDA under two bid systems 'Technical Bid' & 'Financial Bid' for renewing/implementation of Group Medical Insurance policy for regular employees of TDB 2025-26.

Securus Insurance Brokers (India) Pvt Ltd is the empaneled Insurance Broker of the Company and will be facilitating the process of selection of a General Insurance Company for the policy. The eligible & interested Companies may submit their bid to the Head Office in the formats/annexure contained in this tender/RFP & available in website: [https:// www.travancoredevaswomboard .org](https://www.travancoredevaswomboard.org) before 5 pm on 25/02/2025 in a Large envelope superscripting **"Bid for implementation of Group Medical Insurance Policy for Regular employees of TDB "** & containing two separate envelopes superscripting 'Technical Bid' and Financial Bid' containing required information/annexure. The bids are to be deposited in the Tender Box kept in Commissioners Office at following address: **-Devaswom Commissioner, Nanthacode , Kowdiar P.O, Thiruvananthapuram- 695003** or before 5 pm, 25/02/2025. The Technical bids shall be opened at 11.00 am on 28/02/2025 at the Devaswom Commissioner office, in the presence of representatives of the Bidders who wish to be present and TDB Group Medical Insurance Committee. The financial bid of technically qualified Insurance Companies will be opened later.

1. INTRODUCTION

Travancore Devaswom Board is an autonomous body constituted under the Travancore Cochin Hindu Religious Institutions Act XV of 1950. It is entrusted with the task of administrating 1248 temples in the erstwhile princely state of Travancore comprised in the State of Kerala which were earlier administrated by the ruler of Travancore prior to the integration of the Princely states of Travancore and Cochin in 1949. The constitution of the Board was based on the Covenant entered in to by the Maharaja of Travancore in May 1949 and concurred and guaranteed by the Government of India. The Board comprises of President and two Members. One member shall be nominated by the Hindus among the council of Ministers and the other member shall be elected by the Hindus among the Members of the

Legislative Assembly of the State of Kerala.

The term of the President and Members is for a period of two years. It has a Secretariat and its Headquarters is at Nanthancode, Thiruvananthapuram

2. OBJECTIVE

The objective of this RFP is to inform potential General insurance companies and to solicit proposals for renewal of its Group Medical Insurance Policy for regular employees and their dependents for the year 2025-26.

Dependents who come under eligibility are:-

- Spouse
- Children: 25 years or unmarried/divorced daughter or differently abled son or daughter wholly dependent on Employee should be covered without age limit.
- Parents of employees **without restriction in entry age**

3. POLICY SUMMARY

- a) Date of Commencement – To Be Announced
- b) Period of policy – 1 year
- c) A floater sum of Rs. 3 Lakhs or 5 Lakhs (As desired after Tender) per family per annum for the employees and dependents.
- d) Approximate No. of employees and dependents: As per Annexure II.**
- e) Pre-existing illness shall be covered for all employees and their dependents.
- f) Maximum Ambulance charge payable under one hospitalization is Rs 2500/.
- g) All pre-natal and post-natal benefits are covered under the maternity benefit of Rs 5000/- mentioned in the policy.
- h) Additions shall be on pro-rata basis.

THE PROPOSAL DOCUMENT SHOULD INCLUDE THE FOLLOWING:

RFP Document: -

The Tender Document is available and can be downloaded from the TDB website <https://www.travancoredevaswomboard.org> and will not be available for sales elsewhere.

4. SECTION A - TECHNICAL PROPOSAL:

Technical Bid should be submitted in separate cover and should be marked as "TECHNICAL BID" on top.

QUALIFYING CRITERIA:

- 4.1) The participant should be Insurance Company authorized to conduct the business of health insurance by the Insurance Regulatory and Development Authority of India. Copy of IRDAI license to conduct General / Health insurance business shall be enclosed.
- 4.2) Insurance Company, who engages external Third Party Administrator approved by the Insurance Regulatory and Development Authority of India, should participate.
- 4.3) Insurance Company should consider the recommendation of TDB on the External Third Party Administrator.
- 4.4) The Insurance Company should have experience in the field of providing health insurance in India/Kerala for a period of not less than three years as on the date of opening of the tender.
- 4.5) The Insurance Company should have accredited hospital network in all districts of the State of Kerala and PAN India.
- 4.6) Bidder should quote through there Regional or Branch office in Kerala.

- 4.7) The technical proposal should be submitted in the Company's letter head with an undertaking that they have understood and shall abide with all the terms and conditions of the tender.
- 4.8)** The Insurance Company should not have been banned or debarred by any Govt Organization/ Corporate/ Insurance Regulatory and Development Authority either for non-settlement of claim or any other issues. The Insurance Company should give an undertaking to this effect in their company's letter head. The format for this is given in **Annexure III**.
- 4.9) The bidder should not add or delete any conditions. Any bidder adding or deleting any of the terms and conditions will stand automatically disqualified.
- 4.10) The sealed quotations containing all the documents as specified above shall reach this office on or before 25.02.2025 at 05.00pm and the Technical proposal will be opened on 28/02/2025 at 11:00am and Financial Bids of the qualified bidders will be opened later.

5. SECTION B - FINANCIAL PROPOSAL

Financial Bid should be submitted in separate cover and should be marked as "FINANCIAL BID" on top.

We invite TWO separate financial proposals as mentioned below:

- 5.1) Annual Premium quoted shall be for a Basic Sum assured of Rupees **3L & 5L** for all employees and their dependents as per the Policy terms and conditions enclosed as **Annexure I**. This amount is to be submitted in the format given in **Proposal 1**. The number of employees and family members with age details is enclosed in **Annexure II**. This is an approximate number only. Minor additions or deletions might occur.
- 5.2) **The lowest quoted amount inclusive of taxes in Proposal 1 for sum insured of 3L shall be used to determine the L1 of this tender** and may be asked to match the L1 of **Proposal II** for sum insured of 5L, if required.

5.3) If the L1 quoted amount is above the budgeted value, TDB reserves the right to ask the technically qualified bidders to submit revised competitive quotes.

5.4) TDB reserves the right to finalize the 3 L/5 L policy given in **Proposal I** with the L1.

6. Payment Terms:

50% of total premium with tax shall be paid on the start of the policy date, Balance 50% of total premium with tax within three months after the start of the policy date .

7. Submission of RFP Documents: -

The participant must submit the proposal in 2 covers as per the details mentioned below on or before 25.02.2025 at 5 pm.

(i) Technical proposal – Cover 1

(ii) Financial proposal – Cover 2

Bidders are required to submit all documents mentioned in **Annexure IV**.

7.1. The Technical Proposal should provide the following details: -

- a) Company Profile – Management Structure, Main Business & Areas of Specialization, Duration of Business activities, Service Centers in Kerala etc.
- b) Key Corporate Clients, Value of Contracts and Salient Features of Contract / Agreement with Clients.
- c) Details of the Third-Party Administrator

d) Profit & Loss Account of the last three financial years and net worth of Company.

7.2. Amendments to tender documents. -

At any time 48 hours prior to the deadline for submission of RFP, TDB may, for any reason, reserve the right to modify the tender documents, by amendments. The Amendments / corrigendum, if any, to this RFP/ tender document would appear only on the TDB website <https://www.travancoredevaswomboard.org/> and shall not be published elsewhere.

7.3. Canvassing.

Participants shall not canvass in any form to influence the RFP process and this would result in disqualification of the participant.

7.4. Signature in each page of documents.

Each page of proposal document submitted in 2 covers must be signed with the company seal by the competent authority of the participant. Any document or sheet not signed may also be a cause for rejection of the proposals.

7.5. Procedure for evaluation of the Technical and Financial Proposals: -

- a) The Authority will constitute a proposal evaluation committee to evaluate the responses of the participants. The Proposal Evaluation Committee shall evaluate the responses to the proposal and all supporting documents & documentary evidences listed.
- b) Inability to submit requisite supporting documents or documentary evidence may result in non-consideration of the proposals. The decision of the Proposal Evaluation Committee in the evaluation of responses to the proposals shall be final. No correspondence will be entertained outside the evaluation process of the Committee.

- c) Once the technical proposals have been evaluated, only the qualified Tenderer's financial proposal will be opened in the presence of qualified Tenderer who choose to be present. The contract will be awarded to the Tenderer, whose tender is determined to be the lowest among the qualified Tenderers.
- d) Preference will be given to Public Sector Company, ie, in case of having more than one Company with L1 status after opening of financial bid, preference will be given to public sector company, if any, among them. The Authority reserves the right to accept or reject any tender or annul the tender process and reject all tenders at any time prior to award of contract without specifying any reason.

8. Notification of award and signing of Agreement.

The successful participant will be notified and the Devaswom Board will take a decision on the same.

9. Transfer of Tender Document

Transfer of Tender Documents by one bidder to another is not permissible. Similarly, transfer of tenders submitted by one bidder in the name of another bidder is not permissible.

10. Right to accept or reject the tenders

- The right to accept the tender in full or in part/parts will rest with TDB.
- Tenders not accompanied with prescribed information or are incomplete in any respect, and/or not meeting prescribed conditions, shall be considered as non-responsive and are liable to be rejected.

- TDB reserves the right to accept or reject any bid or a part of the bid or to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Buyer's action.
- If the bidder gives wrong information in his tender, TDB reserves the right to reject such tender at any stage or to cancel the contract.
- TDB may at its sole discretion negotiate and enter into contract with successful Bidder.
- Notwithstanding any other provision herein, Bidder participation in this process is voluntary and at Bidder's sole discretion.
- The TDB will not be responsible for any direct or indirect costs incurred by the Bidders in this process.

11. Contact Details

For any assistance in tender submission or any query the Bidder should contact our Officially selected Insurance Broker ,as per Devaswom Boards ROC NO :- 3492/14/EST -4 dated 31/07/2024, Securus Insurance Brokers, there contact details are mentioned below

Number – 9995561911

Mail id – sabari@securus.in

ANNEXURE-I

POLICY DOCUMENT

TDB GROUP MEDICAL INSURANCE POLICY for PERMANENT EMPLOYEE

Terms and Conditions					
Family Floater Sum Insured	Option 1 – 3 Lakh , Option 2 – 5 lakh				
Family Unit May contain	Employee, Spouse, children within 25 yrs of age and Dependent Parents				
Children	Children up to the age of 25 years should be covered in the policy. (un married / divorced daughter or differently abled son or daughter wholly dependent on main member without age limit)				
Pre-existing diseases / conditions exclusion	Waived for all, no exclusion of diseases, no exclusions/limit for pre-existing diseases				
30 days Waiting period	Waived for all				
One / Two Year exclusions and / or any time bound exclusions for specified diseases	Waived for all				
Room rent / Boarding Expenses (including nursing charges)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Room rent limit</td> <td>Room rent per day restricted to 1% of the Sum insured</td> </tr> <tr> <td>ICU rent limit</td> <td>ICU rent per day restricted to 2 % of the sum insured</td> </tr> </table>	Room rent limit	Room rent per day restricted to 1% of the Sum insured	ICU rent limit	ICU rent per day restricted to 2 % of the sum insured
Room rent limit	Room rent per day restricted to 1% of the Sum insured				
ICU rent limit	ICU rent per day restricted to 2 % of the sum insured				
Proportionate payment for higher room category	Proportionate payment on higher room clause not applicable				
AYUSH treatment expenses	Reimbursement for in-patient Ayurvedic treatment (other than Sukha Chikitsa) at Govt. recognized , Ayurvedic hospitals up to 25% of Sum Insured per family.				
Pre-Hospitalization and Post Hospitalization	Pre hospitalization 30 days and Post hospitalization 60 days				
9 months waiting periods for Maternity	Waived off				
Maternity	Normal (Applicable only for Employees or Dependent Spouse)	Rs.25,000/-			
	C-Section (Applicable only for Employees or Dependent Spouse)	Rs.35,000/-			
Baby Day Care Cover	New born babies need to be covered from day one with full floater sum insured				
Additional Condition on Maternity	Any Complication related to Maternity (Life Tartaning) will be covered upto Basic Sum Insured				

Congenital Internal & External Disease	Waived for all
Limit on any one disease or ailment	No capping
Limit on surgeon charges, stent charges	No capping
Co-payment	No Copayment
Value added benefits -Ambulance charges	Ambulance charges Rs.2000/- per family
Cataract Limit	Cataract - 30000/eye
Midterm inclusion	Provision to include members during the operation of the policy on pro-rata basis.
Non cancelation of Policy in Midterm on account of adverse claim ratio	Yes
Guidelines from Standardization of Exclusions as per IRDA circular dated 27th Sep 2019	As per IRDA list
Modern Treatment methods & Advancement In Technologies	<p>Modern Treatment Methods & Advancement in Technologies</p> <p>In case of an admissible claim under section 4.1, expenses incurred on the following procedures (wherever medically indicated) either as in-patient or as part of day care treatment in a hospital, shall be covered. The claim shall be subject to additional sub-limits indicated against them in the table below:</p> <ol style="list-style-type: none"> 1) Uterine Artery Embolization & High Intensity Focussed Ultrasound (HIFU) Up to 20% of Sum Insured subject to a maximum of Rs.2 Lacs per policy period for claims involving Uterine Artery Embolization & HIFU 2) Balloon Sinuplasty - Up to 10% of Sum Insured subject to a maximum of Rs.1 Lac per policy period for claims involving Balloon Sinuplasty 3) Deep Brain Stimulation - Up to 70% of Sum Insured per policy period for claims involving Deep Brain Stimulation 4) Oral Chemotherapy - Up to 20% of Sum Insured subject to a maximum of Rs.2 Lacs per policy period for claims involving Oral Chemotherapy 5) Immunotherapy-Monoclonal Antibody to be given as injection - Up to 20% of Sum Insured subject to a maximum of Rs.2 Lacs per policy period 6) Intra vitreal Injections - Up to 10% of Sum Insured subject to a maximum of Rs. 1 Lac per policy period 7) Robotic Surgeries (Including Robotic Assisted Surgeries) - Up to 75% of Sum Insured per policy period for claims involving Robotic Surgeries for (i) the treatment of any disease involving Central Nervous System irrespective of a etiology; (ii) Malignancies. Up to 50% of Sum Insured per policy period for claims involving Robotic Surgeries for other diseases 8) Stereotactic Radio Surgeries - Up to 50% of Sum Insured per policy period for claims involving Stereotactic Radio Surgeries 9) Bronchial Thermoplasty - Up to 30% of Sum Insured subject to a maximum of Rs.3 Lacs per policy period for claims involving Bronchial Thermoplasty. 10) Vaporization of the Prostate (Green laser treatment for holmium laser treatment) Up to 30% of Sum Insured subject to a maximum of Rs.2 Lacs per policy period. 11) Intra Operative Neuro Monitoring (IONM) - Up to 15% of

	<p>Sum Insured per policy period for claims involving Intra Operative Neuro Monitoring subject to a maximum of Rs. 1 Lac per policy period.</p> <p>12) Stem Cell Therapy: Hematopoietic Stem Cells for bone marrow transplant for hematological conditions to be covered only. No additional sub-limit</p> <p>Note: If, for a given admissible claim, limits as listed in the Table above AND limits mentioned in Clause 4.1.2 are applicable simultaneously, then the lower of the two limits shall apply.</p>
Corporate buffer	<p>INR 50 Lakhs (Up to Family Sum Insured) / once basic sum assured exhausted, for Critical illness . Corporate Buffer is applicable only for Employees and Dependent .</p>
Reimbursement Claim Submission Time Line	<p>Reimbursement claims submission time line should be 45 days from the date of discharge. Should give waiver of Intimation for Reimbursement Claims.</p>

2. Additional Condition in the policy

2.01 CONTRIBUTION:

If two or more policies are taken by Insured Person during a period from one or more insurers to indemnify treatment costs, Company shall not apply the contribution clause, but the Insured Persons shall have the right to requires settlement of his/her claim in terms of any of his/her policies.

2.02 Continuation :

Insurance Company should allow the Insured members to continue the policy with continuity benefit , if they desire to do so at any point in time they desire to opt out of Group policy or at the time of retirement

ANNEXURE-II

1) Employees & Dependent Data

AGE BAND	SELF	SPOUSE	CHILD	PARENT
0 TO 5	0	0	659	0
6 TO 10	0	0	842	0
11 TO 15	0	0	855	0
16 TO 20	0	0	765	0
21 TO 25	9	47	448	0
26 TO 30	165	317	0	0
31 TO 35	289	431	0	0
36 TO 40	500	538	0	0
41 TO 45	638	471	0	1
46 TO 50	574	298	0	28
51 TO 55	590	118	0	145
56 TO 60	9	60	0	292
61 TO 65	1	17	0	543
66 TO 70	0	4	0	577
71 TO 75	0	0	0	519
76 TO 80	0	0	0	298
81 TO 85	0	0	0	103
86 TO 90	0	0	0	36
91 TO 95	0	0	0	5
95 ABOVE	0	0	0	0
TOTAL	2775	2301	3569	2547
GRAND TOTAL	11192			

(The numbers shown are approximate and there will be addition/deletion of 5 to 10%)

ANNEXURE-III

TENDER CONDITIONS ACCEPTANCE LETTER

(To be given in company's letter head)

To,

The Devaswom Commissioner ,
Travancore Devaswom Board
Nandhancode , Thiruvananthapuram-695003

Dear Sir/Madam,

Sub: Acceptance of Terms & Conditions of Tender

Tender No: DC'S ROC NO 11401/EST A/EST Cdated11.02.2025

We (Bidder) have carefully gone through the RFP document for selecting "Group Medical Insurance Provider" for implementing/renewal of Group Medical Insurance of Regular employees of Travancore Devaswom Board for the year 2025-26.

We hereby irrevocably declare that:

1. All the information related to our Company/Firm, manpower, customer base, projects, financial details etc. provided in our offer is true and without any alteration / modifications.
2. All the provisions of this RFP Document are acceptable to my Company/Firm. No violation of the terms and conditions as mentioned in the RFP document has been made.
3. We declare that our Company/Firm has not been debarred / black listed by any Government / Semi Government organizations in India/*Public Sector Undertakings of the Central and State Governments.*
4. The information contained in the proposal is complete and accurate in all material respects.

5. We undertake to notify TDB promptly upon us becoming aware of any material fact which tends to render our proposal misleading or inaccurate.
6. We acknowledge and agree that any material misrepresentation or warranty made in connection with Bidder's proposal might result in its invalidation and Bidder's disqualification from the bidding process.
7. We acknowledge and agree that TDB has the right not to qualify any bidder on grounds of national interest, security or public policy.
8. We, undersigned, offer to provide the medical insurance to all employees and their dependents in conformity with tender specifications referred above and also to the said terms & conditions of contract for the sum shown in the commercial bid(s) attached herewith and made part of this bid.
9. We undertake, if our Bid is accepted, to provide medical insurance services specified in the contract from the date of issue of your purchase order/confirmation.
10. We affirm that we have enclosed all brochures detailing the technical specification of the items quoted by us.

Our address for communication (With Telephone/ email id/FAX	Address on which PO to be placed (with Telephone/ email id/ FAX nos.)

I, ----- (Name) -----(designation) further certify that I am an authorized signatory of my Company/Firm and I am, therefore, competent to make this declaration.

Yours Faithfully,

Date:

(Signature of the Bidder) / Authorized Signatory with rubber stamp

Name:

Designation:

ANNEXURE IV

Sl. No.	Pre-Qualification requirement	Documents to be attached
1	The participant should be insurance company authorized to conduct the business of health insurance by the Insurance Regulatory and Development Authority of India.	Copy of IRDAI license to conduct health insurance business shall be enclosed.
2	External Third Party Administrator, details, implementing the scheme on behalf of the Insurance Company should also be an agency approved by the Insurance Regulatory and Development Authority of India. Note: - Internal TPA of Insurance Company will not be accepted.	Copy of IRDAI license for TPA
3	The insurance company should have experience in the field of providing health insurance in India / Kerala for a period of not less than three years as on the date of opening of the tender.	Copies of Balance Sheet and P&L of the company for the last three years shall be enclosed.
4	The Insurance Company should have accredited hospital network in all districts of the State of Kerala and PAN India.	List Of Third Party administrators empaneled should be given
5	Tender Conditions Blacklisting Letter Acceptance and No	As per Annexure III
6	Bidder should have an office in Kerala, preferably in Trivandrum.	Proof of the same shall Be submitted

SECTION B-FINANCIAL PROPOSAL

Proposal for Group Medical Insurance Policy for Regular Employees of TDB

	Sum Insured	Per Family - Premium for Employees + Spouse + Dependent Children with All Tax and Charges
Option 1	3 Lakhs Floater	

	Sum Insured	Per Parents - Premium with All Tax and Charges for including In Employee Floater
Option 1	3 Lakhs Floater	

	Sum Insured	Per Family - Premium for Employees + Spouse + Dependent Children with All Tax and Charges
Option 2	5 Lakhs Floater	

	Sum Insured	Per Parents - Premium with All Tax and Charges for including in Employee Floater
Option 2	5 Lakhs Floater	

Name of the Firm:

Address:

Authorized Signatory

Name:

Designation:

Signature:

Date:

(SEAL)

Employees Premium

Option 1 – 3 Lakh Floater

Sl. No.	Family Group	Premium Including All Tax and Charges
1.	1+0 (Employee only)	
2.	1+1 (Employee + One Dependent)	
3.	1+2 (Employee + Two Dependents)	
4.	1+3 (Employee + Three Dependents)	
5.	1+4 (Employee + Four Dependents)	
6.	1+5 (Employee + Four Dependents)	
7.	1+6 (Employee + Four Dependents)	
8.	1+7 (Employee + Four Dependents)	
9.	Per Parent Premium	
Total		

Option 2 – 5 Lakh Floater

Sl. No.	Family Group	Premium Including All Tax and Charges
1.	1+0 (Employee only)	
2.	1+1 (Employee + One Dependent)	
3.	1+2 (Employee + Two Dependents)	
4.	1+3 (Employee + Three Dependents)	
5.	1+4 (Employee + Four Dependents)	
6.	1+5 (Employee + Five Dependents)	
7.	1+6 (Employee + Six Dependents)	
8.	1+7 (Employee + Seven Dependents)	
9.	Per Parent Premium	
Total		

Sd/-

DEVASWOM COMMISSIONER

