



**INDIAN INSTITUTE OF MANAGEMENT CALCUTTA
DIAMOND HARBOUR ROAD
KOLKATA - 700104**

भारतीय प्रबंध संस्थान कलकत्ता
डायमंड हार्बर रोड, कोलकाता

NOTICE INVITING TENDER

FOR

**SELECTION OF INSURANCE COMPANY FOR GROUP
MEDICLAIM AND PERSONAL ACCIDENT INSURANCE POLICY
FOR 470 STUDENTS OF MBA 62ND BATCH AND 480 STUDENTS
OF MBA 63RD BATCH FOR THE PERIOD OF ONE YEAR**

TENDER REFERENCE NO: NIT/IIMC/MBA-INS/I/34/2026-27

DATED: 20 May 2026

NOTICE INVITING TENDER

NIT/IIMC/MBA-INS/I/34/2026-27 DATE 20 May 2026

GROUP MEDICLAIM AND PERSONAL ACCIDENT INSURANCE POLICY FOR 470 STUDENTS OF MBA 62nd BATCH AND 480 STUDENTS OF MBA 63rd BATCH FOR THE PERIOD OF ONE YEAR.

Tender Information Summary (TIS)			
1. Basic Tender Details			
Tender Title	SELECTION OF INSURANCE COMPANY FOR GROUP MEDICLAIM AND PERSONAL ACCIDENT INSURANCE POLICY FOR 470 STUDENTS OF MBA 62nd BATCH AND 480 STUDENTS OF MBA 63rd BATCH FOR THE PERIOD OF ONE YEAR.		
Tender Ref.	NIT/IIMC/MBA-INS/I/34/2026-27 DATE 20 May 2026.		
Tender Type	LTE		
Tender Category	Advertisement / Services	No. of Covers	Single Cover
Bidding System	Single Cover Single Envelopes	e-Reverse Auction to be held after Financial bid opening	No
Procuring Organisation	Indian Institute of Management Calcutta	Procuring Entity	The Director, IIMC
Tender Inviting Authority (TIA)	Senior Administrative Officer (Central Procurement)	Address	Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104
Appointing Authority for Arbitration	Head of the Procuring Organisation		
2. Requirement Details			
Evaluation Basis	L1- Bidder will be selected.	Part quotation allowed or not	Not Allowed
Inspection Type	N.A.	Inspection Agency	By Procuring Entity
Inspection Schedule	After completion of work and before making payment		
Item Details	As per Schedule of Requirement	Quantity and Units	As per Schedule of Requirement
Indicative HSN Code	Item wise	Consignee/ State	IIMC, Kolkata/ West Bengal
Terms of Delivery	As per Tender Document	Completion date of Delivery	As per Tender Document
3. Critical Dates			
Published Date & Time	20 May 2026 at 1500 HRS	Bid Validity	60 days from the date of opening of Bid
Document Download Start	20 May 2026 at 1500 HRS	Document Download End	26 May 2026 at 1400 HRS.
Clarification Start	20 May 2026 at 1500 HRS	Clarification End	26 May 2026 at 1400 HRS.
Bid Submission Start	20 May 2026 at 1500 HRS	Bid Submission Closing	26 May 2026 at 1100 HRS.
Techno-commercial Bid Opening			27 May 2026 at 1100 HRS.
4. Eligibility to Participate			
Is this item reserved for exclusive Procurement from MSEs			N.A.
Nature of Bidders eligible – OEMs/ Dealers authorised by OEMs			N.A.
Entities from countries not eligible to participate on reciprocal basis			N.A.
Minimum local content for eligibility to participate			N.A.
Classes of Local Suppliers eligible to participate			N.A.
Mandatory Joint venture with Indian Company			N.A.
5. Obtaining the Tender Document and clarifications			
eProcurement Portal and helpdesk for Document availability and submission	https://eprocure.gov.in/eprocure/app www.iimcal.ac.in under Information/ Tender Tab	[0120-4001 002; 0120-4001 005; 0120-6277 787 or support-eproc@nic.in]	
Cost of Tender Document (INR)	N.A.		
Office/ Contact Person/ email for clarifications	Central Procurement		

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6. Preparation and Submission and Opening of Bids			
Bids to be Addressed to	Senior Administrative Officer (Central Procurement) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104		
Instructions for Online bid Submission	[https://etenders.gov.in/eprocure/app?page=HelpForContractors&service=page]		
Tender Opening Place	On e-procurement portal(s) mentioned above		
Alternate Bids allowed or not	No		
7. Physical submission of Originals/ Self-attested copies of Originals of Scanned Documents uploaded			
Physical documents required/ permitted to be submitted	Yes		
If Yes, List of Documents to be submitted physically	As per Tender Document		
Deadline for physical submission of originals/ self-attested copies of Originals of uploaded scanned documents	As per Tender Document		
Address of Physical Submission of Originals	Senior Administrative Officer (Central Procurement) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104.		
8. Documents relating to Bid Security and Performance Security			
Bid Security and Validity	Bidders are required to submit BID SECURITY DECLARATION CERTIFICATE (attached as FORM 4 to this RFP)	Form of Security and To whom to be addressed	In favour of the "INDIAN INSTITUTE OF MANAGEMENT CALCUTTA" payable at KOLKATA in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque/Bank Guarantee from any Commercial Bank or Private Bank authorized to conduct Government business.
Performance Security and Validity	5% of Contract Value 60 days beyond the date of completion of all contractual obligations including Warranty obligations (if any)		
11. Additional Clauses			
Integrity Pact to be Signed and Submitted along with bid	No	Independent External Monitor, Name and Contact Details	No
Price Variation Clause	No		
Quantity Splitting/ Parallel Orders	N.A.	If Yes, Ratio of Distribution among L-1 and others	N.A.

