

Minutes of Prebid Meeting for Custom Made Medical Insurance for Employees of IIT Palakkad held on 02.09.2025

The pre- bid meeting for the Custom-made medical insurance with Tender no. 2025-26/ 148 took place on 02nd September, 2025, at 02.30 PM. The meeting was conducted in hybrid mode and the details of the attendees are as mentioned below,

Offline Mode: Large Conference Hall, ICSR Block

Representatives from IIT Palakkad

1. Dr. Madhu Karthik M, Dean Administration
2. Dr. Amrita Roy, Faculty Representative
3. Dr. Manu Mohan, Medical Officer
4. Mr. Arun S, Assistant Registrar, Administration
5. Mr. Vinu D, Staff Representative
6. Mr. Midhun P, Junior Assistant (Administration)
7. Mr. Ajay Ram Krishna, Junior Superintendent (Stores and Purchase)

Dr. Arun C O, Ms. Akshaya A and the Assistant Registrar of Finance & Accounts were unable to attend the meeting due to prior commitments.

Representatives from Bidders

8. Mr. Mohammed Rafeek P S- Tata AIG General Insurance Company
9. Mr. S Alex Lawrence- Tata AIG General Insurance Company

Online Mode:

Representatives from IIT Palakkad

1. Ms. Thasnin Harish C M, Assistant Registrar (SS), Stores and Purchase
2. Ms. Geetha A, Superintendent Stores and Purchase)

Representatives from Bidders / Insurance Companies

1. Mr. Vishnu- IFFCO Tokio
2. Ms. Archana- IIFCO Tokio
3. Ms. Trupti Singh- ICICI Lombard
4. Mr. Rahul- United India Insurance, Trivandrum Branch
5. Ms. Mahima- New India Assurance, Palakkad
6. Ms. Anu Krishna- United India Insurance, Palakkad
7. Mr. Salil Rasaika- United India Insurance, Kozhikode

8. Ms. Binitha E-United India Insurance, Kozhikode
9. Ms. Hasina- Star Health
10. Ms. Sangithaa Krishnakumar- New India Assurance, Kalamassery

Mr. Arun S, Assistant Registrar, Administration , welcomed everyone to the meeting, briefed the tender requirements, and informed that the claims dump and employee data will be shared in due course of time.

The following points were discussed:

Discussion Items	Decisions Taken
Possibility of waiving the clause on EMD and BG in the tender.	It was decided that if the bidder submits the IRDAI circular for the same, it shall be considered
Possibility of extending the bid closing date.	An extension until 16.09.2025 may be considered.
Claim MIS in excel and PDF format.	The same may be provided.
Sharing of claims dump ratio, age group and the previous year policy document.	The same may be provided.
Top up policy details	The enrollment for optional top up shall be done after the premiums are finalised. Hence those details can be shared only after finalising the provider.

Please click this [link](#) to access the member data, expiring policy documents, and claim data.

Dean (Admn.) opined that a corrigendum may be published on the website by 04th September 2025, at 04:00 PM, including the details that were requested and have been favorably considered.

All the members agreed and accepted these points.

The meeting ended at 03.00 PM.