**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

(FORMERLY College of Engineering & Technology, Bhubaneswar)

Techno Campus, Mahalaxmi Vihar, Bhubaneswar-751029, Odisha, IBNDIA

Tender Notice No. 1110/OUTR Date: 10.05.2022

**Tender Call Notice**

 Odisha University of Technology and Research (OUTR) Bhubaneswar invites bids for (i) comprehensive student insurance policy for the students admitted in 2022-23 for their entire tenure of study on a long term basis and (ii) the Group Accident Policy for the Employees for one year. The tenderers must possess valid up-to-date GST /income tax clearance etc. The last date of submission of tender is **10.6.2022 (up to 4.30pm)** and will be opened on **11.6.2022 at 11.30am**. The sealed tender will be received **by Speed Post/Registered Post only. No hand delivery or courier is acceptable.** Tender received after the scheduled date and time will not be considered. The authority is not responsible for any postal delay. The authority reserves the right to cancel the bids without assigning any reason thereof. More details are available at our college website **www.*cet.edu.in***.

 Sd/- **OFFICER ON SPECIAL DUTY**

**BID PARTICULARS AND INSTRUCTIONS OF TENDER NOTICE**

**FOR**

1. COMPREHENSIVE STUDENT INSURANCE POLICY FOR THE STUDENTS ADMITTED IN 2022-23 FOR THEIR ENTIRE TENURE OF STUDY ON A LONG TERM BASIS

AND

1. THE GROUP ACCIDENT POLICY FOR THE EMPLOYEES FOR ONE YEAR

**of**

**Odisha University of Technology and Research**

**at**

**Techno Campus, Mahalaxmi Vihar, Bhubaneswar –29**

**TENDER DOCUMENT FOR (I) COMPREHENSIVE STUDENT INSURANCE POLICY FOR THE STUDENTS ADMITTED IN 2022-23 FOR THEIR ENTIRE TENURE OF THE STUDY ON A LONG TERM BASIS AND (II) THE GROUP ACCIDENT POLICY FOR THE EMPLOYEES FOR ONE YEAR**

Odisha University of Technology & Research (OUTR) Bhubaneswar invites bids for (i) comprehensive student insurance policy for the students admitted in 2022-23 (around 1400) for their entire tenure of the study on a long term basis and (ii) the Group Accident Policy for the Employees (~150) for one year. The comprehensive student insurance shall cover as described under **Section D** in **Table -1** (both **Part-A & Part-B)** of the insurance coverage specifications on annual basis as per respective course tenure illustrated in Table-3. The Group Accident Policy for the Employees shall cover as described under **Section D** in **Table -2** of the insurance coverage specifications on annual basis. The tenders responding to this enquiry shall be agreeable to the terms and conditions herein and shall be binding on the successful tender.

1. **About OUTR:**

The Odisha University of Technology and Research, (in short OUTR) Bhubaneswar is an unitary University of Government of Odisha (formerly it was college of Engineering & Technology, Bhubaneswar)

1. **General Information**

Interested bidders are hereby advised to carefully review and submit all relevant information as sought in the Bid document. Details of the objectives, scope of the services, eligibility and qualification criteria, data & documents required to be submitted along with Bid document. Criteria to be adopted for evaluation of the responses for short listing and other information are contained in the Bid document. The Bid document can be downloaded from the University website. The last date and time for submission of proposals by speed post, complete with all the requirement as given in the Bid document.

**C. Important information to the bidders**

|  |  |  |
| --- | --- | --- |
| Date of Clarification or Interactive Session with the interested bidders. (Pre – bid Conference) | : | **18.05.2022** at 11.30 AM at Conference Room 201 OUTR, Bhubaneswar |
| Last date and time receipt of tender at OUTR, Bhubaneswar by Speed Post for submission of tender. | : | **10.06.2022** up to 4.30 PM at OUTR Bhubaneswar  |
| Date, Time , Venue of opening Technical Bid | : | **11.06.2022** at 11.30 AM at Conference Room 201 OUTR , Bhubaneswar |
| Date, Time ,Venue of opening Financial Bid. | : | **20.06.2022** at 11.30 AM at Conference Room 201 of OUTR, Bhubaneswar |
| Bid Processing Fees | : | Rs. 1,000/- in shape of DD in favour of Principal, CET payable at Bhubaneswar which is mandatory |

**D. Nature and Scope of the Schemes:**  The Comprehensive Students Insurance Scheme for the student admitted in 1st semester and the students admitted in the 3rd semester ( Lateral Entry) in the year 2022-23 for their entire years of study and the Group Accident Policy for the Employees of OUTR for one year.

**(i) Details on the Comprehensive Students Insurance Scheme:** To extend financial support to students of OUTR against unforeseen events such as death of parents or self due to accidents, Permanent/partial disability of self or parent, hospitalization of self / loss of laptop/study materials of self etc.

**Table -1**

|  |
| --- |
| **Part-A** |
| **Sl no.** | **Incidence** | **Insurance Coverage** | **Beneficiary** |
| (i) | Death of the student continuing in University due to accident  | 2,00,000/- | Parent of the student concerned |
| (ii) | Accident resulting irrecoverable loss of sight of one eye or loss of use of one limb of the student insured | 1,00,000/- | Student himself  |
| **(iii)** | Accident resulting in grievous injury to any limbs of the student insured | 1,00,000/- | Student himself  |
| (iv) | Accident resulting in total irrecoverable loss of sight of both eyes or loss of use of both limbs of loss of sight of one eye and loss of use of one limb of the insured student | 2,00,000/- | Student himself  |
| (v) | Reimbursement of the cost of hospitalization to the student as an inpatient due to illness/disease/injury. Such cost will include the cost of room rent/ boarding expenses provided by hospital/nursing home expenses, fees of surgeries, doctors, and specialist fees. It will also include OT charges, cost of blood, anaesthesia, oxygen, surgical appliance, medicines, x-ray, dialysis , pacemaker, artificial limbs, artificial organs, cost and all related expenses | 50,000/- | Student himself  |
| (vi) | The student or earning parent / guardian becoming permanent total disabled because of an accident  | 2,00,000/- | Student himself  |
| (vii) | Death of earning parent / guardian ( as per University record ) resulting from injury caused by an accident | 2,00.000/- | Student himself  |
|  | Theft of laptop/study materials of the student | 30,000/- | Student himself  |
| **Part – B**A Buffer stock of Rs. 5,00,00/- ( One Lakh rupees) for each year to be kept as reserve for students to meet the expenses arising out of medical cases and to be sanctioned as per the decision of the competent authority of the University. |

**(ii) Details on the Group Accident Policy for the Employees for one year:** To extend financial support to employees of OUTR against accidents such as death of self or Permanent/partial disability of self or hospitalization of self etc.

**Sum Insured (SI)** – Rs. 5.0 laks per annum.

**Coverage**-(a)Personal accident- 80% of SI;(b)Hospitalization as a result of accident –20% of SI

**Table -2**

|  |
| --- |
| 1. **Description on the Coverage under Personal accident**
 |
| **Coverages**  | **% of SI** |
| Death  | 100 |
| Total & irrecoveaable loss of : Sight of both eyes or of the actual loss by physical seperation of the two entire feet or of one hand and one foot such loss of sight of one eye and such loss of one entire hand or one entire foot | 100 |
| Total and irrecoverable loss: Use of two hands or two feet, or of one hand and one foot or of such loss of sight of one eye and such loss of use of one hand or one foot, without physical separation | 100 |
| Total or irrecoverable loss of : the sight of one eye or loss of use of one hand or one foot | 50 |
| Permanent total and absolute disablement disabling the insured person from engaging in any employment or occupation of any description whatsoever | 100 |
| Disability not less than 40% in aggregate as a result of bodily injury/accident as may be assessed by the attending physician | 40% or more percentage ( but not exceeding 100%) as percentage of such disability |
| 1. **Description on the Reimbursement of Hospitalization expenses following bodily injury caused by and arising out of an accident.**
 | 20% of SI i.e. up to Rs.1.0 lakh |

**E. Bidder’s eligibility criteria.(All mandatory provisions) :**

1. The Bidder should have been registered with IRDA.

2. The Bidder should have a valid IRDA license as on date of submission of Bids for executing insurance business in India.

3. The Bidder should have the minimum solvency ratio of 1.5 as on closing of last financial year. A certificate to this effect given by Chartered Accountant should be submitted with the proposal.

4. The Bidder should have a minimum claim settlement ratio (for Group schemes) of minimum 98% as on 31.03.2021.

 5. The bidder must have a track record of minimum 15 years of operations in insurance business in insurance Business in India as on the last date of submission of Bid Document.

F**. Period of Contract**

1. **Comprehensive student insurance policy for the students:** The period of Contract is for year- wise from the year of admission in 2022-2023 for all registered students in their respective course as mentioned in Table 3 and the same shall be automatically renewed on annual basis for the students during the entire tenure of the course by remitting the Annual premium as agreed in the inception of the policy for the respective students.

**Table-3**

|  |  |  |
| --- | --- | --- |
| **Sl no.** | **Name of Course / Programme** | **Tenure of the course** |
| 1 | B. Tech | 04 years |
| 2 | B.Tech(Lateral Entry) | 03 years |
| 3 | B. Architecture | 05 years |
| 4 | B. Plan | 04 years |
| 5 | M. Tech | 02 years |
| 6 | M. Plan | 02 years |
| 7 | MCA | 02 years |
| 8 | M .Sc. | 02 years |
| 9 | M.Sc (Integrated) | 05 years |

(ii) **Group Accident Policy for the Employees**: The group accident policy will cover to employees of OUTR for one year as decided by the authority.

**G. Procedure for submission of Bid**

This is a two bid system. The Technical Bid, along with requisite documents should be packed in one sealed envelope which should be superscribed as “**Technical bid”**. The Financial Bid should be in another sealed envelope superscribed as ”F**inancial bid”**. These two separate sealed envelopes should be kept in a third single sealed envelope superscribed as “**Tender For Comprehensive Students Insurance For 2022-23 and the Group Accident Policy for the Employees” .**

The Bid should be submitted by Speed post/Regd. Post addressing to “**The Officer on Special Duty, Odisha University of Technology and Research, Bhubaneswar**”  which should reach by the scheduled date and time. The bid received beyond the scheduled date and time will be summarily rejected. The Bidder should mention his exact postal address on all envelopes in order to facilitate return of the bids, if necessary Bids once submitted cannot be withdrawn.

The Financial Bids of the bidders who are found qualified after evaluation of Technical Bids shall be taken into consideration for evaluation.

H. **Rejection of Bids :**

The OUTR reserves the right to reject the Bid if,

* Any of the Bids is incomplete as per the requirement.
* Any condition stated by the Bidder which is not acceptable to the OUTR
* If the tender and any of the terms and conditions stipulated in this document are not acceptable by the authorized representatives of the Bidder.
* Required information is not submitted as per the given format
* Any information submitted by the Bidder is found to be untrue / fake/ false.
* The Bidder does not provide , within the time specified by the OUTR , the supplemental information / clarification sought by the OUTR for evaluation of the Bid .
* The OUTR shall be under no obligation to accept any offer received in response to this Tender and shall be entitled to reject any or all offers without assigning any reason whatsoever.
* The OUTR may abort the entire process at any stage without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for OUTR action.
* The deadline for submission of the proposals is mentioned above. Proposals received after the specified time on the last date shall not be eligible for consideration and shall be summarily rejected.

**J. Self attested documents to be submitted with the Bid.**

i) Copy of PAN.

ii) Copy of Certificate of incorporation and Certificate of Commencement of Business wherever necessary.

iii) Copy of permission/license issued by Insurance Regulatory & Development of India (IRDA)

iv) Copy of Agreement/contract (s) with other organization/University/educational establishments/associations for providing similar service during last two years.

v) Declaration to the effect that the bidder has not been blacklisted by any of the Universities or Examination boards or agencies or any other organizations.

vi) Certificate of Chartered Accountant showing minimum 1.5 solvency ratio as on closing of last three financial years.

vii) Document to the effect that the bidder has a minimum claim settlement ratio (for Group Schemes) of 98% as on 31.03.2022.

viii) EMD in the form of DD amounting to Rs.20,000/- in favour of Principal, CET) payable at Bhubaneswar.

ix) Bid Processing fee in shape of DD of Rs.1,000/-.

x) Copy of update Income Tax Clearance Certificate and GST Clearance Certificate.

xi) Copy of GST Regd. Certificate.

xii) Any other documents as relevant as per Government Rules.

**K. Terms and Conditions.**

1. The Tender should be submitted in this prescribed format only duly signed with seal by the Tender in each page.

2. The documents are required to be signed by the bidder or the authorized representative on behalf of the bidder along with seal of the firm/company and date on each page.

3. The tender is valid for the actual tenure of their study. However, in case of exigency, if the situation so warrants, the University Authority has the right to extend the period as deemed fit.

4. Sealed proposals should be submitted by “**Speed Post/Regd. Post**” addressed to “**The Officer on Special Duty**, **Odisha University of Technology and Research, Techno Campus, Ghatikia, Mahalaxmivihar, Bhubaneswar-751029**” which should reach OUTR by the scheduled date and time.

The Bids received after the due date and time will be summarily rejected. The University will not be liable for postal delay, if any. The University shall not be responsible for accidental opening of the covers that are not properly superscribed and sealed before the time notified for opening of the tenders.

5. The proposals will be opened in the presence of bidders with authorization letters from the respective company/firm at OUTR, Bhubaneswar.

6. It is not binding on the University to accept the lowest bid of the tender.

7. The bidder must not have been blacklisted earlier by any of the Universities or Examination Boards or agencies or any other organizations (Declaration to this effect to be furnished).

8. The authority of OUTR reserves the right either to accept or to reject the bid wholly or partially without assigning any reason and the decision of the authority of OUTR, Bhubaneswar will be final in this regard.

9. The Premium should be quoted in prescribed format of Financial Bid. Premium quoted shall always be both in the figures and words. Special provision/benefit whatsoever if any, in respect of Government educational establishment(s) be clearly spelt out in the bid itself. No revision of price or hidden conditions are allowed once the bid is opened.

10. Agency having proven back record in discharging similar association with high volume of student coverage in University /Educational Establishments would be preferred.

11. The agency having office at Bhubaneswar shall be preferred.

12. The agency shall have to furnish the other benefits provided as CSR beyond the coverage.

13. The exemption of EMD may be considered upon submission of necessary documents by the bidder.

14. The EMD of the unsuccessful bidders shall be returned as such after the successful bidder enters into contract with the University.

15. The EMD of the successful bidder will be kept as Security Deposit & shall be returned after successful completion of the contract period.

16. The bidder or its authorized official must have to submit authorization letter while participating in the bidding process.

17. Any dispute shall be subject to the jurisdictions of Courts and Hon’ble High Court of Odisha.

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, BHUBANESWAR.**

TENDER DOCUMENTS FOR (I) THE COMPREHENSIVE STUDENT INSURANCE POLICY FOR THE STUDENTS ADMITTED IN 2022-23 FOR THEIR ENTIRE TENURE OF STUDY ON A LONG TERM BASIS AND (II) THE GROUP ACCIDENT POLICY FOR THE EMPLOYEES FOR ONE YEAR

Tender Notice No. date

**FORMAT FOR TECHNICAL BID**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Name and address of the Agency/Firm/Company | : |  |
| 2. | Category-Company/Partnership/Proprietorship | : |  |
| 3. | Contact No.Telephone No./Mobile No./email.id | : |   |
| 4. | Name of the Managing Director/ Managing Partner/Proprietor etc. | : |  |
| 5. | Valid Registration No. of the Agency/Firm/Company etc. | : |  |
| 6. | Permanent Account No.(PAN) | : |  |
| 7. | Valid IRDA License No. | : |  |
| 8. | GST Registration No. | : |  |
| 9. | Month & Year of Commencement of Business | : |  |
| 10. | No. of Branches | : |  |
| 11. | Market Share | : |  |
| 12. | Solvency Ratio as on 31st March 2022 | : |  |
| 13. | Claim Settlement Ratio as on 31st March 2022 | : |  |
| 14. | Profit after Tax as on 31st March | : |  |
| 15. | Details of Bid Processing fee (Rs.1000/-) | : | DD No. Date Bank Amount |
| 16. | Details of EMD (Rs.20000/-) |  | DD No. Date Bank Amount |

17. **Details of Experience**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Name and address of the client organisation | Type of services provided | Period of Contract From To | Amount of Contract (in Rs.) |
|  |  |  |  |  |

 Date: (Signature of the Bidder with seal)

Place:

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, BHUBANESWAR**

**Tender Notice No. Date:**

TENDER DOCUMENT FOR (I) THE COMPREHENSIVE STUDENT INSURANCE POLICY FOR THE STUDENTS ADMITTED IN 2022-23 FOR THEIR ENTIRE TENURE OF STUDY ON A LONG TERM BASIS AND (II) THE GROUP ACCIDENT POLICY FOR THE EMPLOYEES FOR ONE YEAR

**FORMAT FOR FINANCIAL BID**

DETAIL INFORMATION

(To be filled by the Bidder)

1. Name and address of the Company
2. Name of the Managing Director/Branch Head
3. Registration No.
4. Comprehensive student insurance policy

|  |  |
| --- | --- |
| Scheme | Rate of premium (in Rs.) per student per year including tax and other statutory liabilities |
| The comprehensive student insurance policy: Insurance Coverage Specification described in Section D under Table 1 (Part – A& B) and tenure in Table 3. |  |

1. Group Accident Policy for the Employees

|  |  |
| --- | --- |
| Scheme | Rate of premium (in Rs.) per employee per year including tax and other statutory liabilities |
| The group accident policy for the employees of OUTR: Insurance Coverage Specification described in Section D under Table 2.  |  |

\*The rate of premium quoted both in figure and words should be the same in case of difference , the rate quoted in words will be taken into consideration. No overwriting is allowed.

 Date: (Signature of the Bidder with seal)

Place:

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, BHUBANESWAR**

Tender Notice No. Date:

TENDER DOCUMENT FOR (I)THE COMPREHENSIVE STUDENT INSURANCE POLICY FOR THE STUDENTS ADMITTED IN 2022-23 FOR THEIR ENTIRE TENURE OF STUDY ON A LONG TERM BASIS AND (II) THE GROUP ACCIDENT POLICY FOR THE EMPLOYEES FOR ONE YEAR

**UNDERTAKING**

This is certified that my/our firm/agency/company has never been blacklisted by any of the Government or other Organization and no criminal case pending against the said firm/agency/company.

Place Name of the Tenderer

Date: Name of the signatory

 Signature

 Seal