

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA  
ROURKELA**

**NO. BPUT/RKL/24767/17**

**Dated : 23/12/2017**

**Expression of Interest for Coverage of Insurance  
under Students' Welfare Scheme**

The Biju Patnaik University of Technology, Odisha a State Government owned University has around 150 colleges under it and total of one lakh student strength approximately and desires to provide financial support to its students to be enrolled in the academic year 2018-19 in different colleges, in case of death of their father/financing guardian through reputed insurance company out of the contributory Welfare Fund. Expression of Interest is invited from interested nationalized Insurance Companies through prescribed format available in the website of BPUT i.e., [www.bput.ac.in](http://www.bput.ac.in). The last date and time of receiving of EOI is 31/01/2018 up to 02.00 PM. The terms and conditions and other details are available on the University website ([www.bput.ac.in](http://www.bput.ac.in)). The authority reserves the right to extend the date, accept or reject any or all tenders without assigning any reason thereof. However before submitting the tenders, the tenderers may at their own expenses attend an interactive / clarification session to be organized by BPUT on 15.01.2018 at 11.00 AM at University Campus at Rourkela.

Click on link given below to download documents:

[Detailed Notice EOI for Student Insurance in word format](#)  
[Annexure 'A' Fee Structure for Different Batches as Notified](#)  
[Annexure 'B' Admission List 2017-18](#)  
[Annexure 'C' List of Colleges under BPUT](#)

Sd/-  
**REGISTRAR**

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA**  
Chhend, Rourkela, Odisha-769015

**Expression of Interest for Coverage of Insurance under Students' Welfare Scheme**

Notice No. BPUT / RKL /24767 / 17

Dated: 23 / 12 / 2017

Biju Patnaik University of Technology invites Expression of Interest for "Students' Welfare Scheme" for the academic session 2018-19 to cover approximately 35000 students. The insurance shall cover death of the student's father/financing guardian. The bidders responding to this enquiry shall be agreeable to the terms and condition herein and shall be binding on the successful bidder.

**A. About BPUT**

The Biju Patnaik University of Technology, Odisha is an affiliating Technical University of Government of Odisha. It has more than 150 colleges (Engineering, Pharmacy, MBA, MCA, Computer Application, Architecture etc.) covering the entire state of Odisha.

**B. General Information**

Interested bidders are hereby advised to carefully review and submit all relevant information as sought in the EOI. Details of the objectives, scope of the services, eligibility and qualification criteria, data & documents required to be submitted along with EOI, criteria that would be adopted for evaluation of the responses for short listing and other information is contained in the EOI document. The EOI document can be downloaded from the University website [www.bput.ac.in](http://www.bput.ac.in). The last date and time for submission of proposals, complete with all the requirements as given in the EOI document, is 14:00 hours on 31/01/2018.

**C. Important information to the bidders**

Date of Clarification or Interactive Session with the interested bidders. (Pre-bid Conference)	:	15.01.2018 at 11.00 AM
Last date and time for submission of tender.	:	31/01/2018 up to 02.00 pm
Date, Time, Venue of opening Technical Bid	:	31/01/2018 at 04.00 pm at Board Room of BPUT, Chhend, Rourkela
Date, Time, Venue of opening Financial Bid	:	05/02/2018 at 04.00 pm at Board Room of BPUT, Chhend, Rourkela
EMD-cum security Deposit(Refundable without interest)	:	Rs.50,000/- in shape of DD in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela
EOI Cost (Non Refundable)	:	Rs. 1,000/- in shape of DD in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela.

**D. Nature and Scope of the Scheme**

The name of the scheme is "Students' Welfare Scheme". The company which will enter into contract with the University will be required to render financial support to the students of BPUT enrolled in the academic year 2018-19 in case of death of their father/financing guardian during their usual tenure of study in respective programmes. The insurance shall cover the parent's life to the extent of tuition fee of the college and other study expenses of

the student as applicable for the remaining years of course. The bidders are required to go through the fee structure applicable in case of respective colleges under BPUT as decided by the Committee constituted for the purpose by the Government of Odisha and as amended from time to time. The notification of the Government to this effect currently in force, is attached with this advertisement.(Annexure 'A'). The admission list of 2017-18 is attached at Annexure-'B'. The list of colleges under BPUT is attached at Annexure 'C'.

**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 EOI for executing insurance business in India
3. The bidder should have the minimum solvency ratio of 2.0 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 31.03.2017
5. The bidder must have a track record of minimum 15 years of operations in insurance Business in India as on the last date of submission of EOI.

**F. Period of Contract**

The Period of Contract is as per the programme mentioned below for the students taking admission during the academic year 2018-19

Sl. No.	Programme under BPUT	Tenure in years
1	B. Tech	04
2	B. Tech (LE)	03
3	M. Tech	02
4	B. Pharm	04
5	B. Pharm (LE)	03
6	M. Pharm	02
7	B. Arch	05
8	M. Arch	02
9	M. Arch (Part Time)	03
10	B. Plan	04
11	M. Plan	02
12	MBA	02
13	MBA (Integrated)	05
14	MBA (Part time)	03
15	MCA	03
16	MCA (LE)	02
17	M.Sc.	02
18	M.Sc. (Integrated)	05

**G. Procedure for submission of EOI**

This is a two bid system. The Technical Bid along with requisite documents should be packed in one sealed envelope which should be super scribed as **“Technical Bid”**. The Financial Bid should be in another sealed

envelope super scribed as **“Financial Bid”**. These two separate sealed envelopes should be kept in a third single sealed envelope superscribed as **“Expression of Interest for Students’ Welfare Scheme of BPUT”**

The EOI should be submitted by Speed or Regd. Post addressing to **“ The Registrar, Biju Patnaik University Of Technology, Odisha, Chhend, Rourkela-769015”** which should reach by the scheduled date and time. EOI 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.

#### **H. Clarification and Amendment of EOI Documents:**

Bifore submitting the bids, the Bidder may request a clarification on any clause of the EOI documents up to 15/01/2018. Any request for clarification must be sent through mail to the id [registrar@bput.ac.in](mailto:registrar@bput.ac.in). Also the University will convey an interaction session on 15/01/2018 at 11.30 at BPUT Rourkela Campus at Chhend with all the intending bidders.

If the University deems it necessary, it will amend the EOI as a result of a clarification. At any time before the submission of Proposals, the university may amend the EOI by issuing an addendum and hosting it in the BPUT website [www.bput.ac.in](http://www.bput.ac.in). The addendum will be binding on all the bidders.

#### **I. Rejection of Bids:**

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

The BPUT reserves the right to reject the Bid if,

- any of the Bids is incomplete as per the EOI requirements.
- Any condition stated by the Bidder which is not acceptable to the BPUT.
- If the EOI and any of the terms and conditions stipulated in this document are not accepted by the authorized representatives of the Bidder
- Required information is not submitted as per the format given
- Any information submitted by the Bidder is found to be untrue / fake / false
- The Bidder does not provide, within the time specified by the BPUT, the supplemental information / clarification sought by the BPUT for evaluation of the Bid.
- The BPUT shall be under no obligation to accept any offer received in response to this EOI and shall be entitled to reject any or all offers without assigning any reason whatsoever.
- The BPUT 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 BPUT 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 Authority of India (IRDA)
- iv) Copy of Agreement/contract (s) with other organizations/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 from Chartered Accountant showing minimum 2.0 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 31.03.2017
- viii) EMD DD of Rs.50,000/-
- ix) EOI cost DD of rs.1,000/-
- x) Copy of update Income tax Clearance Certificate and Service tax Clearance Certificate
- xi) Copy of GST Regn. Certificate
- xii) Any other document as relevant as per Government Rules.

## **K. Terms and Conditions**

1. The EOI should be submitted in this prescribed format only.
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. Sealed proposals should be submitted by "regd./speed post" addressed to "The Registrar, Biju Patnaik University of Technology, Odisha, Chhend, Rourkela - 769015", which should reach BPUT 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. No hand delivery shall be entertained. The University shall not be responsible for accidental opening of the covers that are not properly super scribed and sealed before the time notified for opening of the tenders.
4. The proposals will be opened in the presence of bidders with authorization letters from the respective company/firm at BPUT, Odisha, Chhend, Rourkela-769015.
5. It is not binding on the University to accept the lowest bid of the tender.
6. 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).
7. The Vice Chancellor, Biju Patnaik University of Technology, Odisha, Rourkela has the power either to accept or to reject the bid wholly or partially without assigning any reason and the decision of the Vice Chancellor, BPUT, Odisha will be final in this regard.
8. The Premium should be quoted in prescribed format of Financial Bid keeping in view of respective fees to be insured based on the clause 'D' of the bid document. 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 is allowed once the bid is opened.
9. Agency having proven track record in discharging similar association with high volume of student coverage in University / Educational Establishments would be preferred.
10. The EMD-cum Security Deposit of the unsuccessful bidders shall be returned as such after the successful bidder enters into contract with the University
11. The EMD-cum-Security Deposit of the successful bidder shall be returned after successful completion of the contract period.

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**TECHNICAL BID**

1	Name and address of the Agency/Firm/Company	:	
2	Category - Company/Partnership/Proprietorship	:	
3	Contract No. Telephone No./Mobile No./email id etc.	:	
4	Name of the Managing Director/Managing Partner/Proprietor	:	
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 on 31 <sup>st</sup> March 2017	:	
13	Claim Settlement Ratio	:	
14	Profit after Tax as on 31 <sup>st</sup> March 2017	:	
15	Details of EOI Cost	:	DD No.      Date      Bank      Amount
16	Details Of EMD	:	DD No.      Date      Bank      Amount

**17. Details of Experience**

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

Date:

(Signature of the Bidder with seal)

Place:

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**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.

(To be filled by the Bidder)

Scheme	Rate of premium (in Rs.) per student including tax & other statutory liabilities.
Students' Welfare Scheme	*Rs. .... (Rupees.....)

\*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: