



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

Tender Notice No. BPUT/Tender/18/3437

Dated: 13.07.2018

TENDER DOCUMENT FOR COMPREHENSIVE STUDENT INSURANCE

The BPUT, Odisha desires to continue Comprehensive Insurance coverage for around 100000 (Approx) students for the academic session 2018-19. The Insurance shall cover accident and hospitalization etc, the detail of which is available at BPUT website www.bput.ac.in The interested Insurance Companies may respond quoting their comprehensive premium in the prescribed format available in the website. The last date and time of receiving sealed tender by Hand or Speed Post is **28/07/2018 up to 03.00 PM**. The tender received beyond the due date and time shall be rejected summarily.

Sd/-

REGISTRAR I/C



BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA ROURKELA

Tender Notice No. BPUT/Tender/18/3437

Dated: 13.07.2018

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Biju Patnaik University of Technology invites tenders for comprehensive student insurance policy for the academic session 2018-19 to cover approximately 100000 (One Lakh) students. The insurance shall cover accidents, hospitalization etc. The tenderers responding to this enquiry shall be agreeable to the terms and condition herein and shall be binding on the successful tenderer.

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 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 that would be adopted for evaluation of the responses for short listing and other information is contained in the Bid document. The Bid document can be downloaded from the University website www.bput.ac.in. The last date and time for submission of proposals by hand or speed post, complete with all the requirements as given in the Bid document, is 15:00 hours on 28/07/2018.

C. Important information to the bidders

Date of Clarification or Interactive Session with the interested bidders. (Pre-bid Conference)	:	24/07/2018 at 11.30 AM
Last date and time for submission of tender.	:	28/07/2018 up to 03.00 pm
Date, Time, Venue of opening Technical Bid	:	30/07/2018 at 11.30 am at Board Room of BPUT, Chhend, Rourkela
Date, Time, Venue of opening Financial Bid	:	30/07/2018 at 03.00 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
Tender 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: (Comprehensive Student Insurance Scheme for the year 2018-19).

Purpose of the insurance scheme: To extend financial support to students of BPUT against unforeseen events such as death of parents or self due to accident, permanent/partial disability of self or parent, hospitalization of self, loss of laptop/study materials of self etc.

-: Insurance Coverage Specification:-

Part-A:

Sl no.	Incidence	Coverage Amt. (Rs.)	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 (through college)
(iii)	Accident resulting in grievous injury to any limbs of the student insured	1,00,000/-	Student himself (through college)
(iv)	Accident resulting in total irrecoverable loss of sight of both eyes or loss of use of both limbs or loss of sight of one eye and loss of use of one limb of the insured student	2,00,000/-	Student himself (through college)
(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, anesthesia, oxygen, surgical appliance, medicines, x-ray, any testing fees, the cost of chemotherapy, dialysis, pacemaker, artificial limbs, artificial organs, cost and all related expenses	50,000/-	Student himself (through college)
(vi)	The student or earning parent / guardian becoming permanent total disabled because of an accident	2,00,000/-	Student himself (through college)
(vii)	Death of earning parent/ guardian (as per University record)resulting from injury caused by an accident	2,00,000/-	Student himself (through college)
(viii)	Theft of laptop/study materials of the student	30,000/-	Student himself (through college)

Part-B:

A Buffer stock of Rs. 10,00,000/- (Ten Lakh rupees) only to be kept as reserve for students to meet the expenses arising out of extreme medical cases and to be sanctioned as per the decision of the competent authority of the University.

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 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 31.03.2018.
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 Bid Document.

F. Period of Contract

The Period of Contract is for One Year (Academic Session 2018-19) for all enrolled students.

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 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 **"Tender for Comprehensive Students Insurance"**.

The Bid should be submitted by Hand or Speed Post addressing to **" The Registrar, Biju Patnaik University Of Technology, Odisha, Chhend, Rourkela-769015"** 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.

H. 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 requirements.
- Any condition stated by the Bidder which is not acceptable to the BPUT.
- If the tender 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 Tender 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 31.03.2018
- viii) EMD DD of Rs.50,000/-
- ix) Tender 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 Tender 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. The tender is valid for **one year**. However, in case of exigency, if the situation so warrants, the university authority reserve the right to extend the period as deemed fit.
4. Sealed proposals should be submitted by "hand delivery (at the diary section of BPUT) / 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. 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.
5. The proposals will be opened in the presence of bidders with authorization letters from the respective company/firm at BPUT, Odisha, Chhend, Rourkela-769015.
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 Vice Chancellor, Biju Patnaik University of Technology, Odisha, Rourkela reserves the right 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.
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 is allowed once the bid is opened.

10. Agency having proven track record in discharging similar association with high volume of student coverage in University / Educational Establishments would be preferred.
11. The agency shall furnish the other benefits if any, provided as CSR beyond the coverage as indicated below.
12. Any dispute shall be subject to the jurisdictions of Courts and Hon'ble High Court of Odisha.
13. The EMD of the unsuccessful bidders shall be returned as such after the successful bidder enters into contract with the University.
14. The EMD of the successful bidder will be kept as Security Deposit & shall be returned after successful completion of the contract period.

Sd/-
REGISTRAR I/C

BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA

Chhend, Rourkela, Odisha-769015

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Dated: 13.07.2018

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FORMAT FOR 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 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 on 31 st March 2018	:	
13	Claim Settlement Ratio	:	
14	Profit after Tax as on 31 st March 2018	:	
15	Details of Tender 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:

BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA

Chhend, Rourkela, Odisha-769015

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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.

(To be filled by the Bidder)

Scheme	Rate of premium (in Rs.) per student including tax & other statutory liabilities.
Insurance Coverage Specification Part- A & B	*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:

BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA

Rourkela.

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: