

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

Tender Notice No. BPUT/ CS&P/49/20/2341

Date: 09.07.2020

TENDER DOCUMENT FOR COMPREHENSIVE STUDENT INSURANCE

The BPUT, Odisha invites tenders for Comprehensive Students Insurance policy for the academic session 2020-21, 2021-22 & 2022-23. 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 Speed Post/ Registered Post/ Courier addressing to **"The Registrar, Biju Patnaik University of Technology, Odisha, Rourkela -769015"** on or before **30.07.2020 by 05.00 PM**. The incomplete tender or tenders received beyond the due date and time shall be summarily rejected.

**Sd/-
REGISTRAR**



BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA ROURKELA

Tender Notice No. BPUT/CS&P/49/20/

Dated: 09.07.2020

TENDER DOCUMENT FOR COMPREHENSIVE STUDENT INSURANCE

Biju Patnaik University of Technology invites tenders for comprehensive student insurance policy for the academic session 2020-21 to cover approximately 43000 (Forty three thousand) students (for the academic session 2021-22 approximately 14000 students and for the academic session 2022-23 approximately 300 students). The insurance shall cover accidents, hospitalization etc as mentioned at Table 2 (Part-A & Part-B). 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, Applied Sciences, 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 & 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 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 speed post/ registered post/ courier (due to pandemic of COVID-19), complete with all the requirements as given in the Bid document.

C. Important information to the bidders

Table -1

Date of Clarification or Interactive Session with the interested bidders. (Pre-bid Conference)	:	14.07.2020 at 11.00 AM
Last date and time for submission of tender.	:	30.07.2020 up to 5.00 PM
Date, Time, Venue of opening Technical Bid	:	31.07.2020 at 11.30 AM at Board Room of BPUT, Chhend, Rourkela

(Seal)

Date

Full Signature of the Bidder

Handwritten signatures and initials are present below the table, corresponding to the Seal, Date, and Full Signature of the Bidder columns.

Date, Time, Venue of opening Financial Bid	:	31.07.2020 at 3.30 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
Bid Processing Fee (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 2020-21 for the students of 3rd, 4th & 5th year and student who will continue their studies for 2021-22 and 2022-23 session.

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:

Table -2

SI 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)

(Seal)

Date

Full Signature of the Bidder





(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 per year 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 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 31.03.2020.
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.
6. **The bidder should have branch office at Rourkela.**

F. Period of Contract

The Period of Contract is for year-wise for the Academic Session 2020-21 for all enrolled students in 3rd, 4th & 5th year and the students who will continue their studies for 2021-22 and 2022-23 session. The premium will be paid annually.

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 Speed Post/ Registered post/ Courier 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

(Seal)

Date

Full Signature of the Bidder






should mention his exact postal address, phone number, e-mail id 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 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 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.
- The bidder has bad track record in extending proper services to the University earlier.

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 1.5 solvency ratio as on closing of last three financial years.

(Seal)

Date

Full Signature of the Bidder



- vii) Document to the effect that the bidder has a minimum claim settlement ratio (for Group schemes) of 98% as on 31.03.2020
- viii) EMD DD of Rs.50,000/-
- ix) Bid Processing fee 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.

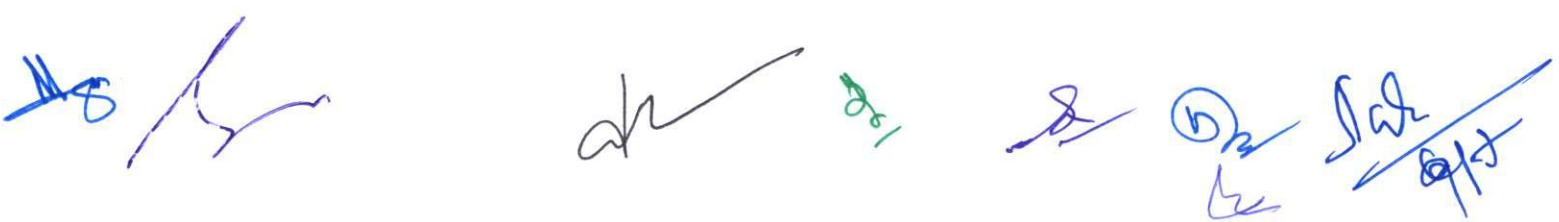
K. Terms and Conditions

1. The Tender should be submitted in this prescribed format only duly signed with seal by the Tenderer 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 actual tenure of study i.e 2020-21, 2021-22, 2022-23 for the concerned group of students. 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 Speed post/ Registered post/ Courier (due to pandemic of COVID-19) 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.
6. The proposals will be opened in the presence of bidders with authorization letters from the respective company/firm at BPUT, Odisha, Chhend, Rourkela-769015.
7. It is not binding on the University to accept the lowest bid of the tender.
8. 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).
9. 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.
10. 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

(Seal)

Date

Full Signature of the Bidder

The bottom of the page contains several handwritten signatures and stamps. On the left, there is a blue ink signature. In the center, there is a green ink signature. To the right of the green signature, there is a blue ink signature. Further right, there is a blue ink signature with a circular stamp over it. On the far right, there is a blue ink signature with a date '9/12' written below it.

establishment (s) be clearly spelt out in the bid itself. No revision of price or hidden conditions is allowed once the bid is opened.

11. Agency having proven track record in discharging similar association with high volume of student coverage in University / Educational Establishments would 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.
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.

REGISTRAR

(Seal)

Date

Full Signature of the Bidder



001



Jul 4/13

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

Tender Notice No. BPUT/CS&P/49/20/

Dated:

TENDER DOCUMENT FOR COMPREHENSIVE STUDENT INSURANCE

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 2020	:	
13	Claim Settlement Ratio	:	
14	Profit after Tax as on 31 st March 2020 (as per availability)	:	
15	Details of Bid Processing fee	:	DD No. Amount Date Bank
16	Details of EMD	:	DD No. Amount Date Bank

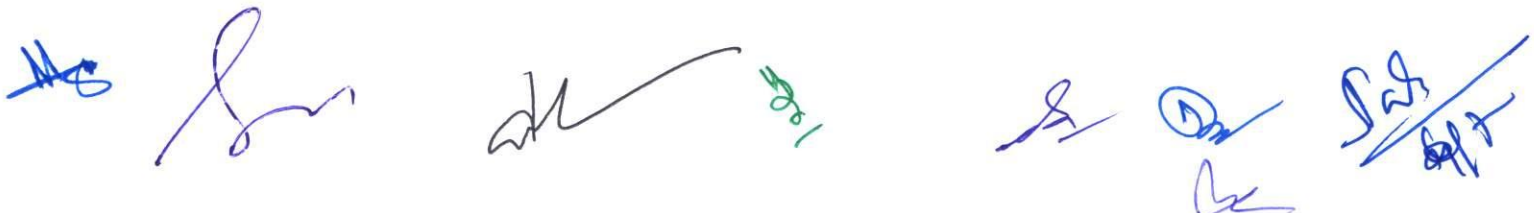
17. Details of Experience

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

(Seal)

Date

Full Signature of the Bidder

The bottom of the page contains several handwritten signatures in blue ink. There are also some green and blue circular stamps or marks interspersed among the signatures.

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

Tender Notice No. BPUT/CS&P/49/20/

Dated:

TENDER DOCUMENT FOR COMPREHENSIVE STUDENT INSURANCE

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 per year including tax & other statutory liabilities.
Insurance	Coverage	Specification	*Rs.
Part- A & B			(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:

(Seal)

Date

Full Signature of the Bidder



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.

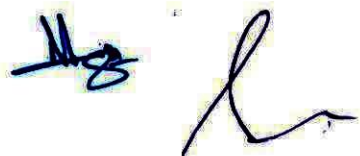
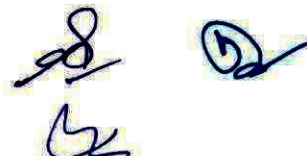
Place
Date:

Name of the Tenderer
Name of the Signatory Signature:
Seal:

(Seal)

Date

Full Signature of the Bidder

Handwritten signature and seal in blue ink.Handwritten signature in blue ink.Handwritten signature in blue ink.Handwritten signature in blue ink.