



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH  
GHATIKIA, MAHALAXMI VIHAR, BHUBANESWAR-751 029**

**Bid No. OUTR/AC-Insurance/2025-26/15**

**Date: 23/07/2025**

**TENDER DOCUMENT  
ON  
E-TENDER BASIS  
FOR**

**COMPREHENSIVE STUDENT INSURANCE POLICY FOR THE  
STUDENTS OF OUTR, BHUBANESWAR ADMITTED IN 2025-26  
ACADEMIC SESSION FOR THEIR ENTIRE TENURE OF STUDY ON A  
LONG TERM BASIS**



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH (OUTR)**

**Techno Campus, Ghatikia,  
BHUBANESWAR – 751 029, ODISHA**

**[www.outr.ac.in](http://www.outr.ac.in)**

## **NOTICE INVITING TENDER**

Odisha University of Technology and Research (OUTR), Bhubaneswar invites online tenders through e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> from the Nationalized General Insurance Companies for the Comprehensive Student Insurance Policy for the students admitted during 2025-26 for their entire tenure of the study on a long term basis. Interested eligible Bidders may obtain detail information and terms and conditions from the website of the University [www.outr.ac.in](http://www.outr.ac.in) and e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in>.

### **1. Critical Information**

1.1 Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Sl. No.	Information	Details
1	Tender Name and Date	OUTR/AC-Insurance/2025-26/15 Date: 23/07/2025
2	Period during which tender document will be available on website <a href="http://www.outr.ac.in">www.outr.ac.in</a> and <a href="https://tendersodisha.gov.in">https://tendersodisha.gov.in</a>	24/07/2025, 06:00 PM to 18/08/2025, 06:00 PM
3	Tender Fee (Non-Refundable)	Rs.1,000/- (Rupees One Thousand only). Demand Draft to be drawn in favour of <b>“Odisha University of Technology and Research, Bhubaneswar”</b> drawn on any Scheduled Bank payable at <b>Bhubaneswar</b> .
4	Bid Security (EMD)	NIL
5	Type of Bid	Two Bid; Cover-I: Technical Bid and Cover-II: Price Bid as per the format
6	Date of Publishing	24/07/2025. at 06:00 PM
7	Document downloaded start date	25/07/2025 from 10:00 AM
8	Last Date & Time for uploading of tender	18/08/2025 up to 06:00 PM
9	Date & Time of Opening of Technical Bid	19/08/2025 at 11:00 AM

10	Date & Time of Opening of Financial Bid	To be intimated through e-tender portal later/e-mail to the technically qualified bidders.
11	Pre-Bid Meeting	06/08/2025 at <b>11:30 AM</b> in the Room No. B-210, OTR, Bhubaneswar
12	Validity of Bid	120 days from the date of opening of Bid
13	For any technical query, please contact	Prof. A. N. Acharya Dean, Academic Affairs E-mail ID: <a href="mailto:deanacademicaaffairs@otr.ac.in">deanacademicaaffairs@otr.ac.in</a> Mobile: +91 94372 73851
14	DD towards Tender document fee should be sent to addressing	<b>The Registrar, Odisha University of Technology and Research, Techno Campus, Ghatikia, Bhubaneswar – 751 029</b>

- 1.2 Please refer eProcurement Tender Odisha system generated DATE SHEET for Tender ID and Critical Dates.
- 1.3 The Tender document and details of terms and conditions can be downloaded from our website [www.outr.ac.in](http://www.outr.ac.in) and <https://tendersodisha.gov.in>.
- 1.4 The Bidders may submit their bid only through uploading in the eProcurement Tenders Odisha Portal <https://tendersodisha.gov.in>. No bids received by post or by hand or by FAX/E-mail would be considered for evaluation.
- 1.5 The Purchaser may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

## **2. Instructions for Online Bid Submission**

- 2.1 The bidders are required to submit soft copies of their bids electronically on the eProcurement Tenders Odisha Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the eProcurement Tenders Odisha Portal, prepare their bids in accordance with the requirements and submitting their bids online on the eProcurement Tenders Odisha Portal.
- 2.2 More information useful for submitting online bids on the eProcurement Tenders Odisha Portal may be obtained at: <https://tendersodisha.gov.in>.

### **2.3 Registration**

- 2.3.1 Bidders are required to enroll on the eProcurement module of the Government of Odisha eProcurement Portal (URL: <https://tendersodisha.gov.in>) by clicking on the link "Online Bidder Enrolment". Enrolment on the eProcurement Portal is free of charge.
- 2.3.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 2.3.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the Government of Odisha eProcurement Portal.

- 2.3.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class-III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 2.3.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 2.3.6 Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/eToken.

## **2.4 Searching for Tender Documents**

- 2.4.1 There are various search options built in the eProcurement Odisha Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the eProcurement Odisha Portal.
- 2.4.2 Once the bidders have selected the tenders they are interested in, they may be downloaded the required documents/tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the eProcurement Odisha Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- 2.4.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

## **2.5 Preparation of Bids**

- 2.5.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2.5.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 2.5.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 2.5.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
- Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

## 2.6 Submission of Bids

- 2.6.1 Bids shall be submitted online only at eProcurement Portal: <https://tendersodisha.gov.in>.
- 2.6.2 Bidders should log into the site well in advance for bid submission so that they can upload the bid in time, i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 2.6.3 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 2.6.4 Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the instrument.
- 2.6.5 Bidder should prepare the Tender Cost as per the instructions specified in the tender document. The original should be posted/couriered to **The Registrar, Odisha University of Technology and Research, Techno Campus, Ghatikia, Bhubaneswar – 751 029**, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.
- 2.6.6 The bidders shall be downloading the pre-bid clarification if any for the service and upload the same (scanned copy) duly signed and sealed. The revised documents (if any) shall be uploaded in e-tender portal.
- 2.6.7 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 2.6.8 The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 2.6.9 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the

secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.10 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.11 Upon the successful and timely submission of bids (i.e., after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

2.6.12 Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

2.6.13 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **2.7 Assistance to Bidders**

2.7.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2.7.2 Any queries relating to the process of online bid submission or queries relating to eProcurement module of the Government of Odisha eProcurement Portal (URL: <https://tendersodisha.gov.in>) in general may be directed to the 24x7 eProcurement Portal Helpdesk.

2.7.3 Tenderer are advised to follow the instructions provided in the “Instructions to the Tenderer for the submission of the bids online through eProcurement Portal (URL: <https://tendersodisha.gov.in>).

**Note:** At any time before the deadline for submission of proposals, the University reserve the right to add/modify/delete any portion of this



document by the issuance of a Corrigendum, which will be published on the website and will also be made available to the all the Bidders. The corrigendum shall be binding on all the bidders and will form part of the bid documents.

### **3. Price Bid**

Schedule of price bid would appear in the form of BoQ\_XXXX.xls.

3.1 The Financial Proposal/Commercial Bid/BoQ format is provided as BoQ\_XXXX.xls alongwith this tender document at the e-tender portal with the concerned tender. Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business.

Bidder must ensure to quote rate for the item as required. The column meant for quoting rate in figures/percentages appears in SKY BLUE colour. While selecting any of the cells a warning appears to mandatorily fill all such cells with any value, including "0" (ZERO) or specified values.

**Note:** Prospective agencies shall satisfy themselves of fulfilling all the NIT criteria before submission of tender. Authority of the University reserves the right of non-consideration of tender of the agencies not fulfilling the stipulated criteria.

### **INSTRUCTIONS**

The tender is to be submitted electronically in two separate **Cover No. 1 (Cover-A)** and **Cover No. 2 (Cover-B)** and contents as indicated below:

1. Bidders must submit their digitally signed bids in first Cover contains the following documents:

**A. Cover-1**

Shall contain the scan copy and uploaded of DD for Tender document fees, Qualification documents alongwith the tender document duly filled up and signed by the Bidding Firm on each page after affixing rubber stamp of the Firm/Agency.

Qualification Documents:

Such as:

1. Copy of PAN.
2. Copy of Certificate of incorporation and Certificate of Commencement of Business wherever necessary.
3. Copy of permission/license issued by Insurance Regulatory & Development Authority of India (IRDA).
4. Copy of Agreement/Contract(s) with other Organization/University/Educational Establishments/Associations for providing similar service during last two years.
5. 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.
6. Certificate of Chartered Accountant showing minimum 1.5 solvency ratio as on closing of last three financial years.
7. Documents to the effect that the bidder has a minimum claim settlement ratio (for Group Scheme) of 98% as on 31.03.2025.
8. Tender Paper cost in shape of DD of Rs.1,000/-.
9. Copy of update Income Tax Clearance Certificate and GST Clearance Certificate.
10. Copy of GST Regd. Certificate.
11. Any other documents as relevant as per Government Rules.

**B. Cover-2**

Price Bid (Cover-2 in BoQ MS-Excel format)

The offer must be submitted in Two Bid – Two Cover only though uploading in the eProcurement Portal (URL: <https://tendersodisha.gov.in>), before the last date & time for bid submission.

### **CONTENTS OF TENDER DOCUMENTS**

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## **A. About OUTR**

The Odisha University of Technology and Research (in short OUTR), Bhubaneswar is a Unitary University of Government of Odisha (formerly it was College of Engineering & Technology, Bhubaneswar).

## **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 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 ([www.outr.ac.in](http://www.outr.ac.in))/eProcurement Portal <https://tendersodisha.gov.in>. The last date and time for submission of proposals through e procurement Portal <https://tendersodisha.gov.in> with the entire requirement as given in the Bid document.

## **C. Eligibility of Bidders:**

### **Eligibility** (All mandatory provisions)

1. The Bidder should have been registered with IRDA (Insurance Regulatory and Development Authority of India) and a Nationalized General Insurance Company.
2. The Bidder should have a valid IRDA license as on date of submission of Bids for executing insurance business in India.

3. **Experience** : The Insurance Company must have at least two years of experience (within last five years) in providing Medical insurance in major centrally/state government funded Educational Institutions/IITs /NITs /IIMs /IISERs and Central/State Universities/organizations etc. Major Institutions here means having a minimum of 1500 insured persons or more. (Documentary evidence should be provided to support this requirement).

4. 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.
5. The Bidder should have a minimum claim settlement ratio (for Group schemes) of minimum 98% as on 31.03.2025.
6. 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.
7. The bidder/Insurance company should have valid PAN & GST Registration Number.

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

The Comprehensive Student Insurance Scheme for the students to be admitted in 1<sup>st</sup> Year and the students to be admitted in the 3<sup>rd</sup> Semester (B. Tech. – Lateral Entry) in the year 2025-26 for their entire years of study is to be covered in this scheme.

**Details on the Comprehensive Students Insurance Scheme**

To extend financial support to students of OUTF 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**

<b>Part – A</b>			
<b>Sl. No.</b>	<b>Incidence</b>	<b>Insurance Coverage</b>	<b>Beneficiary</b>
(i)	Death of the student continuing in University due to accident	Rs.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	Rs.1,00,000/-	Student himself
(iii)	Accident resulting in grievous injury to any limbs of the student insured	Rs.1,00,000/-	Student himself

(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	Rs.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, anesthesia, oxygen, surgical appliance, medicines, x-ray, dialysis, pacemaker, artificial limbs, artificial organs, cost and all related expenses.	Rs.50,000/-	Student himself
(vi)	The student or earning parent becoming permanent or total disabled because of an accident	Rs.1,00,000/-	Student himself
(vii)	Death of earning parent (as per University record) resulting from injury caused by an accident	Rs.1,00,000/-	Student himself

<b>Part – B</b>	
A Buffer stock of Rs.1,00,000/- (Rupees One Lakh only) 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.	

**E. Period of Contract**

**Comprehensive Student Insurance Policy for the students:** The period of Contract is for year-wise from the year of admission in 2025-26 for all registered students in their respective course as mentioned in Table-2 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 – 2 (A)**

Sl. No.	Name of Course / Programme	Tenure of the course	Sl. No.	Name of Course / Programme	Tenure of the course
1	B. Tech.	04 years	6	M. Plan	02 years
2	B. Tech. (Lateral Entry)	03 years	7	MCA	02 years
3	B. Architecture	05 years	8	M. Sc.	02 years
4	B. Plan	04 years	9	M. Sc. (Integrated)	05 years
5	M. Tech.	02 years	10	MBA	02 years

**Table – 2 (B)**

Sl. No.	Duration of the Program	Name of the Program	No. of students along with Insurance Coverage period 2025-26 (Approximate)
1	5 Years	B. Arch. & Int. M. Sc.	110
2	4 Years	B. Tech. & B. Plan	1400
3	2 Years	M. Tech., M. Sc., M. Plan & MCA, MBA	510

**Note:** Actual number of students will be intimated after admission process is over.

## **F. Procedure for submission of Bid**

### **1. Tender Cost**

1.1 **Tender Cost (Non-refundable) of Rs.1,000/- (Rupees One Thousand only)** in the form of Demand Draft (DD) in favour of “Odisha University of Technology and Research” payable at Bhubaneswar drawn on any schedule commercial bank except Co-operative Bank and Gramin Bank.

1.2 Tender Fee should reach physically through Speed Post/Registered Post/Courier, in an envelope and super-scripted with the subject, tender reference number addressing to **The Registrar, Odisha University of Technology and Research, Techno Campus, Ghatikia, Bhubaneswar – 751 029** on or before the last date of online submission failing which tender will be treated as non-responsive and rejected.

2. The tender is to be submitted electronically in two separate **Cover No. 1 (Cover-A)** and **Cover No. 2 (Cover-B)** and contents as indicated below:

2.1 Bidders must submit their digitally signed bids in first Cover contains the following documents.

**A. Cover-1:** Shall contain the scan copy and uploaded of DD for Tender document fees, Qualification documents along with the tender document duly filled up and signed by the Bidding Firm on each page after affixing rubber stamp of the Firm/Agency.  
Qualification Documents:

Such as:

1. Copy of PAN.
2. Copy of Certificate of incorporation and Certificate of Commencement of Business wherever necessary.



3. Copy of permission / license issued by Insurance Regulatory & Development Authority of India (IRDA).
4. Copy of Agreement / Contract(s) with other Organization / University / Educational Establishments / Associations for providing similar service for two years during last Five years.
5. 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.
6. Certificate of Chartered Accountant showing minimum 1.5 solvency ratio as on closing of last three financial years.
7. Documents to the effect that the bidder has a minimum claim settlement ratio (for Group Scheme) of 98% as on 31.03.2025.
8. Tender Paper cost in shape of DD of Rs.1,000/-.
9. Copy of update Income Tax Clearance Certificate and GST Clearance Certificate.
10. Copy of GST Regd. Certificate.
11. Any other documents as relevant as per Government Rules.
12. All other documents (Except Price BoQ)

**B. Cover-2**

**Price Bid (Cover-2 in BoQ MS-Excel Format)**

1. The offer must be submitted in Two Bid – Two Covers only through uploading in the eProcurement Portal, before the last date & time for bid submission.
2. Tender document(s) and all enclosures must contain the signature of the competent authority of the firm.

**Clarification of Bids:** In case any bidder requires any clarification, bidder can feel free to raise their query on 6<sup>th</sup> August 2025, the pre-bid meeting date after which response to any query will not be considered.

**Pre-Bid Meeting: Pre-Bid Meeting is mandatory for all the bidders, failing which their bid will not be considered.** The Bidders or of their representatives who choose to attend at the Pre-Bid meeting, they must bring proper authorisation from their firm/agency failing which they will not be allowed to attend for Pre-Bid meeting. Maximum two representatives only allowed to attend the Pre-Bid Meeting from each firm/agency. Further, Prospective bidders who want to participate in the Pre-Bid meeting shall send their willingness along with the questionnaire, if any, on or before **05 /08/2025** through mail **deanacademicaffairs@outr.ac.in**.

#### **G. Rejection of Bids**

The OUTF 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 OUTF.
- ☐ 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 prescribed 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 OUTF, the supplemental information/clarification sought by the OUTF for evaluation of the Bid.
- ☐ The OUTF 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 OUTF 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 OUTF 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.

## H. General Terms and Conditions

1. Insurer/Bidder/Tenderer shall mean the company who submits the tender and enters into contract with OUTR, Bhubaneswar and shall include their executors, administrators, and successors and permitted assignees.
2. It may be noted that no advisor/broker is involved in the tender.
3. The Tender should be submitted in the prescribed format duly signed with seal by the Tenderer in each page.
4. 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.
5. 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.
6. The technical bid will be opened on the specified date and time as per the tender document at OUTR, Bhubaneswar through e-procurement portal.
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 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.
10. **THERE MUST NOT BE ANY PRICE INDICATION IN THE TECHNICAL BID. TECHNICAL BID WITH ANY PRICE INDICATION WILL BE SUMMARILY REJECTED.**
11. The Premium should be quoted in prescribed format of Financial Bid in **BoQ MS-Excel format**. 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 revisions of price or hidden conditions are allowed once the bid is opened.
12. The final selection of the service provider will be based on the lowest Insurance Premium (all inclusive) per student, per year.
13. Agency having proven back record in discharging similar association with high volume of student coverage in University/Educational Establishments would be preferred.

14. The agency having office at Bhubaneswar shall be preferred.
15. The agency shall have to furnish the other benefits provided as CSR beyond the coverage.
16. The bidder or its authorized official must have to submit authorization letter while participating in the bidding process if required.
17. **Disputes:** In respect of all tender conditions, and / or any matter connected therewith the decision of OUTR, Bhubaneswar shall be final and binding. In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Bhubaneswar Courts only.

## ANNEXURE - I

### LETTER OF UNDERTAKING AND ACCEPTANCE OF TERMS & CONDITIONS OF BID

To

The Registrar,  
Odisha University of Technology & Research,  
Ghatikia, P.O.: Mahalaxmi Vihar,  
Bhubaneswar-751 029

Ref : Invitation of Tender Notice No.

Dated.

I/We, the undersigned declare that:

1. I/ We have downloaded / obtained the Bid document(s) and uploaded in the e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> for the above mentioned 'Bid' as per your advertisement, given in the above mentioned website(s).
2. I/ We hereby certify that I / we have read the entire terms and conditions of the Bid documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s) etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your university too have also been taken into consideration, while submitting this acceptance letter.
4. I/We are ready to execute the contract in conformity with the tender document, in case we are found successful as a tenderer.
5. Our bid shall be valid for a period of \_\_\_\_\_ days from the date of Opening of price bid and shall not revoke the same.
6. If our bid is accepted, I/We undertake to comply all other formalities as per the tender document and purchase order.
7. I/we also declare that neither our firm/company/Proprietorship concerned was blacklisted in past nor any of our office bearer was convicted in any court of law.
8. The detailed particulars of the tenderer are mentioned and attached separately.
9. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your university shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours sincerely,

Authorized signatory of the Bidder

(Authorised person shall attach a copy of the authorization for signing on behalf of the Bidding Company)

Full name and designation

## ANNEXURE - II

(Letter Pad of the Bidder)

TENDER DOCUMENTS FOR THE COMPREHENSIVE STUDENT INSURANCE SCHEME FOR THE  
STUDENTS ADMITTED IN 2025-26 ACADEMIC SESSION FOR THEIR ENTIRE TENURE OF STUDY  
ON A LONG TERM BASIS

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. / e-mail ID	:				
4.	Name of the Managing Director / Managing Partner / Proprietor etc.	:				
5.	Valid Registration No. of 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 31 <sup>st</sup> March, 2025	:				
13.	Claim Settlement Ratio as on 31 <sup>st</sup> March, 2025	:				
14.	Profit after Tax as on 31 <sup>st</sup> March, 2025	:				
15.	Details of Tender Paper Cost (Rs.1,000/-)	:	DD No.	Date	Bank	Amount

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Signature of the Bidder with seal)

## (Letter Pad of the Bidder)

**List of Central/State Govt. Institute/College/University for which group insurance policy has been provided during the last five years.**

<b>Sl. No.</b>	<b>Name and Address of the Client Organisation</b>	<b>Amount insured/Details of Policy provided</b>	<b>No. of students covered under the insurance policy</b>	<b>Period of Contract</b>

**Note : Insurer/bidder are requested to provide documentary proof in respect of the information furnished above.**

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**with seal)**

**(Signature of the Bidder**

**(Letter Pad of the Bidder)**

**TENDER DOCUMENTS FOR THE COMPREHENSIVE STUDENT INSURANCE  
SCHEME FOR THE STUDENTS ADMITTED IN 2025-26 ACADEMIC SESSION  
FOR THEIR ENTIRE TENURE OF STUDY ON A LONG TERM BASIS**

**Tender Notice No.:** \_\_\_\_\_, **Date:** \_\_\_\_\_

**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**



## (Letter Pad of the Bidder)

**TENDER DOCUMENTS FOR THE COMPREHENSIVE STUDENT INSURANCE  
SCHEME FOR THE STUDENTS ADMITTED IN 2025-26 ACADEMIC SESSION  
FOR THEIR ENTIRE TENURE OF STUDY ON A LONG TERM BASIS**

**FORM FOR FINANCIAL CAPACITY**

Description	Financial Years		
	2021-22	2022-23	2023-24
Annual Turnover			
Net Worth			
Current Asset			
Current Liabilities			
Total Revenue			
Profit before Tax			
Profit after Tax			

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I / We, ....., Chartered Accountant, certify that the figures regarding Annual Turnover and profit earned for the financial years mentioned above in respect of M/s ..... are checked and found correct and true as per their Books of Accounts and other related records.

**Signature & Seal of the Chartered Accountant**

**Name, Address and Contact Details**

**UDIN:**

(Letter Pad of the Bidder)

**TENDER DOCUMENTS FOR THE COMPREHENSIVE STUDENT INSURANCE  
SCHEME FOR THE STUDENTS ADMITTED IN 2025-26 ACADEMIC SESSION  
FOR THEIR ENTIRE TENURE OF STUDY ON A LONG TERM BASIS**

**To be submitted in COVER-2 (Financial Bid)**

**Financial Proposal**

**FINANCIAL BID**

**(To be submitted in Cover-2)**

In Cover-2: As per BoQ in MS-Excel Format:

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
<b>Comprehensive Student Insurance Policy:</b>  Insurance Coverage Specification described in Section-D under Table-1 (Part-A & B) and tenure & No. of students in Table-2 (A) & (B)	

\*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. .

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**(Signature of the Bidder with seal)**