



FORM OF BID

FOR INVITATION OF BID FOR EXPRESSON OF INTEREST

**REQUIRED BY THE
DIRECTOR GENERAL & INSPECTOR
GENERAL OF POLICE, ODISHA, CUTTAK**

NOTICE FOR INVITATION OF BID FOR EXPRESSION OF INTEREST

Office of the D.G & I.G. of Police, Odisha, Cuttack.

1. The Odisha Police invites Bid for "expression of Interest" from reputed firms / agencies, who meet the qualification requirements stated in the Invitation to Bid of the "Engagement of Insurance Broker for Group Mediclaim policy of ODISHA POLICE"
2. The details related to the eligibility criteria of the Firms / Agencies, Scope of the work to be taken up, General terms and conditions, TOR may be download from the ODISHA POLICE website [www. odishapolice.gov.in](http://www.odishapolice.gov.in) (Notice and Advertisement) from dated --- 22-05-2018.
3. The Document may be obtained by downloading from Odisha Police website i.e. www.odishapolice.gov.in (Notice and Advertisement)
4. The documents shall be submitted in the office of the undersigned duly signed by the authorized signatory in each page and duly authenticated with seal in token of having read, understood and accepted the terms and condition of the contract.
5. The Competent authority has the right to accept or reject the Bids without assigning any reason thereof.
6. This bid shall remain valid for 3 years from the date of finalization of approved bidder by the Approval Committee or till the next Bid floated by the indenter for same item whichever is earlier.
7. Date of Issue of bid documents on **dtd.22.05.2018 at 10.00AM.**
8. Last date of Issue of bid document on **dtd.29.05.2018 up to 5.00 PM.**
9. Last date for receipt of sealed bids on **dtd.29.05.2018 up to 5.00 PM.**
10. Date for opening of sealed Bids on **dtd.30. 05.2018 at 11.30 AM** at the Office of the D.G. & I.G of Police, Odisha, Buxi Bazar, Cuttack.
11. The concerned bidders are required to depute their representatives to remain present during opening of the received Bids on **dtd. 30. 05.2018 at 11.30 AM** at the Office of the D.G. & I.G of Police, Odisha, Buxi Bazar, Cuttack.
12. The bids received after the stipulated date will not be taken into consideration and liable for rejection.
13. All disputes which may arise relating to the said matter are subject to judicial jurisdiction of the competent Court at Cuttack only.
14. It is to certify that this bid document contains seven pages.

ENGAGEMENT OF INSURANCE CONSULTANT

1. BACKGROUND.

The Odisha Police is committed to serve people of Odisha, which is eleventh largest state in India in terms of population with about 4.2 Crore Citizens. Currently the Sanction strength of Odisha Police is about 72,145 personnel. We want to take a Group Medclaim policy for all the Odisha Police personnel along with their dependents.

2. TERMS OF REFERENCE (TOR) AND INSTRUCTION TO BIDDERS.

Name of Work – "Engagement of consultant / broker for Group Medclaim Policy of ODISHA POLICE "

Tender document download (soft copy) From **22.05.2018 to 29.05.2018**

DUE DATE AND CLOSING TIME

BID submission –

29.05.2018 up to 5 PM

Bid opening

30.05.2018 at 11.30 A.M

Venue –

ODISHA POLICE HEAD QUARTER

Contact Address -

I.G of Police (HDQR),

State Police Headquarters,

Buxibazar, Cuttack - 753001.

The Bidders or their authorized representatives will make it convenient to attend the bid opening. In case of unscheduled holiday on the closing/ opening day of the bid, the next working day will be treated as date of closing / opening.

3. VALIDITY PERIOD OF BID : 60 (sixty) days from the date of opening of bid.

In exceptional circumstances, the Owner may request all the Bidders to consent to an extension of the period of validity of their respective Bid. The request and the response thereto will be made in writing. Extension of validity period by the Bidder must be unconditional.

The offers received from eligible Firms will be evaluated for engagement as consultant for Odisha Police, as per the following procedure.

4. PRE-QUALIFICATION CRITERIA FOR SHORT LISTING:

- i) The Firm must have valid accreditation with the IRDAI & must have completed one year of service as on bid date.
- ii) The Firm must be registered with IRDAI for Direct / composite Broking. Documentary evidence to this effect is required to be submitted.
- iii) The agency must be presently in the empanelment list of minimum one SPSUs / State Govt. Undertaking.
- iv) The bidder must have the experience of handling Group Medclaim Policy.
- v) They must have handled at least Rs. 20 Crores of premium in any of the last three financial years i.e 2015-16, 2016-17 & 2017-18.
- vi) The agency must have PAN Number and GST Registration Number. Copy of the same to be provided.
- vii) The agency must not have been black listed by any Govt. PSU/ IRDAI at any point of time.

Contd..to P-2

5. **DURATION OF CONCLTANCY:**

The assignment will be valid for a period of three years.

6. **GENERAL TERMS AND CONDITIONS & BIDDING GUIDELINES:**

There will be no additional cost to ODISHA POLICE. The Bidders would be remunerated by insurance company of choice of the guidelines set down by insurance regulatory and development authority (IRDA). Any violation of rules and procedures as well as the tariff rate under TAC while quoting the item rate against each schedule of EOI documents shall solely be to the account of applicant.

Extension of Bid Submission / Bid Opening Date

All changes to the Bid document including any extension to the BID submission date will be made formally by insurance of an amendment to the EOI through the website. All Bidders must visit the website for the amendments before bid submission.

Bid Preparation and Submission

The Bidder shall provide all information sought under this EOI. Bidder shall submit the techno commercial Bid as per the formats provided as per **Annexure - 'A'** of this EOI. The owner will evaluate only those techno commercial Bids that are received in accordance with the format appended to this EOI. Bidder shall attach to its techno commercial Bid a signed copy of each amendment issued (if any) during the Bidding period. Guidelines mentioned below shall be used for submitting the Techno Commercial Bid.

The Bid must be submitted in the form of printed document. The Bidders must take all responsibility of submitting the Bids within the prescribed Bid submission Date.

7. **CRITERIA FOR SELECTION & EVALUATION OF EOIs:**

ODISHA POLICE will make the preliminary scrutiny of all the application /bids based on the qualifying eligibility criteria. Bidders not meeting any of the qualifying eligibility criteria and other essential condition mentioned in the EOI document will be summarily rejected. After scrutinizing of all applications, eligibility criteria and other relevant documents, The ODISHA POLICE will evaluate the bids of those bidders who meet the eligibility criteria stipulated in the EOI.

One agency will be selected for engagement as insurance Consultant /Broker of ODISHA POLICE on the basis of above evaluation .The evaluation the qualifying BIDS will be based on a 100- point scale as per the Annexure.

ODISHA POLICE reserve the right to cancel the EOI without assigning any region what so ever. ODISHA POLICE also reserve the right to modify the terms and conditions of the order.

8. **REJECTION OF EOI / BID DOCUMENTS:**

Eestablishment reserves the right to accept or reject any Bid /all Bids at any time prior to contact award, without assigning any regions thereof and Owner shall not entertain any claim what so ever on this account .The Bidder shall have no claim on owner in case his Bid is rejected, or the bidding process is annulled.

9. **LAST DATE & TIME OF SUBMISSION OF EOI DOCUMENTS.**

- i) The EOI document should reach IGP, Hdqrs. Odisha Police Headquarters, Buxi Bazar, Cuttack -753001 on or before 05:00 PM on dt. 29.05.2018.
- ii) ODISHA POLICE will not be held responsible for delayed receipt of the documents at its corporate office for any reason whatsoever.
- iii) The entire set EOI document should be submitted along with documentary proof. Each page should be signed and stamped by the authorized signatory and submitted in a sealed envelope super scribed with "EOI for Engagement of Insurance Consultant" and addressed as below:

To

**The Inspector General of Police (Headquarters),
Odisha Police Head Quarter,
Buxi Bazar, Cuttack -753001.**

**Signature of Authorized Signatory
Name and Designation of Authorized Signatory
Seal of the Company.**

ANNEXURE-'A'

Sl. No.	Parameter/Criteria/ requirement	Minimum Requirement	Supporting Document	Evaluation of marks	Maximum mark
01.	The firm should be a direct Broker for both Life & Non-Life insurance.	01 Year	Copy of license issued by IRDA	1 Year- 05 2 Year & Above - 10	10
02.	The applicant should have office in / Registered office in Bhubaneswar	Should have office in Bhubaneswar	Attached document for proof	Office in Bhubaneswar -05 Registered office in Bhubaneswar - 10	10
03	No. of Offices in Odisha as on date	1 Office	Attach proof	3 or More offices - 10 2 offices 5 1 office 3	10
04	The firm should have good clientele in State Govt. of Odisha / State Govt. of Odisha Undertaking as on date	2 Clients	Suitable Mandate/Proof of Letters for the same to be attached	7 and above - 10 5 Nos- 05 3 Nos- 03 2 Nos- 02	10
05	Handling of Gross Written Premium in any of the last 3 financial Years.	20 Crores	Proof to be attached	Above 40 Crores - 10 30 crores-40 Crores - 5 20 Crores -30 Crores - 3	10
06	Total nos of employees as on date of application.	20 Employees	Attach Proof	Above 40 - 10 Between 20 to 40 - 5 Less than 20 - 3	10
07	Total nos of employees in Odisha/Bhubaneswar as on date	5 Employees	Attach Proof	Above 15- 15 Between 10 to 15- 10 Between 5 to 10 - 5	15
08	a) Experience of Principal Officer in Insurance Industry. b) No. of Claim personnel in Odisha.	1 year 1 Claim personnel	CV to be attached.	a) Principal officer with experience in insurance Industry for more than 03 years - 5 Between 2 to 3 years- 2 Less than 2 years- 1 b) No of claims personnel Above 4 Persons- 5 2 to 4 persons- 3 Less than 2 persons-1	10

09	No of GMC policies handled by firm in last 3 financial year	2 policies	Suitable Proof for the same	5 & Above 3 & Above 2 & Above	- 5 -3 -2	5
10	No of persons covered Group mediclaim policies handled by the firm in any of the last 3 financial years	2000 Persons	Suitable Proof for the same	5000 & Above 3000 to 5000 2000 to 3000	-10 - 5 - 3	10
	Total					100