



Revised Expression of Interest (Eoi)
for
Selection of IRDA approved Insurance Agencies for
Odisha State Road Transport Corporation (OSRTC)
Buses

Eoi No. 210 Dated 12.04.2022

Issued By
Odisha State Road Transport Corporation (OSRTC)
Paribahan Bhavan, Sachivalaya Marg, Unit-II
Bhubaneswar-751001, Odisha

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Disclaimer

The information contained in this Expression of Interest (the “Eoi”) or subsequently provided to Bidder/Agency, whether verbally or in documentary or any other form, by or on behalf of Odisha State Road Transport Corporation (OSRTC) or any of its employees or advisors are provided to Bidders/Agencies on the terms and conditions set out in this document and such other terms and conditions subject to which such information is provided.

This document is not an agreement and is neither an offer nor invitation by OSRTC to the prospective Bidders/Agencies or any other person. The purpose of this document is to provide interested parties with information that may be useful to them in the formulation of their bids for qualification pursuant to this Eoi. This Eoi may not be appropriate for all persons, and it is not possible for OSRTC, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this document. The assumptions, assessments, statements, and information contained in this document may not be complete, accurate, adequate, or correct. Each Bidders/Agencies should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this document to the Bidders/Agencies is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. OSRTC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

OSRTC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidders or agencies, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability and any assessment, assumption, statement or information contained therein or deemed to form part of this document or arising in any way with prequalification of Bidders/Agencies for participation in the Bidding Process. OSRTC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidders/Agencies upon the statements contained in this document. OSRTC may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this document.

The agency shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by OSRTC or any other costs incurred in connection with or relating to its response. All such costs and expenses will remain with the Bidders/Agencies and OSRTC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a agency in preparation or submission of the response, regardless of the conduct or outcome of the Eoi Process.

1 Invitation for Proposal

Odisha State Road Transport Corporation (OSRTC) hereby invites IRDA approved Insurance agencies to provide comprehensive and third-party insurance for OSRTC Buses. Bidder / Agencies are advised to study this document carefully before submitting their proposals in response to the EoI Notice. 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.

The complete EoI document has been published on <https://osrtc.in> for the purpose of downloading. The downloaded EoI document shall be considered valid for participation in the evaluation process subject to the submission of required document fee. For any type of clarifications, Bidders/Agencies can contact **+91 94386 89207 or +91-8420167711, Email: cmdosrtc@gmail.com**

- (i) Selection procedure shall be adopted as stipulated in this EoI.
- (ii) Bidder (authorized signatory) shall submit their proposal for eligibility and technical evaluation process.
- (iii) Bidders/Agencies are requested to submit the complete EoI response proposal, processing fee, well advance in time to avoid any other unforeseen problems.

Schedule of Bidding Process

#	Particulars	Details
1	Publication of EoI Notice	25.03.2022
2	Uploading of EoI document in OSRTC website	25.03.2022
3	Uploading of Revised EoI document in OSRTC website	12.04.2022
4	Last date for pre-EoI queries Submission	30.03.2022 (05:00 PM)
5	Publication of Pre-EoI Clarification	05.04.2022
6	Last date for proposal Submission	07.05.2022 (03:00 PM)
7	Place of submission of proposals:	General Manager (Admin) Odisha State Road Transport Corporation Paribahan Bhavan, Sachivalaya Marg, Unit-II, Bhubaneswar-751001, Odisha
8	Date and time for opening of proposals	07.05.2022 (04:00 PM)
9	Date and time for Commercial Format release	-To be intimated-

2 Introduction

2.1 Background:

OSRTC outlines the overall requirements for establishing efficient and safe public bus transportation services in the State of Odisha. OSRTC is engaged in bus transportation operation in 264 routes and as part of this endeavor, corporation has decided to provide the fleet with insurance coverage. The selected agency/agencies to provide comprehensive as well as third party insurance for OSRTC buses. Through this Expression of Interest (Eoi) OSRTC intends to **select** Bidders/Agencies to participate in the final tendering process. Commercial format will be shared only with shortlisted Bidders/Agencies. The work will be awarded through limited competitive bidding process.

Eoi proposals (validity of Eoi shall be for 90 days) for Comprehensive and third-party insurance of OSRTC buses are invited for a period of 3 years* (it can be extended for additional two year after satisfactory completion of the 3rd year of business from the date of issue of the work order) from non-life insurance companies governed by rules & regulation of Insurance Regulatory & Development Authority (IRDA) and the MVI Act.

The proposal shall be accepted as per the details given below and the terms and conditions attached

List of Buses for Comprehensive Insurance:

Sr. No.	Bus type	Bus Quantity	Seating Capacity	Standing passengers
1	Volvo	14	45	5
2	AC – Deluxe	42	44	5
		40	40	5
		21	45	5
3	Non-AC Standard	50	52	15
4	Non-AC Deluxe	80	44	15
Total buses		247		

List of Buses for Third Party Insurance:

Sr. No.	Bus type	Bus Quantity	Seating Capacity	Standing passengers
1	Non-AC Deluxe	25	40	15
		33	41	15
		51	42	15
		2	46	15
2	Non-AC Standard	27	51	15
		76	53	15
		4	55	15
3	LCV	2	24	10
		20	37	10
		96	40	10
		15	41	10
Total buses		351		

Note: Bus-wise detailed information will be shared during commercial bidding stage.

2.2 Indicative Deliverables of Insurance Agency:

Liability:

- i. Death or bodily injury to any person (occupant or not-occupant of the bus)
- ii. Damage to property (Comprehensive)
- iii. Legal costs and related expenses
- iv. Loss or damages to OSRTC bus due to natural calamities, fire, theft or accidents.
- v. Unlimited for accidental death
- vi. Limit for accidental claim for private car / commercial / 2-wheeler will be as per IRDA norms at the time of claim settlement.
- vii. Accidental cover for driver / conductor should be INR 7.5 lakh
- viii. No upper limits for any accidental claim by passenger.
- ix. Final payment should be disbursed within two weeks post claim settlement.
- x. Comprehensive insurance with Zero depreciation for BS VI buses and for other buses, maximum depreciation charges for the following parts should be as below:

Sr. No.	Item	Maximum Depreciation (%)
1	Rubber, nylon, plastic, tires & tubes	50
2	Paints	40
3	Fibre glass components	30
4	Consumables such as nut, bolt, etc.	Nil
5	All glass components	Nil

2.3 Brief Description of EoI Process:

2.3.1 A single stage EoI process for selection of the Bidders/Agencies for final tendering process. The selection process involves eligibility criteria and credentials of interested Bidders/Agencies. After scrutiny of the Expressions of Interest (EoI), OSRTC will come up with a detailed Financial proposals.

2.3.2 The validity of EoI shall be for 90 days.

2.3.3 In case of any clarification/ queries, the person to be contacted is as under:

The General Manager (Admin.)
Odisha State Road Transport Corporation,
Paribahan Bhavan, Sachivalaya Marg, Unit-II,
Bhubaneswar-751001, Odisha

3 Instructions to Bidders/Agencies

3.1 General Terms:

- 3.1.1 An agency is eligible to submit only one proposal/response for the Eol as per the formats given in Annexures.
- 3.1.2 Eol documents are being provided only as preliminary reference document by way of assistance to the Bidders/Agencies who are expected to carry out their own surveys, investigations, and other detailed examination before submitting their Bids. Nothing contained in the Eol documents shall be binding on OSRTC nor confer any right on the agency and OSRTC shall have no liability whatsoever in relation to or arising out of any or all contents of the Eol documents.
- 3.1.3 The Bidders/Agencies should submit a Power of Attorney as per the format at Annexure V: Power of Attorney for signing of proposal, authorizing the signatory of the response.

3.2 Acknowledgement by Agency:

It shall be deemed that by submitting the Eol response/proposal, the agency has:

- 3.2.1 Made a complete and careful examination of the Documents.
- 3.2.2 Accepted the risk of inadequacy, error or mistake in the information provided in the Bidding Documents or furnished by or on behalf of OSRTC relating to any of the matters referred to in above.
- 3.2.3 Satisfied itself about all matters, things and information including matters referred to in this clause hereinabove necessary and required for submitting an informed Proposal, execution of the service in accordance with the Bidding Documents and performance of all of its obligations there under.
- 3.2.4 Acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the Bidding Documents or ignorance of any of the Bidders/Agencies referred to in this clause hereinabove shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc. from OSRTC, or a ground for termination of the Contract Agreement by the Agency.
- 3.2.5 Acknowledged that it does not have a Conflict of Interest; and
- 3.2.6 Agreed to be bound by the undertakings provided by it under and in terms hereof.

3.3 Cost of Bidding:

- 3.3.1 Bidders/Agencies are invited to examine all information relevant to the contract in greater detail and to carry out, at their cost, such studies as may be required for submitting their respective Bids for award of the contract including implementation of the contract.
- 3.3.2 The Bidders/Agencies shall be responsible for all the costs associated with the preparation of their Bids and their participation in the Bidding Process. OSRTC will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

3.4 Verification and Disqualification:

- 3.4.1 OSRTC shall not be liable for any omission, mistake or error in proposals submitted by the Bidders/Agencies. OSRTC reserves the right to verify all statements, information and documents submitted by the Bidders/Agencies in response to the EoI or the Bidding Documents and the Bidders/Agencies shall, when so required by OSRTC, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification, OSRTC shall not relieve the Bidders/Agencies of its obligations or liabilities hereunder nor will it affect any rights of OSRTC thereunder. OSRTC reserves the rights to decide to ask any clarification and decide to consider the same.
- 3.4.2 OSRTC reserves the right to reject any proposal if:
- 3.4.2.1 At any time, a material misrepresentation is made or uncovered, or
- 3.4.2.2 The Bidders/Agencies does not provide, within the time specified by OSRTC, the supplemental information sought by OSRTC for evaluation of the EoI.

3.5 Proprietary data:

- 3.5.1 All documents and other information supplied by OSRTC or submitted by a Bidders/Agencies to OSRTC shall remain or become the property of OSRTC. Bidders/Agencies are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their proposal. OSRTC shall not return any proposal, or any information provided therewith.

3.6 Language, Format and Signing of Proposal:

- 3.6.1 The proposal, as well as all correspondence and documents relating to the EoI, exchanged between OSRTC and the Bidders/Agencies shall be written in English Language. Any printed literature furnished by the Bidders/Agencies written in another language must be accompanied by a translation in the English Language duly authenticated by the Bidders/Agencies, in which case, for purposes of interpretation of the EoI, the translation shall govern.
- 3.6.2 The Bidder shall provide all the information sought under this EoI. OSRTC will evaluate only those response that are received in the required formats and complete in all respect. The eligibility and technical criteria documents shall be submitted as per the check list provided in Annexures.
- 3.6.3 Bidders/Agencies shall furnish the required information in their Proposal in the enclosed formats only as per the Annexures to the EoI. Any deviations with respect to this may make their Proposal liable for rejection.
- 3.6.4 The Bidders/Agencies shall submit eligibility and technical criteria documents in Annexures and in accordance with this EoI. The Bidders/Agencies shall submit the proposal by Speed Post/ Courier service or submit by hand with The General Manager (Admin), Odisha State Road Transport Corporation, Paribahan Bhavan, Sachivalaya Marg, Unit-II, Bhubaneswar-751001, Odisha.
- 3.6.5 The Envelope clearly bear the following identification: ***"Expression of Interest Response/Proposal for selection of IRDA approved Insurance Agency for OSRTC Buses"*** and shall clearly indicate the notice number, name, and address of the Bidders/Agencies. In addition, the EoI Due Date should be indicated on the right-hand corner of the envelope. The envelope shall be addressed to:

**The General Manager (Admin),
Odisha State Road Transport Corporation,**

**Paribahan Bhavan, Sachivalaya Marg, Unit-II,
Bhubaneswar-751001, Odisha**

- 3.6.6 If the envelope is not sealed and marked as instructed above, OSRTC assumes no responsibility for the misplacement or premature opening of the contents of the Proposal and consequent losses, if any, suffered by the Bidders/Agencies.
- 3.6.7 Proposal submitted by fax, telex, telegram, or e-mail shall not be entertained and shall be rejected.
- 3.6.8 Proposals should be submitted before 3:00 PM on the Due Date as specified in the EoI. The **Envelope** containing processing fee as per EoI along with Eligibility documents, signed copy of the EoI, technical criteria documents shall be submitted at the address provided in the manner and form as detailed in this EoI within the due date and time as specified in the EoI.
- 3.6.9 OSRTC may, in its sole discretion, extend the EoI Due Date by issuing an Addendum.
- 3.6.10 Proposals received after the specified time shall not be eligible for consideration and shall be summarily rejected.

3.7 Validity of Proposal:

- 3.7.1 Proposal shall remain valid for a period of 90 (Ninety) days from the date of opening of EoI response proposal.
- 3.7.2 In exceptional circumstances, prior to expiry of the original validity period, OSRTC may request the Bidders/Agencies to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing.

3.8 Correspondence with Bidders/Agencies:

- 3.8.1 OSRTC shall not entertain any correspondence with any Bidders/Agencies in relation to acceptance or rejection of any proposal.

4 Evaluation of Eols

4.1 Eol Evaluation Committee

- 4.1.1 OSRTC shall constitute an Evaluation Committee to evaluate the responses of the Bidders/Agencies.
- 4.1.2 The Eol Evaluation Committee shall evaluate the responses and all supporting documents/ documentary evidence. Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection.
- 4.1.3 The decision of the Eol Evaluation Committee in the evaluation of responses to the Eol shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee.
- 4.1.4 The Eol Evaluation Committee may ask for meetings with the Bidders/Agencies to seek clarifications on their proposals. The Bidders/Agencies shall submit requisite supporting documents/ certificates on the credentials. The committee may visit Bidders/Agencies' client site to validate the credentials/ citations claimed by the Bidders/Agencies.
- 4.1.5 Each of the responses shall be evaluated as per the criteria and requirements specified in this Eol.
- 4.1.6 The Eol Evaluation Committee would submit its decision to OSRTC whose decision would be final and binding upon the Bidders/Agencies.
- 4.1.7 The Eol Evaluation Committee reserves the right to accept or reject any or all bids without giving any reasons thereof.
- 4.1.8 The Eol Evaluation Committee reserves the right to reject any or all proposals entails the basis of any deviations.

4.2 Overall Evaluation Process

- 4.2.1 The evaluation of the Bids shall be done as per the Eol, where the Bidders/Agencies shall be first evaluated against the eligibility Criteria mentioned in **Clause 4.3.**
- 4.2.2 Only those Bidders/Agencies who meet the eligibility criteria shall be considered for further assessment of the technical criteria.
- 4.2.3 To facilitate the evaluation of the Proposal, OSRTC may at its sole discretion, seek clarifications from any Bidders/Agencies regarding its Proposal. Such clarifications shall be provided by the Bidders/Agencies within the time specified by OSRTC for this purpose and all clarifications shall be in writing.
- 4.2.4 If any Bidders/Agencies does not provide clarifications sought as above, within the prescribed time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, OSRTC may proceed to evaluate the Proposal by construing the requiring clarification to the best of its understanding and the Bidders/Agencies shall be barred from subsequently questioning such interpretation by OSRTC.
- 4.2.5 OSRTC reserves the right not to proceed with the Bidding Process at any time without notice or liability and to reject any Proposal without assigning any reasons.

4.3 Eligibility Criteria

4.3.1 Before opening and assessment of the technical proposals, Bidders/Agencies eligibility would be evaluated to assess their compliance to the following criteria. Bidders/Agencies failing to meet these criteria or not submitting requisite proof for supporting eligibility criteria are liable to be rejected at the preliminary level. The Bidders/Agencies shall fulfill all the following eligibility criteria independently, as on date of submission of proposal.

No.	Type	Pre-Qualification Criteria	Documents to be submitted
PQ1	Legal Entity	The Bidders/Agencies should be a company registered under the Companies Act, 2013 or the Companies Act, 1956 for last 3 years.	Copy of Certificate of Incorporation/ Registration/Partnership deed signed by Authorized Signatory of the
			Copy of PAN/ TIN/ TAN
			Copy of GST Registration
PQ2	Insurance Entity	Should have valid IRDAI license for procuring insurance business in India and should have been registered with IRDAI under General Insurance	Copy of IRDAI License document/s.
PQ3	Financial Capacity/Net worth	The Bidders/Agencies should have positive net worth for last three (3) financial years (FY). (FY 18-19, FY 19-	Certificate from the Statutory Auditor clearly stating Positive Net worth.
PQ4	Blacklisting	The Bidders/Agencies should not be debarred/blacklisted by any State Government/ Central Government/PSU Organization in India for Unsatisfactory performance, corrupt or fraudulent practices or any other unethical conduct either indefinitely or for a	A self-certified letter signed by the Authorized Signatory of the Bidders/Agencies in the Company Letterhead.
PQ5	Relevant Experience	The Bidders/Agencies should have experience of providing insurance for buses (stage or contract carriage) in last 3 Years from the date of	Work Order/ Contract Documents / Client Certificate
PQ6	Solvency Ratio	Should have the minimum Solvency Ratio of 1.1	Solvency Certificate.
PQ7	Claim Settlement	The Bidders/Agencies should have minimum claim settlement ratio of 70% as on 31.03.2021	A self-certified letter signed by the Authorized Signatory of the Bidders/Agencies in the Company Letterhead.
PQ8	State/Urban Transport/Large Corporation experience	Should have experience of working with at least one State/Urban Transport sector / any Large Corporation in last 3 financial year.	Relevant work order/s to be provided

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No.	Type	Pre-Qualification Criteria	Documents to be submitted
PQ9	Non-Performance Declaration	A Bidders/Agencies should, in the last 3 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidders/Agencies, as the case may be, nor has been expelled from any project or contract by any public entity nor have had any contract	A self-certified letter signed by the Authorized Signatory of the Bidders/Agencies in the Company Letterhead.
PQ10	Local Presence	The company should have a branch office or its head office in Bhubaneswar.	Address Proof supporting document.

Note: Any entity which has been barred or disqualified either by any State Government in India (SG) or any Union Territory Administration in India (UT) or Government of India (GoI), or any of the agencies of SG/UT/GoI from participating in any project and the bar subsists as on the date of Proposal submission, would be disqualified. It is mandatory to submit the specified documents in support of the above eligibility criteria and the company/firm/agency shall be disqualified should it fail to provide any of the specified documents.

OSRTC may seek clarifications from the Bidders/Agencies on the eligibility criteria on the submitted documents, however additional document cannot be produced by Bidders/Agencies as clarification except the documents submitted.

4.4 Assessment of Technical Criteria:

Technical mark below 70 shall disqualify the proposal as technically non-responsive. Financial Bid format shall be issued to technically responsive Bidders/Agencies only.

4.5 Technical Criteria

The eligible Bidders/Agencies shall be evaluated based on the following criteria and technical mark shall be awarded to the bidders based on supporting documents/certificates/credentials:

No.	Technical Evaluation Parameter	Technical Evaluation Criteria	Supporting Documents	Maximum Marks
TQ 1	The Bidders/Agencies Should have valid IRDAI license for procuring insurance business in India and should have been registered with IRDAI under General Insurance category.	<ul style="list-style-type: none"> • 3 years to 5 years – 1 mark • Above 5 years and up to 8 years – 2 marks • Above 8 years and up to 10 years – 3 marks • Above 10 years and up to 12 years – 4 marks • Above 12 years – 5 marks 	Attach proof of accreditation with IRDA for the year on which the IRDA Certificate was issued and the Current Year's IRDA Certificate. Date of issuance & validity need to be mentioned.	5

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No.	Technical Evaluation Parameter	Technical Evaluation Criteria	Supporting Documents	Maximum Marks
TQ 2	No. of years of experience in handling PSU/Large Corporation.	<ul style="list-style-type: none"> • 1 year to 2 Years – 3 marks • 3 years to 5 years – 5 marks • 6 years to 8 years – 7 marks • Above 8 years – 10 marks 	Documentary evidence i.e., Work Order to be attached	10
TQ 3	No. of PSU Clients handled with Turnover exceeding INR 100 Cr (FY 18-19, FY 19-20, FY 20-21)	<ul style="list-style-type: none"> • 2 No. of clients – 3 marks • 3 to 5 No. of clients – 5 marks • 6 to 7 No. of clients – 7 marks • More than 7 No. of clients – 10 marks 	Documentary evidence i.e. Work Order to be attached	10
TQ 4	Total Premium handled from a Single PSU	<ul style="list-style-type: none"> • INR 75 lakh to 4.99 Cr. – 5 marks • INR 5 Cr. to 9.99 Cr. – 8 marks • More than 10 Cr. 10 marks 	Certificate from Client Confirming the same	10
TQ 5	Either branch or head office located in Bhubaneswar	<ul style="list-style-type: none"> • If yes – 5 marks • If no – 0 mark 	Attach Documentary evidence i.e., Trade license	5
TQ 6	Experience in Transport/logistic sector.	<ul style="list-style-type: none"> • 1 No of client – 3 mark • 2 or more client – 5 mark 	Attach Documentary evidence duly signed by Authority	5
TQ 7	Experience in State/Urban Transport /Large Corporation.	<ul style="list-style-type: none"> • 1 No of client – 3 mark • 2 or more client – 5 mark 	Documentary evidence i.e. Work Order to be attached	5
TQ 8	Average Amount of Claim Settlement in preceding 3 Financial Year (FY 18-19, FY 19-20, FY 20-21)	<ul style="list-style-type: none"> • INR 1 Cr. to 4.99 Cr. – 3 marks • INR 5 Cr. to 9.99 Cr. – 6 marks • INR 10 Cr. to 14.99 Cr. – 9 marks • INR 15 Cr. to 19.99 Cr. – 8 marks • Above INR 20.00 Cr. – 10 marks 	Documentary evidence for 2 highest claims settled	10

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No.	Technical Evaluation Parameter	Technical Evaluation Criteria	Supporting Documents	Maximum Marks
TQ 9	Overall premium* handled in preceding 3 Financial year (FY 18-19, FY 19-20, FY 20-21) *Non-life insurance premium	<ul style="list-style-type: none"> • INR 50 Cr. to 99.99 Cr. – 2 mark • INR 100 Cr. to 149.99 Cr. – 4 marks • INR 150 Cr. to 199.99 Cr. – 6 marks • INR 200 Cr. to 249.99 Cr. – 8 marks • Above INR 250 Cr. – 10 marks 	Attach Self-declaration duly signed by Authority	10
TQ 10	Provision of dashboard/MIS for submission/processing/monitoring of policy renewal and claims of bus insurance	<ul style="list-style-type: none"> • If yes – 10 marks • If no – 0 marks 		10
TQ 11	Turnover in preceding 3 Financial Years from Insurance function only (FY 18-19, FY 19-20, FY 20-21)	<ul style="list-style-type: none"> • INR 10 Cr. to 14.99 Cr. – 2 marks • INR 15 Cr. to 19.99 Cr. – 4 marks • INR 20 Cr. to 24.99 Cr. – 6 marks • INR 25 Cr. to 29.99 Cr. – 8 marks • Above INR 30 Cr. – 10 marks 	Attach copies of last 3 years audited balance sheet, CA certificate will be required in case of turnover out of Insurance function not being showed separately in audited balance sheet	10
TQ 12	Net worth in last 3 Financial Years (FY 18-19, FY 19-20, FY 20-21)	<ul style="list-style-type: none"> • If positive – 10 marks • If negative – 0 mark 	Attach copies of last 3 FY audited balance sheet	10
Total Score				100

4.6 Selection of Bidders/Agencies:

The Bidders/Agencies whose Proposal is adjudged as responsive in terms of EoI shall be declared as the selected Bidders/Agencies to whom commercial format shall be shared for final bidding process.

4.7 Contacts during EoI Evaluation:

Proposals shall be deemed to be under consideration immediately after they are opened and until such time as OSRTC makes official intimation of award/ rejection to the Bidders/Agencies. While the Bids are under consideration, Bidders/Agencies and/ or their representatives or other interested parties are advised to refrain from contacting by any means, OSRTC and/ or their employees/ representatives on matters related to the Bids under consideration.

ANNEXURES

Annexure I: Covering Letter (On the Letterhead of the applicant)

Date:

To,

The General Manager (Admin)

Odisha State Road Transport Corporation, Paribahan Bhavan,

Sachivalaya Marg, Unit-II, Bhubaneswar-751001, Odisha

Sub: Expression of Interest Response/Proposal for selection of IRDA approved Insurance Agency for OSRTC Buses

Dear Sir,

Being duly authorised to represent and act on behalf of (Hereinafter referred to as “the Applicant”) and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of _____ (Name of Applicant) for the captioned Project with the details as per the requirements of the EOI, for your evaluation. We confirm that our Proposal is valid for a period of 90 days from the last date of submission of proposal.

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unconditional in all respects and we agree to the terms and conditions of the Expression of Interest.

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other applicant or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Duly signed by the Authorised Signatory of the Applicant

Name:

Title:

Address of the Authorised Signatory:

Annexure II: Request for Clarification

The Bidders/Agencies requiring specific points of clarification may communicate with OSRTC during the specified period using the following format:

Bidder's Request for Clarification				
<<Name of Organization submitting query/ request for clarification>>				
<<Full address of the Organization including e-mail, phone, and fax for all points of contact>>				
Sl. No.	Eoi Reference (Section No., Clause, Page No.)	Content of Eoi	Clarification Sought	OSRTC Response (Space to be left blank by the Bidder)
1				
2				
3				

Annexure III: Eligibility Checklist

No.	Type	Pre-Qualification Criteria	Documents to be submitted	Page No.
PQ1	Legal Entity	The Bidders/Agencies should be a company registered under the Companies Act, 2013 or the Companies Act, 1956 for last 3 years.	Copy of Certificate of Incorporation/ Registration/Partnership deed signed by Authorized Signatory of the	
			Copy of PAN/ TIN/ TAN	
			Copy of GST Registration	
PQ2	Insurance Entity	Should have valid IRDAI license for procuring insurance business in India and should have been registered with IRDAI under General Insurance category.	Copy of IRDAI License document/s.	
PQ3	Financial Capacity/Net worth	The Bidders/Agencies should have positive net worth for last three (3) financial years (FY). (FY 18-19, FY 19-20, FY 20-21)	Certificate from the Statutory Auditor clearly stating Positive Net worth.	
PQ4	Blacklisting	The Bidders/Agencies should not be debarred/blacklisted by any State Government/ Central Government/PSU Organization in India for Unsatisfactory performance, corrupt or fraudulent practices or any other unethical conduct either indefinitely or for a period as on date of submission proposal.	A self-certified letter signed by the Authorized Signatory of the Bidders/Agencies in the Company Letterhead.	
PQ5	Relevant Experience	The Bidders/Agencies should have experience of providing insurance for buses (stage or contract carriage) in last 3 Years from the date of submission of proposal.	Work Order/ Contract Documents / Client Certificate	
PQ6	Solvency Ratio	Should have the minimum Solvency Ratio of 1.1	Solvency Certificate.	
PQ7	Claim Settlement	The Bidders/Agencies should have minimum claim settlement ratio of 70% as on 31.03.2021	A self-certified letter signed by the Authorized Signatory of the Bidders/Agencies in the Company Letterhead.	
PQ8	State/Urban Transport/Large Corporation	Should have experience of working with at least one State/Urban Transport sector / any Large Corporation in last 3 financial years	Relevant work order/s to be provided	

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No.	Type	Pre-Qualification Criteria	Documents to be submitted	Page No.
PQ9	Non-Performance Declaration	A Bidders/Agencies should, in the last 3 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidders/Agencies, as the case may be, nor has been expelled from any project or contract by any public entity nor have had any contract terminated any public entity for breach by such	A self-certified letter signed by the Authorized Signatory of the Bidders/Agencies in the Company Letterhead.	
PQ10	Local Presence	The company should have a branch office or its head office in Bhubaneswar.	Address Proof supporting document.	

Annexure IV: Details of Bidder

- 1 Name
- 2 Country of incorporation
- 3 Address of the corporate headquarters and its branch office(s), if any, in India
- 4 Date of incorporation and / or commencement of business
- 5 Brief description of the Company including details of its main lines of business and proposed role and responsibilities in this Project.
- 6 Details of individual(s) who will serve as the point of contact/ communication.
 - Name, Designation, Company, Address, Telephone Number, E-Mail Address, Fax Number
- 7 Particulars of the Authorized Signatory of the Bidder
 - Name, Designation, Company, Address, Telephone Number, E-Mail Address, Fax Number

A statement by the Bidder disclosing material non-performance or contractual non-compliance in past projects, contractual disputes and litigation/ arbitration in the recent past (Attach extra sheets, if necessary)

Annexure V: Power of Attorney (on Stamp paper)

Know all men by these presents, we..... (Name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint, and authorize Mr./ Ms. (Name), son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for pre-qualification and submission of our proposal for **"Expression of Interest Response/Proposal for selection of IRDA approved Insurance Agency for OSRTC Buses"** including but not limited to signing and submission of proposals, other documents and writings, participate in Pre- bid and other conferences and providing information/ responses to OSRTC, representing us in all matters before OSRTC, signing and execution of all Agreement and undertakings consequent to acceptance of EoI, generally dealing with OSRTC in all matters in connection with or relating to or arising out of our proposal for the said Project and/ or upon award thereof to us and/or till the entering into of the Contract Agreement with OSRTC.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds, and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, [•], THE ABOVE-NAMED PRINCIPAL HAVE

EXECUTED THIS POWER OF ATTORNEY ON THIS [•] DAY OF [•], 20[•]

For

(Signature, name, designation, and address) Witnesses:

1.

(Notarized)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Notes:

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1. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
2. *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favor of the person executing this Power of*
3. *Attorney for the delegation of power hereunder on behalf of the Bidder.*

Annexure VI: Non-blacklisting declaration

Format of self-certificate stating that the Entity/Promoter/s / Director/s of Entity are not blacklisted.

Anti-Blacklisting Certificate

M/s. (Name of the bidder), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s)/ director(s) are not barred by State Government / any other Government entity or blacklisted by any state government or central government / department / Local Government / agency in India or from abroad from participating in Project/s, either individually or as member of a Consortium/JV as on the _____ (Last date of submission of proposal).

We further confirm that we are aware that our proposal for the **“Expression of Interest Response/Proposal for selection of IRDA approved Insurance Agency for OSRTC Buses”** would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of the bidding process or thereafter during the agreement period. Dated this Day of 20.....

_____“

Name of the bidder

Signature of the Authorized person

Name of the Authorized Person

Annexure VII: Self-declaration for Non-Performance

I/ We hereby declare that my / our firm M/S have successfully executed the work order assigned by the State Government / any other Government entity or any state government or central government / department / Local Government / agency in India. There is no remark of non-performance or non-compliance in any of our past projects, or any contractual dispute / litigation / arbitration in the recent past. Dated this Day of 20.....

Name of the bidder

Signature of the Authorized person

Name of the Authorized person

Annexure VIII: Technical Capacity of the Bidder

The bidder shall submit technical qualification details in the below prescribed for as

Date:

Sr. No.	Contract placed by	Contract Date	Quantity of buses insured	Premium per Bus	Claims settled	Purchase Order/ Letter of Award / Work Completion certificate)
1	2	3	4	5	6	7

Annexure IX: Technical Criteria Checklist

No.	Technical Evaluation Parameter	Technical Evaluation Criteria	Supporting Documents	Page No.
TQ 1	The Bidders/Agencies Should have valid IRDAI license for procuring insurance business in India and should have been registered with IRDAI under General Insurance category.	<ul style="list-style-type: none"> • 3 years to 5 years – 1 mark • Above 5 years and up to 8 years – 2 marks • Above 8 years and up to 10 years – 3 marks • Above 10 years and up to 12 years – 4 marks • Above 12 years – 5 marks 	Attach proof of accreditation with IRDA for the year on which the IRDA Certificate was issued and the Current Year's IRDA Certificate. Date of issuance & validity need to be mentioned.	
TQ 2	No. of years of experience in handling PSU/Large Corporation.	<ul style="list-style-type: none"> • 1 year to 2 Years – 3 marks • 3 years to 5 years – 5 marks • 6 years to 8 years – 7 marks • Above 8 years – 10 marks 	Documentary evidence i.e., Work Order to be attached	
TQ 3	No. of PSU Clients handled with Turnover exceeding INR 100 Cr (FY 18-19, FY 19-20, FY 20-21)	<ul style="list-style-type: none"> • 2 No. of clients – 3 marks • 3 to 5 No. of clients – 5 marks • 6 to 7 No. of clients – 7 marks • More than 7 No. of clients – 10 marks 	Documentary evidence i.e. Work Order to be attached	
TQ 4	Total Premium handled from a Single PSU	<ul style="list-style-type: none"> • INR 75 lakh to 4.99 Cr. – 5 marks • INR 5 Cr. to 9.99 Cr. – 8 marks • More than 10 Cr. 10 marks 	Certificate from Client Confirming the same	

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No.	Technical Evaluation Parameter	Technical Evaluation Criteria	Supporting Documents	Page No.
TQ 5	Either branch or head office located in Bhubaneswar	<ul style="list-style-type: none"> • If yes – 5 marks • If no – 0 mark 	Attach Documentary evidence i.e., Trade license	
TQ 6	Experience in Transport/logistic sector.	<ul style="list-style-type: none"> • 1 No of client – 3 mark • 2 or more client – 5 mark 	Attach Documentary evidence duly signed by Authority	
TQ 7	Experience in State/Urban Transport /Large Corporation.	<ul style="list-style-type: none"> • 1 No of client – 3 mark • 2 or more client – 5 mark 	Documentary evidence i.e. Work Order to be attached	
TQ 8	Average Amount of Claim Settlement in preceding 3 Financial Year (FY 18-19, FY 19-20, FY 20-21)	<ul style="list-style-type: none"> • INR 1 Cr. to 4.99 Cr. – 3 marks • INR 5 Cr. to 9.99 Cr. – 6 marks • INR 10 Cr. to 14.99 Cr. – 9 marks • INR 15 Cr. to 19.99 Cr. – 8 marks • Above INR 20.00 Cr. – 10 marks 	Documentary evidence for 2 highest claims settled	
TQ 9	<p>Overall premium* handled in preceding 3 Financial year (FY 18-19, FY 19-20, FY 20-21)</p> <p>*Non-life insurance premium</p>	<ul style="list-style-type: none"> • INR 50 Cr. to 99.99 Cr. – 2 mark • INR 100 Cr. to 149.99 Cr. – 4 marks • INR 150 Cr. to 199.99 Cr. – 6 marks • INR 200 Cr. to 249.99 Cr. – 8 marks • Above INR 250 Cr. – 10 marks 	Attach Self-declaration duly signed by Authority	
TQ 10	Provision of dashboard/MIS for submission/processing/monitoring of policy renewal and claims of bus insurance	<ul style="list-style-type: none"> • If yes – 10 marks • If no – 0 marks 		

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No.	Technical Evaluation Parameter	Technical Evaluation Criteria	Supporting Documents	Page No.
TQ 11	Turnover in preceding 3 Financial Years from Insurance function only (FY 18-19, FY 19-20, FY 20-21)	<ul style="list-style-type: none"> • INR 10 Cr. to 14.99 Cr. – 2 marks • INR 15 Cr. to 19.99 Cr. – 4 marks • INR 20 Cr. to 24.99 Cr. – 6 marks • INR 25 Cr. to 29.99 Cr. – 8 marks • Above INR 30 Cr. – 10 marks 	Attach copies of last 3 years audited balance sheet, CA certificate will be required in case of turnover out of Insurance function not being showed separately in audited balance sheet	
TQ 12	Net worth in last 3 Financial Years (FY 18-19, FY 19-20, FY 20-21)	<ul style="list-style-type: none"> • If positive – 10 marks • If negative – 0 mark 	Attach copies of last 3 FY audited balance sheet	