

UTKALIKA

(Odisha State Co-operative Handicrafts Corporation Ltd.)

D-2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-751010,

Ph-0674-2975390, GSTN:-21AAAA00096K2ZQ

[E-mail-oschcutkalika@gmail.com](mailto:oschcutkalika@gmail.com), [Facebook:www.facebook.com/utkalika](https://www.facebook.com/utkalika)

Website: www.utkalikaodisha.in

Tender Notice No:

Dated:

SHORT QUOTAION CALL NOTICE

Sealed quotations are invited from the IRDA registered Public Sector Insurance companies for insurance coverage of Properties/Assets of Utkalika at various premises located at all outlets and exhibitions of the organisations across the country against the risk of Fire & allied perils, Burglary, Fidelity, Electronic Equipment Insurance, Machinery Breakdown, Money during 2026-27.

The bidders are required to go through the tender document carefully and quote the premium amount separately for each item as per terms and conditions. The quotations should be submitted by Registered post/speed post to the Managing Director, **Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), D-2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-751010** by 2 pm on or before dt. 30/06/2026.

The quotationers who are willing to submit the quotations by hand must deliver the papers in the designated box much ahead of the scheduled date and time in order to avoid last minute rush. The selected bidder will be given priority for the exhibition insurance (Under optional category) organised/participated by M/s Utkalika.

In case of any doubt/ clarification, Shri Bijay Kumar Mohanty, Accounts Officer, Utkalika (**Mo-7008756954**) may be contacted.

The authority reserves the right to cancel the tender without assigning any reason thereof.

For details, please visit our website www.utkalikaodisha.in

Sd/-
Managing Director

Bid- Document

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Ph-0674-2975390, GSTN:-21AAAA00096K2ZQ

[E-mail-oschcutkalika@gmail.com](mailto:oschcutkalika@gmail.com), [Facebook:www.facebook.com/utkalika](https://www.facebook.com/utkalika)

Website: www.utkalikaodisha.in

- 1. Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika)** is the Apex Cooperative Society of the State of Odisha for marketing of Handicrafts and Handloom products and it has got 19 sales branches/outlets inside and outside the State. Besides it has its Central Depots in the main building at Head Office, Rasulgarh, Bhubaneswar and RMB at Pipili, Kantilo, Mancheswar, Narangarh Mines etc.
- 2.** The insurance policies of Utkalika for the year 2025-26 are due to expire on 01.07.2026 and are to be renewed with effect from 02.07.2026. **Utkalika**, therefore, invites bids for the renewal of its insurance policies for the period 02.07.2026 to 01.07.2027 in accordance with the terms and clauses of the bid document. **Utkalika** is organizing exhibitions/fairs inside and outside the State of Odisha. The total stock transaction is around Rs. 3.00 Cr. per year.
- 3.** The quotation should be submitted by Registered Post/ Speed post to the **Managing Director, Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), D-2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-751010** by 2 P.M. on or before dt.30.06.2026.

The quotationers who are willing to submit the quotations by hand must deliver the papers in the designated box much ahead of the scheduled date and time in order to avoid last minute rush. The selected bidder will be given priority for the exhibition insurance (Under optional Category) organised/ participated by M/S Utkalika.

4.

Details of Insurance Risks to be covered

Sl No.	Name and Type of Policy	Brief description of Risk(s)	Total Sum Insured (in Lakh Rs.)
Sale Outlets	Fire & Allied Perils, Burglary, Fidelity, Electrical Equipment Insurance, Machinery Breakdown, Money policy & Exhibitions with Add-on cover etc.	Stocks stored in 19 Sales outlets at Various locations inside and outside of Odisha (Annexure-A & B)	3455.00
		Electrical equipments/ A.C./ Inverter/ Computer/ Generator/ Transformer/ Camera/ Furniture & Fixture etc.(Annexure-A)	109.45
Head Office		Electrical items/ A.C./ Computer/ Generator Set/ Transformer/ Video Wall/ Inverter/ Camera/ Furniture & Fixture etc.	200.00
Central Depots		Stocks stored Central Depots at Bhubaneswar H.O, (Annexure-A)	172.00
		Electrical Equipments/ A.C./ Computer /FFF (Annexure-A)	7.00
Raw Material Bank		Stocks stored in Raw Material Bank (Annexure-A)	133.00
	Electrical Equipments/ A.C./ Computer/ CC TV. (Annexure-A)	2.00	

5. The below listed Terms / Clauses for respective policies need to be incorporated in addition to the standard Clauses/ Terms/ Warranties of respective policies.

Fire and Allied Perils Policy with Add-on cover- For Special Terms/Conditions/Clauses:

- i) Architect, surveyors & Consulting engineers fees as applicable.
- ii) Removal of Debris as applicable.
- iii) Insurance of Additional Expenses of rent for an Alternative Accommodation.
- iv) Omission to Insure additions, alteration or extensions as applicable.
- v) Reinstatement Value Clause other than stocks.
- vi) Designation of Property Clause.
- vii) Public Authority Clause.
- viii) Goods Held in Trust.
- ix) Basement exclusion warranty removal.
- x) Waiver of Under Insurance up to 15% Clause.
- xi) 72 Hours Clause.

6. Burglary & House breaking Policy detail special Terms/Conditions/Clauses:-

- i) Theft and RSMD Clause

7. The Following are the claim details of the preceding 3 years.

Claim Details

FY 23-24 : NIL

FY 24-25 : NIL

FY 25-26 : NIL

8. Instruction To The Bidders.

- i) The tender papers duly filled in all respect with seal envelope super scribed "QUOTATION FOR INSURANCE OF UTKALIKA 2026-27" comprises of both Technical Bids and Financial Bids.

The bids are to be submitted in two parts :-

Part – I Containing "Technical Bid"

Part – II Containing "Financial Bid"

The BIDDER shall have to submit their "Technical Bid" and "Financial Bid" separately.

The technical bids evaluation to determine whether they are complete, whether the required documents as asked for have been submitted and whether the technical bid is generally in order as per the qualifying condition of the tender.

If necessary, may ask the tenderer for any specific clarification relating to qualifying document/condition or may seek for the missing document(s) within the specified time.

- ii) The rate and premium are to be quoted strictly as per Financial Bid format only.
- iii) The Financial bid format is to be properly filled in by the competent authority/authorised signatory of the company intending to participate in proposed Bid.
- iv) The inter-mediatory name will be intimated to you at the time of placement.
- v) The sealed covers shall be opened on the same day at 4 pm in the office chamber of Managing Director, Utkalika in the presence of the representatives of the participating companies and the Committee Members of Utkalika and inter-mediatory, if required.
- vi) Technical bids will be opening **on 30.06.2026 at 4 pm**
- vii) Financial Bids of eligible Technical Bidders **on 30.06.2026 at 5 pm**

9. For any further clarifications, queries & information the following Email-Id and Mobile Numbers may be noted.

E-mail-oschcutkalika@gmail.com.

Mobile No.-7008756954 (Bijay Kumar Mohanty, Accounts Officer)

The Authority reserves the Right to Cancel or Reject any or all quotations without assigning any reason thereof.

SD/-
Managing Director

Technical Bid.

Format-I

Sl. No	Particulars		
1	BIDDER Name :		
2	Regional & Branch Office Address :		
3	Year of Incorporation:		
4	Number of year in operation :		
5	Claim Office details in Bhubaneswar.		
6	Telephone No.:		
7	GST No.		
8	Valid Licence from IRDAI.(Copy attached)		
9	E-mail Address for communication :		
10	Name of Contact Person :		
11	His/her Mobile Number :		
12	Registration with IRDA		Scanned copy of document evidencing renewal
13	Net Worth as on 31.03.2026	Rs.____ Crore	Scanned copy of relevant page of Annual Report
14	Gross Written Premium on 31.03.2026	Rs.____ Crore	Scanned copy duly signed
15	Market Share (in %) as on 31.03.2026	____%	Copy of IRDA report to be attached
16	Profit Before Tax as on 31.03.2026	Rs.____ Crore	copy of relevant page of Annual Report
17	Name of insured (PSUs or State Govt), whom BIDDER has given one Insurance Cover during Last 3 years.		copy of Insurance policies (At least 6 Nos.) issued to clients for the relevant years
18	List of any three claim settlement of Govt & Sate PSU in odisha during F.Y.2025-26.		1. 2. 3.

Technical Bid Format I(a)

Technical Bid should cover the **eligibility criteria** mentioned in the document under general terms & conditions.

- a. The BIDDERS should have been in general insurance business for more than five years on the date of opening of bid and is licensed by IRDA – copies of certificate in that regard to be furnished.
- b. The BIDDER should have given the insurance cover to at least one company or public sector undertaking in each year during 2023-24, 24-25 & 25-26
- c. BIDDER should have valid GST registration number – document to be furnished.

Place : _____

Date : _____

Company Seal & signature

Name:-----

Designation-----

Mobile No.-----

Financial Bid Format

Proposer/Owner's Name	Odisha State Co-operative Handicrafts Corporation Ltd.		
Address	D-2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-751010,		
Risk Locations	Various Places in the state of Odisha as mentioned in Annexures		
A .Fire and Allied Perils Policy for Sales Outlets/Branches			
Description of Insurance	Sum Insured (Rs. In lakhs)	Rate	Premium
Stocks	3455.00		
Electrical equipments/ A.C./ Inverter/ Computer/ Generator/ Transformer/ Camera/FFF	109.45		
STFI			
Earthquake			
Addons			
B. Fire and Allied Perils Policy for Head Office Odisha State Co-operatives Handicrafts Corporation Ltd. (Utkalika), D-2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-751010			
Description of Insurance	Sum Insured (Rs. In lakhs)	Rate	Premium
Electrical items/ A.C./ Computer/ Generator Set/ Transformer/ Video Wall/ Inverter/ Camera/FFF	200.00		
Earthquake			
STFI			
Addons			
C. Fire and Allied Perils Policy for Central Depot Odisha State Co-operatives Handicrafts Corporation Ltd. (Utkalika), D-2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-751010			
Description of Insurance	Sum Insured (Rs. In lakhs)	Rate	Premium
Stocks	172.00		
Electrical items/ A.C./ Computer/ Generator Set/ Transformer/ Video Wall/ Inverter/ Camera/FFF	7.00		
Earthquake			
STFI			
Addons			
D.Fire and Allied Perils Policy for Raw Material Bank (Rs. In lakhs)			
Description of Insurance	Sum Insured (Rs. In lakhs)	Rate	Premium
Stocks	133.00		
Building			
Electrical items/ A.C./ Computer/	2.00		

Generator Set/ Transformer/ Video Wall/ Inverter/ Camera/FFF			
Earthquake			
STFI			
Addons			
E. Other Policies			(Rs. In lakhs)
Description of Items	Sum Insured (Rs. In lakhs)	Rate	Premium
Burglary & Housebreaking of stocks including Theft & RSMD Extension	4078.45		
Fidelity Guarantee for employees of service providers (Floater 50 person 1 lakh each) (Optional)	50.00		
Money Insurance	179.00		
Electronics Equipment Insurance/Machinery Breakdown (for AC, Video wall, Transformer, DG, Lift, TV Projector at Conference Hall)(Optional)	155.00		
Exhibition Insurance with Fire & Allied Perils, Burglary, Theft & Terrorism (Optional)	300.00		
		Total Premium	
		GST @ 18 %	
		Total Premium Payable	

N.B. :-

The Fire and Allied Perils Policy should also include the following Add-ons / Clauses

1. Architect, surveyors & Consulting engineer's fees as applicable
2. Removal of Debris as applicable
3. Insurance of Additional Expenses of rent for an Alternative Accommodation
4. Omission to Insure additions, alteration or extensions –as applicable
5. Reinstatement Value Clause other than stocks
6. Designation of Property Clause
7. Public Authority Clause.
8. Goods Held in Trust
9. Basement exclusion warranty removal
10. Waiver of Under Insurance up to 15% Clause.
11. 72 Hours Clause.

Place : _____

Date : _____

Company Seal & signature

Name:-----

Designation-----

Mobile No.-----

**STATEMENT FOR INSURANCE OF PROPERTY OF SALE DEPOT /CENTRAL DEPOT/RMB/H.O. OF OSCHC Ltd
FOR THE PERIOD FROM 02-07-2026 to 01-07-2027 for submission of Quotation of Premium**

Sl No	Name of the Sale Depot	Total Own Stock Sale Target of 2026-27	Total Cost of Sale (HL + HC)	Previous Year Stock Insurance (Cost Price)	Suggested for insurance of					
					Stock (Cost Price)	Other Assets (Computer/ Electrical Equipments/ A.C./ Furniture) (As per previous year except Angul & HO)	Fire,Stfi, Eq. & Burglary	Cash (As per Previous year)		Total Money Insurance
								Safe	Transit	
1	Bhubaneswar	1,780.00	1,142.92	1,000.00	1,000.00	30.00	1,030.00	1.00	30.00	31.00
2	NewDelhi	800.00	457.14	400.00	450.00	30.00	480.00	1.00	35.00	36.00
3	MKT-HUB	530.00	334.17	300.00	400.00	10.00	410.00	1.00	2.00	3.00
4	Angul	270.00	174.58	135.00	195.00	10.00	205.00	1.00	5.00	6.00
5	Rourkela	380.00	244.58	175.00	195.00	4.00	199.00	1.00	15.00	16.00
6	Kolkata	200.00	114.29	190.00	195.00	2.00	197.00	1.00	15.00	16.00
7	E-Commerce	200.00	128.33	100.00	115.00	4.00	119.00	-	-	-
8	Hyderabad	130.00	74.29	110.00	110.00	2.00	112.00	1.00	5.00	6.00
9	Cuttack, jail road	150.00	96.54	105.00	105.00	2.00	107.00	1.00	5.00	6.00
10	Jeypore	150.00	96.88	90.00	90.00	2.00	92.00	1.00	4.00	5.00
11	Keonjhar	160.00	103.33	90.00	90.00	1.45	91.45	1.00	5.00	6.00
12	Bengaluru	150.00	85.71	70.00	80.00	2.00	82.00	1.00	5.00	6.00
13	BBSR-Airport-T-1	180.00	115.83	65.00	70.00	1.00	71.00	1.00	3.00	4.00
14	Puri	150.00	96.88	70.00	70.00	2.00	72.00	1.00	3.00	4.00
15	Sambalpur -vss marg	80.00	51.67	60.00	70.00	2.00	72.00	1.00	5.00	6.00
16	Mumbai	100.00	57.14	70.00	70.00	2.00	72.00	1.00	5.00	6.00
17	Pune	100.00	57.14	60.00	70.00	2.00	72.00	1.00	5.00	6.00
18	E- Hat	50.00	32.29	38.00	40.00	0.50	40.50	1.00	1.00	2.00
19	Kalabhoomi	120.00	77.08	30.00	40.00	0.50	40.50	1.00	5.00	6.00
Total-A		5,680.00	3,540.80	3,158.00	3,455.00	109.45	3,564.45	18.00	153.00	171.00
R.M.B.										
20	Stone Quarry- Narangarh M	125.00	-	7.00	100.00	1.00	101.00	-	-	-
21	Pipili	11.00	-	20.00	20.00	1.00	21.00	1.00	2.00	3.00
22	Kantilo	16.00	-	10.00	10.00	-	10.00	1.00	1.00	2.00
23	Stone- Mancheswar	-	-	3.00	3.00	-	3.00	-	-	-
Total-B		152.00	-	40.00	133.00	2.00	135.00	2.00	3.00	5.00
CENTRAL STORE										
24	C D- H.O.HANDLOOMS	-	-	75.00	75.00	3.00	78.00	-	-	-
25	C D - H.O.HANDICRAFTS	-	-	75.00	75.00	3.00	78.00	-	-	-
26	C D-TCPC-MANCHESWAR	-	-	12.00	12.00	1.00	13.00	-	-	-
27	RMB.-Tassar/Palm Leaf	5.00	-	10.00	10.00	-	10.00	-	-	-
Total-C		5.00	-	172.00	172.00	7.00	179.00	-	-	-
OTHERS										
28	Head office	-	-	-	-	200.00	200.00	1.00	2.00	3.00
Total-D				-	-	200.00	200.00	1.00	2.00	3.00
Grand Total (A+B+C+D)		5,837.00	3,540.80	3,370.00	3,760.00	318.45	4,078.45	21.00	158.00	179.00

**List of Sale Branches/ R.M.B./ Central Store & Head Office of O.S.C.H.C. Ltd.
(Utkalika), Bhubaneswar**

Sl No	Branch/ RMB Location	Address
1	Bhubaneswar	Utkalika, Odisha State Emporium, Shop No-1, Eastern Tower, Market Building, Ashok Nagar, Bhubaneswar-751009, Ph: 0674-2530187, 0674-2530184 E-mail: orissastateemporiumutkalika@gmail.com
2	Airport, BBSR	Utkalika, Odisha State Emporium, Terminal-1, B.P.International Airport Bhubaneswar-751020, Ph: 0674-2596743, E-mail: utkalikairport@gmail.com
3	Cuttack	Utkalika, Odisha State Emporium, Dargha Bazar, Jail Road, Cuttack-753001 Ph: 0671-220424,2203424 E-mail: utkalika.cuttack@gmail.com
4	Puri	Utkalika, Odisha State Emporium, Shop No.-16, Grand Centre, Puri-752001 Ph: 06752-220209 E-mail: utkalika.gcpuri@gmail.com
5	Rourkela	Utkalika, Odisha State Emporium, Shop-25 & 26, Sector-5, Rourkela-769002, Ph: 0661-2640059 E-mail: Utkalika.rourkela@gmail.com
6	Sambalpur	Utkalika, Odisha State Emporium, Veer Surendra Sai Marg, Sambalpur-768001, Ph: 0663-2520058 E-mail:browsingpointsbp@gmail.com
7	Jeypore	Utkalika, Odisha State Emporium, Debottar Market Complex, Jeypore, Koraput Ph: 06854-233567 E-mail:jeypore.utkalika@gmail.com
8	Angul	Utkalika, Odisha State Emporium, Near Govt. Girls High School, Angul-759122 E-mail:utkalika.angul20@gmail.com

9	Delhi	<p>Utkalika, Odisha State Emporium, B/4- Baba Kharag Singh Marg, New Delhi-110001 Ph: 011-23340763 E-mail:utkalikadelhi@gmail.com</p>
10	Kolkata	<p>Utkalika, Odisha State Emporium, G-31 & 32, C.I.T. Market Complex, 2-Gariahat, South Road, Kolkata-7300068 Ph: 033-24237118 E-mail:Utkalika.Kolkatta@gmail.com</p>
11	Mumbai	<p>Utkalika, Orissa State Emporium, Shop No-1, Odisha Bhawan, Vasi, Navai Mumbai-400703 Ph: 022-27810108 E-mail:utkalika.mumbai@gmail.com</p>
12	Pune	<p>Utkalika, Odisha State Emporium, Shop No-4, Sivaji Nagar, Ferguson College Road, Pune-411005, Ph: 020-25671046 E-mail:utkalika.puna@gmail.com</p>
13	Bengaluru	<p>Utkalika, Odisha State Emporium, Shop No.-101-Centre Point, Residency Road, Bangalore-560025 Ph: 080-25582744 E-mail:utkalika.bangalore@gmail.com</p>
14	Hyderabad	<p>Utkalika, Odisha State Emporium, Shop No. 27 & 28, Swarna Jayanti Commercial Complex , S R Nagar , Hyderabad Metro Politan Development Authority, Ameerpet, Hyderabad- 500038, Ph: 040-23240510, 8882645521 E-mail:Utkalika.hyderabad@gmail.com</p>
15	Marketing & Sourcing Hub	<p>Utkalika, Odisha State Emporium, Marketing & Sourcing Hub, D-2/3 &4, Industrial Estate,Rasulgarh,Bhubaneswar Ph: 9937570603 E-mail:marketingsoucringhub@gmail.com</p>
16	Ekamra Haat,BBSR	<p>Utkalika, Odisha State Emporium, Ekamra Haat, Shop No.-11 , Bhubaneswar E-mail: orissastateemporiumutkalika@gmail.com Mobile No.-7735191408</p>

17	Keonjhar	Utkalika, Odisha State Emporium Parida Market Complex, Near N S Police High School Keonjhar-758001 Mobile No.-9438632392
18	Kalabhoomi, Bhubaneswar	Utkalika, Odisha State Emporium, Gandamunda, Pokhariput, Bhubaneswar-751020 Mobile No.-7008469413
19	Head Office/ Central Store/ Depo. & E-Commerce	Odisha State Co-operative Handicrafts Corporation Ltd.(Utkalika) D-2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar-751010 Ph. No.-0674-2975390 E-mail-oschcutkalika@gmail.com
Raw Material Bank		
20	Pipili	Raw Material Bank, Pipili Mobile No.-9437138125
21	Kantilo	Raw Material Bank, Kantilo Mobile No.-9437138125
22	Mancheswar	Raw Material Bank, S-114/ 115, Industrial Estate, Mancheswar Mobile No.-7894742173