

**ATTENTION: INSURANCE COMPANIES
REQUEST FOR PROPOSAL (RFP)**

**REQUEST FOR PROPOSAL (RFP) FOR
MEDICAL INSURANCE SCHEME AS PER 9TH JOINT NOTE / 12TH BIPARTITE SETTLEMENT FOR OFFICERS AND
EMPLOYEES OF ODISHA GRAMEEN BANK
Reference No. OGB/HO/HRD/INSURANCE/20.02.2026**

Introduction: -

Govt of India vide its Gazette Notification no CG-DL-E-07042025-262329 dated 07th April 2025 has amalgamated Odisha Gramya Bank and Utkal Grameen Bank (hereinafter referred to as the transferor Regional Rural Banks) into a single Regional Rural Bank for the state of Odisha, which shall be called as Odisha Grameen Bank (hereinafter referred to as the transferee Regional Rural Bank) with its head office at Bhubaneswar under the sponsorship of Indian Overseas Bank.

Odisha Grameen Bank, a premier Regional Rural Bank (hereinafter called the "Bank") is operating in 30 districts of Odisha. The Bank has 979 branches, 17 Regional Office, 10 Inspection Cells, 1 SARB and 1 Head Office. The Bank has 3251 employees (**Officers-1896, Office Assistants – 1293 and Office Attendant – 62**) as on date. **Employee with dependents details as attached.**

Odisha Grameen Bank has been implementing staff welfare group Mediclaim insurance w.e.f. 29.06.2017 for its employees as per Xth Bipartite Settlement applicable for PSU Banks & RRBs. The objective of the scheme is to provide reimbursement of hospitalization / medical expenses incurred by the existing staff members / dependent family members as per 10th Bipartite Settlement signed on 25.05.2015 and 11th Bipartite Settlement signed on 11.11.2020 between member banks and IBA

Important definitions / clarifications:

- **Bank:** "Bank" means Odisha Grameen Bank.
- **RFP:** - The Request for Proposal (this document) in its entirety, inclusive of any addenda / modification / clarification / amendment that may be issued by the Bank.
- **Bidder:** "Bidder" means Health Insurance Company responding to this RFP.
- **IRDAI:** "IRDAI" means Insurance Regulatory and Development Authority of India.
- **Bid/Proposal:** "Bid"/ "Proposal" means the response submitted by the bidder to this RFP.
- **Bidder:** - An eligible Insurer submitting a Proposal / Bid in response to this RFP.
- **Insurance Company:** - Selected Bidder under this RFP.
- **Proposal:** - The Technical Proposal and the Commercial Proposal.
- **Day:** - Calendar day.
- **Party or Parties:** - The Odisha Grameen Bank / Selected Bidder (Insurance Company) as the case may be.
- **SLA:** - Service Level Agreement

The Insurers are advised to carefully review and submit all relevant information as sought in the RFP.

This RFP document is neither an offer letter nor a legal contract, but an invitation for Request for Proposal. No contractual obligation on behalf of the Bank whatsoever shall arise from this RFP process, unless and until a formal contract is signed and executed by duly authorized officers of the Bank and the Insurer.

Details of the objectives, eligibility criteria, data and documents required to be submitted along with RFP criteria that would be adopted for evaluation of the responses for shortlisting and other information is contained in the RFP documents.



The RFP will be available in the Bank's website <https://odishabank.bank.in> . Any Corrigendum/addendum shall also be available on the Bank's website. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by the duly authorized official(s) of the bank with the selected bidder.

Complete confidentiality should be maintained. Information provided here should be used for its intended scope and purpose. Retention of this RFP signifies your agreement to treat the information as confidential. You must agree to bear all costs related to the preparation of your proposal.

1. **OBJECTIVES:** To renew the existing medical policy as per IRDA guidelines. The scheme will provide significant support to the existing employees and their eligible dependents.

2. **Schedule:**

Table of Evaluation Schedule Activity	Scheduled Dates
RFP Reference	OGB/HO/HRD/INSURANCE/20.02.2026
Interest for Participation	Consent mail and request for documents as per RFP 24.02.2026
Last date of seeking clarification to /Confirming participation in RFP	27/02/2026
Pre-bid meeting	05/03/2026 (4.00 PM)
Last date for submission of Bid in closed envelope	On or before 12.03.2026 up to 6.00 PM at the following address: General Manager, HRM Department Odisha Grameen Bank Head Office, Gandamunda, Khandagiri, Bhubaneswar - 751030
Opening of Technical Bid	16-03-2026 at 3:30 PM
Opening of Commercial Bid	18-03-2026 at 3.30PM
Contact Ph No.	0674 – 2353006, 9853261804, 7978009571
Contact e-mail ID	hrd@odishabank.bank.in , soumya.sahoo@odishabank.bank.in

3. **Eligibility Criteria for Insurer (All mandatory provisions):**

In order to qualify for the selection process, the Insurer should meet the following criteria:

3.1. Insurer should be registered with Insurance Regulatory and Development Authority (IRDA) and having a valid License to procure General / Health Business in India. The bidder should have been licensed for a minimum period of 5 years as of 31st March, 2025 (**Bidder to submit a copy of valid license in the technical bid**)- Annual IRDA Fees Receipt of 5 years to be submitted including current year along with IRDA license copy. The bidder should have Solvency Ratio of 1.50 and above as of 31st March, 2025. (Not applicable for Public Sector Insurers)

3.2 The Company should have expertise and capability in handling of Medical Insurance Policy.

3.3 Should meet the guidelines of IRDA such as, Pan-India presence, cashless hospital network, claim settlement, grievance redressal, service capability etc.



4. **Policy Administration:** The bank has mandated the following Insurance Broker for policy administration:

M/s Risk Care Insurance Broking Services Private Limited,
708, 7th. Floor, 'Hubtown VIVA',
Western Express Highway, Shankarwadi,
Jogeshwari (East), Mumbai - 400 060. India.

5. **BIDDING DOCUMENT:**

- a. **Cost of Bidding:** The Bidder shall bear all the costs associated with the preparation and submission of its bid including cost of presentation(s), etc. Bank will not be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- b. Content of Bidding Document:
- (i) The bidding document provides overview of the requirements, bidding procedures and contract terms. It includes Introduction, Instructions to Bidder and Terms & Conditions of Contract, Eligibility Criteria, and Commercial Bid. The bidder must conduct its own investigation and analysis regarding any information contained in this RFP document, its meaning and impact of that information.
- (ii) The Bidder is expected to examine all instructions, statements, terms and specifications in the bidding document. Failure to furnish all information required by the bidding documents or submission of bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid. Bank has made considerable effort to ensure that accurate information is contained in this RFP and is supplied solely as guideline for Bidders. Furthermore, during the RFP process, Bank has disclosed or will disclose in the RFP and corrigendum/ addenda, available information relevant to the Scope of Work to the extent, detail, and accuracy allowed by prevailing circumstances. Nothing in this RFP or any addenda is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addressed in this RFP or any addenda.

6. **Bidding Process:**

The bids shall be submitted in two separate sealed envelopes A and B (as stated below).

- a) **Envelope A : Technical Bid**
b) **Envelope B: Commercial Bid for Family Floater Group Mediclaim Policy (GMC) for existing staff members of the Bank.**

All details with the relevant information / documents / letter of acceptance of all terms and conditions strictly as described in this RFP will have to be submitted. The bidders are advised to write their name and contact details (Phone Number, e-mail, Fax No. and Address on all the envelopes). In the first stage, only the envelope containing "Technical Bid" will be opened and evaluated. Those satisfying all criteria as per technical requirements and agree to comply with all terms and conditions specified in this document may be invited for technical presentation, if required, at the discretion of the Bank, to display their capabilities, approach and methodology

(A) Technical Bid:

Upon receipt of applications **(RFP)** the same shall be scrutinized and evaluated by the Bank. The Bank will shortlist Insurers as per the **eligibility criteria mentioned** as in Annexure -V for Technical Bid. Bids not meeting the eligibility criteria would be disqualified.



The documents/information submitted by the bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny punitive action can be taken against defaulting -Insurers.

(B) Commercial Bid:

Commercial Bids of shortlisted Insurance Companies will be opened subsequently as decided on the date of opening of Technical Bid. The shortlisted Insurers shall be communicated by the Bank through the mail ID of the bidder(s). The selection of Insurer is entirely at the discretion of the Bank. The Bank also reserves the right to accept or reject any or all RFP.

Anytime during the process the Bank may, at its discretion, ask respondents for clarifications on their proposal. The respondents are required to respond within the time frame prescribed by the Bank.

Should you so desire, your authorized representative may remain at the time of opening of technical bids at the address given above.

7. Contents of tender documents

- RFP: Request for Proposal
- Annexure I: RFP for family floater GMC policy cover for employees of Odisha Grameen Bank.
- Annexure II: Declaration
- Annexure III: Bid Covering Letter
- Annexure IV: Company Details
- Annexure V: Technical Bid
- Annexure VI: Commercial Bid / Price Bid

8. REJECTION OF BIDS

The Bank reserves the right to reject the bid if :

1. Insurer does not meet any of the eligibility criteria mentioned **under section 3.**
2. The Bid is incomplete as per the RFP requirements.
3. Any condition stated by the Insurer is not acceptable to the Bank.
4. In the RFP any of the terms & conditions stipulated in this document are not accepted by the authorized representatives of the Insurer.
5. Required information is not submitted as per the format given.
6. Any information submitted by the Insurer is found to be untrue/ fake / false.
7. The Insurer does not provide, within the time specified by the Bank, the supplemental information / clarification sought by the Bank for evaluation of the Bid.
8. Policies where your company is a Co-Insurer will not be considered.
9. Micro Insurance/State Policies will not be considered. Only Corporate Group Medical Insurance policies will be considered for the Technical Bid.
10. The Bank shall be under no obligation to accept any offer received in response to this RFP and shall be entitled to reject any or all offers without assigning any reason whatsoever. The Bank may abort the entire process at any stage without thereby incurring any liability to the affected Insurer(s) or any obligation to inform the affected Insurer(s) on the grounds for Bank's action.

In order to promote consistency among the proposals and to minimize potential misunderstandings regarding how proposals will be interpreted by the Bank, the format in which Insurers will specify the fundamental aspects of their proposals has been broadly outlined in this RFP.



The deadline for submission of the proposals is mentioned in the schedule. Proposals received after the specified time on the last date shall not be eligible for consideration and shall be summarily rejected.

In case of any change in deadline the same shall be updated on the Bank's website and shall be applicable uniformly to all Insurers.

9. Proposal Validity

All bids shall be valid for a period of 90 days from the last date of submission. The Bank will make best effort to complete the process within this period. However, should the need arise, the Bank may request the Bidder to extend the validity period of their proposals. Bidders, who do not agree, having the right to refuse to extend the validity of their proposals; under such circumstances, the Bank shall not consider such proposals for further evaluation.

10. BID PREPARATION

All interested Bidders will submit their Commercial Bid at a time in separate envelop along with the Technical Bid. The Bid documents along with the data as per formats mentioned in the different Forms (from 1 to 5) along with covering letter on letter head must be submitted at the same time but in a single sealed envelope duly super scribed as "Odisha Grameen Bank- RFP for Medical Insurance – Technical Bid". A separate envelop super scribed as Commercial Bid should be submitted in the sealed cover.

From the time the proposals are submitted to the time the Bidders are shortlisted, the Bidder should not contact the Bank on any matter. Any effort by Bidders to influence the Bank in the examination, evaluation, ranking of proposals and recommendation for award shall result in the rejection of the Bidders' proposal. The Bank reserves the right to seek clarifications from the Bidders.

Note: 1) Bids will be opened in presence of the Bidders' representatives (maximum two representatives per bidder) who choose to attend. In case the specified date of submission and opening of Bids is declared a holiday in Odisha under NI act, the bids will be received till the specified time on next working day.

11. BID EVALUATION OR RFP PROCESS

- a) Only those Companies who will qualify the eligible criteria in the Technical Bid, their Commercial Bid will be opened.
- b) The RFP response will be submitted in sealed envelope and will include the duly filled & signed RFP document along with relevant supporting documents wherever required.
- c) Once the responses to the RFP are received, the Bank will start the evaluation process and shortlist the suitable Insurance Company.

12. SHORTLISTING OF INSURERS

- a) Upon receipt of applications (RFP) the same shall be scrutinized and evaluated by the Bank and will shortlist Insurers who meet the requirement.
- b) The evaluation and short listing, will happen based on Insurer's past experience of handling similar types of assignments/projects, hospital network, claim settlement, grievance redressal, service capability etc.
- c) During pre-qualification and evaluation of the proposals, the Bank may, at its discretion, ask respondents for clarifications on their proposal. The respondents are required to respond within the time frame prescribed by the Bank.



- d) Disqualifications: Odisha Grameen Bank may at its sole discretion and, at any time during the evaluation of proposal, disqualify any respondent, if the respondent has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements, failed to provide related clarifications when sought or declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted.

13. CLARIFICATION & AMENDMENT

A prospective Bidder requiring any clarification of the Bidding Documents may write to the

Senior Manager, HRMD,
Odisha Grameen Bank –
email id – soumya.sahoo@odishabank.bank.in / hrd@odishabank.bank.in
mobile no- 7978009571.

Replies to all the clarifications, modifications received will be provided via mail. Any modification to the bidding documents which may become necessary shall be made by OGB by issuing an Addendum. The addendum will be binding on all the interested Insurers who are willing to bid.

14. OTHERS.

Respondents are not permitted to modify, substitute, or withdraw proposals after its submission.

- a) The RFP may be submitted with a covering letter enclosing documents/ information indicated below and the declaration, signed by the authorized signatory with Seal of the Company. All pages are required to be signed.
- b) The role of the insurance company would be to provide a competitive quote against the terms & conditions as mentioned in the group medical scheme and provide seamless service and timely claim settlement as and when the need arises.
- c) The selected Insurer shall sign a Service Level Agreement having Non-Disclosure Clause, with the Bank.
- d) Request for Proposal (RFP) needs to be submitted in hard copy only in a sealed envelope. Only complete proposals in the form indicated, received prior to the closing time and date of the proposals, shall be taken as valid.
- e) Applications (RFP) received after last date and time for submission of application (RFP) will be summarily rejected.

Separate envelopes for Technical Bid and Commercial bids should be submitted.

15. Odisha Grameen Bank Reserves the right to:

- a) Reject any or all responses received without assigning any reason whatsoever.
- b) Cancel the RFP at any stage, without assigning any reason whatsoever.
- c) Waive or change any formalities, irregularities, or inconsistencies in this proposal (format and delivery). Such a change / waiver would be duly and publicly notified in the Bank's website before the closure of the bid date.
- d) Extend the time for submission of all proposals and such an extension would be duly



communicated to all the companies.

- e) Select the next most responsive bidder if the first most responsive bidder evaluated for selection fails to result in an agreement within a specified time frame.
- f) Accept single bidder, if the same is submitted before the Bank.
- g) Share the information / clarifications provided in response to by any bidder, with all other bidder(s)
- h) /Others, in the same form as clarified to the bidder raising the query.

16. PREPARATION OF PROPOSALS

The original Bid shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidders themselves. The person, who has signed the proposal, must initial such corrections.

An authorized representative, who would be signing the Submission letter shall initial all pages of the original Bid Document with Company seal.

17. PAYMENT TERMS

Premium towards the renewal of policy will be paid at the time of renewal of policy subject to;

- (a) Signing off SLA.
- (b) Submission of GST complied invoice with GSTN of Odisha Grameen Bank having state code of(21).

18. MISCELLANEOUS

All disputes shall be subject to the jurisdiction of Odisha (Bhubaneswar). Salient features is as per the scheme to recent IBA scheme for Banks.



Annexure I- Scope of Cover

- 1) 30 days window period is to be provided post policy placement and finalization, for covering missed out dependents of existing Employees and no additional premium is to be charged if overall count of missed out dependents is not more than 1% of the total lives covered at the time of policy placement.
- 2) Midterm inclusion of New born child and newly married spouse of existing Employees is to be included without any additional premium as premium rater is of per family basis.
- 3) Given below are the tentative lives. Due to amalgamation, there may be chances of mis-match or mis-representation of staff / dependent data. The bank reserves the right to correct them as and when such anomalies are found and the selected insurance companies are bound to accept the same.

Category of Staff	Total
Officers	1896
Officers' dependents	3878
Award Staff	1355
Award staffs' dependents	2555
Total Members	9684

4. Sum insured

Category	Sum Insured
Officers	4,00,000
Award Staff	3,00,000

19. Active list is attached separately.

Critical Illness Cover

- For the purpose of this Section, "Critical Illness" means any Illness, medical event or Surgical Procedure as specifically defined whose signs or symptoms first commence since the commencement of the Policy Year.
- The Benefits under this cover (as set out below) will be over and above the Base Sum Insured.
- The cover is applicable provided that the Critical Illness, which the Insured Person is suffering from, occurs or first manifests itself during the Policy Year as a first incidence.
- Critical Illness is to be provided to the employee subject to a sum insured of Rs. 1,00,000/-
- The cover starts on inception of the policy. In case an employee is diagnosed with Critical Illness as listed below; the total sum insured of Rs. 1,00,000/- is paid, as a benefit. This benefit is provided on first detection/diagnosis of the Critical Illness.

Critical Illnesses cover under this benefit:

1. CANCER OF SPECIFIED SEVERITY (INCLUDING LEUKEMIA)

A malignant tumor characterized by the uncontrolled growth and spread of malignant cells with invasion and destruction of normal tissues. This diagnosis must be supported by histological



evidence of malignancy. The term cancer includes leukemia, lymphoma and sarcoma.

The following are excluded –

- a) All tumors which are histologically described as carcinoma in situ, benign, pre-malignant, borderline malignant, low malignant potential, neoplasm of unknown behavior, or non-invasive, including but not limited to: Carcinoma in situ of breasts, Cervical dysplasia CIN-1, CIN -2 and CIN-3.
- b) Any non-melanoma skin carcinoma unless there is evidence of Metises to lymph nodes or beyond;
- c) Malignant melanoma that has not caused invasion beyond the epidermis;
- d) All tumors of the prostate unless histologically classified as having a Gleason score greater than 6 or having progressed to at least clinical TNM classification T2N0M0.
- e) All Thyroid cancers histologically classified as T1N0M0 (TNM Classification) or below;
- f) Chronic lymphocytic leukemia less than RAI stage 3.
- g) Non-invasive papillary cancer of the bladder histologically described as TaN0M0 or of a lesser classification,
- h) All Gastro-Intestinal Stromal Tumors histologically classified as T1N0M0 (TNM Classification) or below and with mitotic count of less than or equal to 5/50 HPFs;
- i) All tumors in the presence of HIV infection.

2. STROKE RESULTING IN PERMANENT SYMPTOMS

Any cerebrovascular incident producing permanent neurological sequelae. This includes infarction of brain tissue, thrombosis in an intracranial vessel, hemorrhage and embolization from an extra cranial source. Diagnosis has to be confirmed by a specialist medical practitioner and evidenced by typical clinical symptoms as well as typical findings in CT scan or MRI of the brain. Evidence of permanent neurological deficit lasting for at least 3 months has to be produced.

The following are excluded:

- a) Transient ischemic attacks (TIA)
- b) Traumatic injury of the brain
- c) Vascular disease affecting only the eye or optic nerve or vestibular functions.
- d) PERMANENT PARALYSIS OF LIMBS
- e) Total and irreversible loss of use of two or more limbs as a result of injury or disease of the brain or spinal cord. A specialist medical practitioner must be of the opinion that the paralysis will be permanent with no hope of recovery and must be present for more than 3 months.

3. OPEN CHEST CABG

The actual undergoing of heart surgery to correct blockage or narrowing in one or more coronary artery(s), by coronary artery bypass grafting done via a sternotomy (cutting through the



breast bone) or minimally invasive keyhole coronary artery bypass procedures. The diagnosis must be supported by a coronary angiography and the realization of surgery has to be confirmed by a cardiologist.

The following are excluded:

- a) Angioplasty and/or any other intra-arterial procedures
- b) MYOCARDIAL INFARCTION (First Heart Attack of specific severity)
- c) The first occurrence of heart attack or myocardial infarction, which means the death of a portion of the heart muscle as a result of inadequate blood supply to the relevant area. The diagnosis for Myocardial Infarction should be evidenced by all of the following criteria:
 - d) A history of typical clinical symptoms consistent with the diagnosis of acute myocardial infarction (For e.g. typical chest pain)
 - e) New characteristic electrocardiogram changes
 - f) Elevation of infarction specific enzymes, Troponins or other specific biochemical markers. The following are excluded:
 - g) Other acute Coronary Syndromes
 - h) Any type of angina pectoris
 - i) A rise in cardiac biomarkers or Troponin T or I in absence of overt ischemic heart disease OR following an intra-arterial cardiac procedure.

4. OPEN HEART REPLACEMENT OR REPAIR OF HEART VALVES

The actual undergoing of open-heart valve surgery is to replace or repair one or more heart valves, as a consequence of defects in, abnormalities of, or disease- affected cardiac valve(s). The diagnosis of the valve abnormality must be supported by an echocardiography and the realization of surgery has to be confirmed by a specialist medical practitioner. Catheter based techniques including but not limited to, balloon valvotomy/ valvuloplasty are excluded.

5. MAJOR ORGAN/BONE MARROW TRANSPLANT

The actual undergoing of a transplant of:

One of the following human organs: heart, lung, liver, kidney, pancreas, that resulted from irreversible end-stage failure of the relevant organ, or Human bone marrow using hematopoietic stem cells. The undergoing of a transplant has to be confirmed by a specialist medical practitioner.

The following are excluded:

- a) Other stem-cell transplants
- b) Where only islets of Langerhans are transplanted.



6. KIDNEY FAILURE REQUIRING REGULAR DIALYSIS

End stage renal disease presenting as chronic irreversible failure of both kidneys to function, as a result of which either regular renal dialysis (hemodialysis or peritoneal dialysis) is instituted or renal transplantation is carried out. Diagnosis has to be confirmed by a specialist medical practitioner.

7. END STAGE LIVER FAILURE

- 1) Permanent and irreversible failure of liver function that has resulted in all three of the following:
- 2) Permanent jaundice; and
- 3) Ascites; and
- 4) Hepatic encephalopathy

II. Liver failure secondary to drug or alcohol abuse is excluded.

Coverage

- a) If an Insured Person is diagnosed to be suffering from any of the Critical Illnesses of the nature specified above during the Policy Year, then We will pay a Critical Illness Sum Insured specified in the Policy Schedule/ Certificate of Insurance provided that:
- b) Under this policy there would be no waiting period for the payment of the claim on the inception of the policy, nor any survival period for the payment of the claim on the individual contracting any of the above-mentioned Critical Illness.
- c) Upon Our admission of the first claim under this Benefit in respect of an Insured Person in any Policy Year, the cover under this Benefit shall automatically terminate in respect of that Insured Person.
- d) Our total and cumulative liability in respect of an Insured Person under this Benefit will be limited to the Critical Illness Sum Insured of Rs. One Lac only.

This Benefit is paid as a lump sum amount and is over and above the Base Sum Insured.

Family Definition

Self + Legal Spouse (restricted to 1) + Dependent children (including stepchildren and legally adopted children) + 2 Dependent Parents or Parents in Law. Either two Dependent Parents only or two dependent Parent-In-laws only will be covered. Cross selection of one parent and one parent-in-law is not allowed.

A member would be considered dependent if their monthly income does not exceed Rs. 18,000/-.

Widowed daughter and dependent divorced / separated daughters, sisters including unmarried / divorced / abandoned or separated from husband/ widowed sisters and crippled child Physically challenged Brother/ Sister with 40% or more disability shall be considered as dependent for the purpose of this policy Subject that their individual monthly income does not exceed Rs.18,000/-.

A parent would be considered dependent if their monthly income does not exceed Rs.18,000/-.



and wholly dependent on the employee.

Coverages

- a) Pre-existing Diseases covered for existing and new joiners with dependent
- b) Waiver of Time exclusion for diseases.
- c) All Day Care Procedures/Treatment to be covered as specified by IRDA.
- d) Critical illness cover to be provided.
- e) Room and Boarding expenses as provided by the Hospital/Nursing Home not exceeding **Rs. 5000 per day** or the actual amount whichever is less. This also includes nursing care, RMO charges, IV Fluids/Blood transfusion/injection administration charges and similar charges. Intensive Care Unit (ICU) expenses not exceeding **Rs. 7500 per day** or actual amount whichever is less. Surgeon, team of surgeons, Assistant surgeon, Anesthetist, Medical Practitioner, Consultants, Specialists Fees. Anesthetic, Blood, Oxygen, Operation Theatre Charges, surgical appliances, OT consumables, Medicines & Drugs, Dialysis, Chemotherapy, Radiotherapy, Cost of Artificial Limbs, cost of prosthetic devices implanted during surgical procedure like pacemaker, Defibrillator, Ventilator, orthopedic implants, Cochlear Implant, any other implant, Intra-Ocular Lenses, infra cardiac valve replacements, vascular stents, any other valve replacement, laboratory/diagnostic tests, Xray CT Scan, MRI, any other scan, and such similar expenses that are medically necessary, or incurred during hospitalization as per the advice of the attending doctor. The amount payable above room rent shall be at the rate applicable to the entitled room category. In case the Insured person opts for a room with rent higher than the entitled category as above, the charges payable under shall be limited to the charges applicable to the entitled category. However, this will not be applicable in respect of medicines & drugs and implants.
- d) Hospitalization expenses (excluding cost of organ) incurred on donor in respect of organ transplant to the insured.
- e) Pre & Post hospitalization period for claim up to 30 days & 90 days respectively.
- f) New born baby is covered from day one. All expenses incurred on the new born baby during maternity will be covered in addition to the maternity limit up to Rs.20,000/- (Rupees twenty thousand only) per child, in addition to the maternity limit. However, if the baby contracts any illness the same shall be considered in the Sum Insured plus corporate buffer. Baby to be taken as an additional member within the normal family floater.
- g) Alternative Treatment - Subject to the condition that the hospitalization expenses are admissible only when the treatment has been undergone in:
 - 1) A Government Hospital or in any Institute recognized by the Government and/or accredited by Quality Council of India/National Accreditation Board on Health.
 - 2) Teaching hospitals of Ayurveda, Unani, Siddha, Naturopathy and Homeopathy colleges recognized by Central Council of Indian Medicine (CCIM)
 - 3) Ayurveda, Unani, Siddha, Naturopathy and Homeopathy Hospitals having registration with a government authority under appropriate Act in the State/ UT and complies with the following as minimum criteria:
 - a) Has at least fifteen in-patient beds;



- b) Has minimum five qualified and registered Ayurveda, Unani, Siddha, Naturopathy and Homeopathy doctors;
- c) has qualified paramedical staff under its employment round the clock;
- d) has dedicated Ayurveda, Unani, Siddha, Naturopathy and Homeopathy therapy sections;
- e) maintains daily records of patients and makes these accessible to the insurance company's authorized personnel

Company's Liability for all claims admitted in respect of any/all insured person/s during the period of insurance shall not exceed the Sum Insured stated in the schedule.

h) Domiciliary Hospitalization covered up to sum insured

Domiciliary Treatment: Medical expenses incurred in case of the following diseases which need Domiciliary Hospitalization /domiciliary treatment as may be certified by the attending medical practitioner and / or bank's 'medical officer shall be deemed as hospitalization expenses and reimbursed to the extent of 100% subject to overall limit of sum insured under the policy.

Cancer, Leukemia, Thalassemia, Tuberculosis, Paralysis, Cardiac Ailments, Pleurisy, Leprosy, Kidney Ailment, All Seizure disorders, Parkinson's diseases, Psychiatric disorder including schizophrenia and psychotherapy, Diabetes and its complications, hypertension, Hepatitis –B, Hepatitis - C, Hemophilia, Myasthenia gravis, Wilson's disease, Ulcerative Colitis, Epidermolysis bullosa, Venous Thrombosis(not caused by smoking) Aplastic Anemia, Psoriasis, Third Degree burns, Arthritis of all types, Hypothyroidism, Hyperthyroidism, expenses incurred on radiotherapy and chemotherapy in the treatment of cancer and leukemia, Glaucoma, Tumor, Diphtheria, Malaria, Non-Alcoholic Cirrhosis of Liver, Purpura, Typhoid, Accidents of Serious Nature, Cerebral Palsy, Polio, All Strokes Leading to Paralysis, Hemorrhages caused by accidents, All animal/reptile/insect bite or sting, chronic pancreatitis, Immuno suppressants, multiple sclerosis / motor neuron disease, status asthmatics, sequela of meningitis, osteoporosis, muscular dystrophies, sleep apnea syndrome(not related to obesity), any organ related (chronic) condition, sickle cell disease, systemic lupus erythematosus (SLE), any connective tissue disorder, varicose veins, thrombo embolism venous thrombosis/venous thrombo embolism (VTE), growth disorders, Graves' disease, Chronic obstructive Pulmonary Disease, Chronic Bronchitis, Asthma, Physiotherapy and swine flu, inflammatory bowel disease, Addison's disease, Sjogren's disease, Hashimoto's thyroiditis, autoimmune vasculitis, pernicious anemia, Celiac disease, Autoimmune myositis, Psoriasis/Psoriatic arthritis, Approved targeted therapies for treatment of cancer in daycare and on standalone basis (Immunotherapy- Monoclonal Antibody Cancer Treatment on Standalone basis), Age related Macular Degeneration, Intra vitreal injections for eye disorders other than ARMD shall be considered for reimbursement under domiciliary treatment.

The cost of Medicines, Investigations, and consultations, etc.in respect of domiciliary treatment shall be reimbursed for the period stated by the specialist and / or the attending doctor and / or the bank's medical officer, in Prescription. If no period stated, the prescription for the purpose of reimbursement shall be valid for a period not exceeding 90 days.

- i) Ambulance charges are payable up to Rs. 2,500/- (Rupees two thousand five hundred only) per trip to hospital and / or transfer to another hospital or transfer from hospital to home if medically advised. Taxi and Auto expenses in actual maximum up



- to Rs. 750/- (Rupees seven hundred fifty only) per Hospitalization. Ambulance charges actually incurred on transfer from one center to another center due to Non availability of medical services/medical complication shall be payable in full.
- J) Day care surgeries are covered.
Treatment is undertaken under General or Local Anesthesia in a hospital / day care Centre in less than a day because of technological advancement and which would have otherwise required hospitalization of more than 24 hrs.
- K) Maternity: Normal- 50,000/- and Caesarean- 75,000. Hospitalization expenses related to newborn to be covered in addition to Maternity limit upto 20,000 per child.
- L) 9 months waiting period under maternity benefit will be waived from the policy.
- M) Pre- and post-natal expenses are covered upto 30 days and 60 days respectively unless same is requires hospitalization.
- N) Missed Abortions, Miscarriage or Medical termination of Pregnancy or abortions induced by accidents are covered under the limit of Maternity
- O) Expenses incurred for Lawful Medical termination of pregnancy is covered.
- P) Maternity benefits extension is allowed irrespective of the number of living children
- Q) Complications in Maternity including operations for extra uterine pregnancy/ectopic pregnancy would be covered in the up to the Sum Insured + Corporate Buffer
- R) Expenses for treatment of psychiatric and psychosomatic diseases be payable with or without hospitalization upto sum insured
- S) Modern treatment and advance surgeries are covered
- T) New advanced medical procedures approved by the appropriate authority, for e.g., laser surgery, stem cell therapy for treatment of a disease is payable on hospitalization/day care surgery.
- U) No Age Limit for children and dependent Parents/Parents in Law
- V) Corporate Buffer- Annual Limit- 10% of the total premium or Rs.50,00,000/- whichever is less for all ailments without sublimit.**
- W) Treatment taken for Accidents can be payable even on OPD basis in Hospital up to Sum Insured.
- X) All Taxes, Surcharges, Service Charges, Registration charges, Admission Charges, Nursing, and Administration charges to be payable. Charges for diapers and sanitary pads are payable, if necessary, as part of the treatment. Charges for Hiring a nurse / attendant during hospitalization will be payable only in case of recommendation from the treating doctor in case ICU / CCU, Neo natal nursing care or any other case where the patient is critical and requiring special care.
- Y) Treatment for Age related Macular Degeneration (ARMD), treatment such as Rotational Field Quantum magnetic Resonance (RFQMR), Enhanced External Counter Pulsation (EECP), etc. are covered under the scheme. Treatment for all neurological/ macular degenerative disorders shall be covered under the scheme.
- Z) Rental Charges for External and or durable medical equipment of any kind used for diagnosis and or treatment including CPAP, CAPD, Bi-PAP, Infusion pump etc. will be covered under the scheme. However, purchase of above equipment to be subsequently use at home in exception cases on medical advice shall be covered.
- AA) Ambulatory devices i.e., walker, crutches, Belts, Collars, Caps, Splints, Slings, Braces, Stockings, elastocrepe bandages, external orthopedic pads, sub cutaneous insulin pump, Diabetic foot wear, Glucometer (including Glucose Test Strips)/ Nebulizer/ prosthetic devise/ Thermometer, alpha / water bed and similar related items etc., will be covered under the scheme.
- BB) Treatment for Genetic Disorder and stem cell therapy is covered
- CC) Internal Congenital diseases to be covered.
- DD) External congenital disease in case of Life-threatening situation to be covered
- EE) Physiotherapy charges shall be covered for the period specified by the Medical Practitioner even if taken at home.
- FF) Change in sum insured after commencement of policy to be considered in case of



- promotion of the employee or vice versa.
- GG) All New Employees and their dependents to be covered from the date of joining as per their appointment letter. For additions/deletions during policy period, premium to be charged /refunded on pro rata basis.
- HH) Insured will be allowed a window period of 30 days from the policy Inception date to review the employee list covered under the policy. All Addition / deletion / Correction of the persons to be done subject to additional premium, if there is a change in the group size.
- II) Inclusion/deletion of employees and their family is to be done on pro-rata premium basis
- JJ) If there is separation of officers, pro-rata premium will be refunded
- KK) All claims admitted in respect of any/all insured person/s during the period of insurance shall not exceed the Sum Insured stated in the schedule and Corporate Buffer If allocated.

Claim MIS along with Claim Summary as attached

A bidder should have the provision for both internal/external TPA, to be finalized by the Bank Technical Support to be provided by Insurance company / TPA i.e. separate web/mobile application with login credentials.

Point of contact with escalation matrix for any requirement relation to policy services and claims of both Insurer and the TPA post finalization of the Insurer.

1. CONDITIONS:

- a) Claims shall be managed through the same Office of the Bank from where it is managed at present. The Insurance Companies third party administrator shall set up a help desk at that office and supporting the bank in clearing all the claims on real time basis.
- b) In case of rejection of claims it would go through a Committee set up of the Bank, Third Party Administrator and insurance company, unless rejected by the committee in real time the claim should not be rejected.
- c) The Policy may be renewed by mutual consent and in such event the renewal premium shall be paid to the Company on or before the date of expiry of the Policy or of the subsequent renewal thereof. If the insured shall apply for renewal and remit the requisite premium before the expiry of this policy, renewal shall not be refused, unless the Company has reasonable justification to do so.
- d) ENHANCEMENT OF SUM INSURED Change in sum insured after commencement of policy to be considered in case of promotion of the employee or vice versa.
- e) If any dispute or difference shall arise as to the quantum to be paid under the policy (liability being otherwise admitted) such difference shall independently of all other questions be referred to the decision of a sole arbitrator to be appointed in writing by the parties or if they cannot agree upon a single arbitrator within 30 days of any party invoking arbitration, the same shall be referred to a panel of three arbitrators, comprising of two arbitrators, one to be appointed by each of the parties to the dispute/difference and the third arbitrator to be appointed by such two arbitrators and arbitration shall be conducted under and in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
- f) Admissible claims shall be payable in Indian currency. Payment of claim shall be made



through TPA to the Hospital/Nursing Home or the Insured Person as the case may be.

2. IRDA REGULATIONS:

This Policy shall be subject to IRDA (Health Insurance) Regulations 2013 and IRDA Protection of Policyholders' Interest Regulations 2002 as amended from time to time.

3. No price Escalation:

No price escalation shall be entertained during the validity of the Insurance Coverage.

4. Termination of Contract:

Odisha Grameen Bank may terminate the agreement by giving a written one-month advance notice to the Service Provider, if:

- a) The Service Provider becomes bankrupt or is otherwise declared insolvent.
- b) The Service Provider being a company is wound up voluntarily or by the order of a court or receiver, or manager is appointed on behalf of the debenture holders or circumstances occur entitling the court or debenture holders to appoint a receiver or a manager, provided that such termination will not prejudice or affect any right of action or remedy accrued or that might accrue thereafter to the Purchaser.
- c) The quality of services rendered to Odisha Grameen Bank gets degraded.
- d) The Service Provider resorts to any deviation from the contract or violates the contract.
- e) In the event that the contract is terminated, pro-rata premium will have to be refunded to Odisha Grameen Bank by the Service Provider within ten working days.



Annexure-ii
(To be printed on company's letter head)

DECLARATION

All the information furnished by us here in above is correct to the best of our knowledge and belief.

We agree that the decision of Odisha Grameen Bank in Shortlisting process will be final and binding on us.

We confirm that we have not been barred / blacklisted / disqualified by any Regulators / Statutory Body in India and we understand that if any false information is detected at a later date, the policy shall be cancelled at the discretion of the Bank.

I/ We hereby undertake and confirm that I/ we have understood the terms & conditions of the Group Medical Insurance Scheme as desired by the Bank, properly and shall comply with the same.

Signature of the Authorized Signatory with Seal

Place:

Date:



Annexure III

Covering letter for Proposal submission (To be submitted on Company Letter Head)

(Location, Date)

To:

**The General Manager,
H R Department,
Odisha Grameen Bank
HEAD OFFICE: Gandamunda, Khandagiri,
Bhubaneswar - 751030,
Odisha**

Dear Sir,

Sub: RFP for Renewal of Medical Insurance Scheme

We, the undersigned are duly authorized to represent and act on behalf of (Name of the Insurance Company)

Having reviewed and fully understood all information provided in the RFP document issued by the Bank, we (Insurance Company name) are hereby submitting our Bid.

- a) Our Bid is unconditional, valid and open for acceptance by Bank until 90 days from the last date of submission of the RFP.
- b) We undertake that we shall make available to the bank for any additional information/clarification it may find necessary or require to supplement or authenticate the Bid.
- c) We hereby agree, undertake and declare as under:
 - 1 In the event that Bank discovers anything contrary to our above declarations, it is empowered to forthwith disqualify us and our Bid.
 - 2 We undertake that in case there is any change in facts or circumstances during the Bidding process, and we are being disqualified in terms of the RFP, we shall intimate the Bank of the same immediately.
- d) We further declare that we have not been declared ineligible for corrupt or fraudulent practices in any bidding process in the past five years.
- e) We undertake that the Bank and its authorized representatives are hereby authorized to conduct any inquiry or investigation to verify the veracity of the statements, documents, and information submitted in connection with this Bid and to seek clarifications from our advisors and clients regarding any financial and technical aspects.
- f) We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Bank in connection with the selection of the Bidder or in connection with the Bidding process, in respect of the above-mentioned proposed Tie-Up and the terms and implementation thereof.
- g) We understand that:
 - a) All information submitted under this Bid shall remain binding upon us. The Bank may in their absolute discretion reject or accept any Bid or cancel the Bidding process Bank may



accept the RFP even if a single bid is received.

- b) Bank has the right to reject our Bid without assigning any reason for the proposed Tie- Up and also reject all proposals. Otherwise, and hereby, we waive our right to challenge the same on any account whatsoever.
- c) Bank is not bound to accept any Bid that it may receive pursuant to the RFP.
- d) We acknowledge that the Bank will be relying on the information provided in the Bid and the documents accompanying such Bid for selection of Bidders and we declare that all statements made by us and all the information pursuant to this letter are complete, true and accurate to the best of our knowledge and belief.
- e) We hereby unconditionally undertake and commit to comply with the timeliness as specified in terms of the RFP or as extended by the Bank from time to time at its sole discretion.
- f) The Bid shall be governed by and construed in all respects according to the laws of India. Courts in Bhubaneswar, shall have exclusive jurisdiction in relation to any dispute arising from the RFP, this Bid and the Bid process.

We confirm that we are complying with the IRDA guidelines.

Name of the Bidder

Signature of the Authorized Person

Name of the Authorized Person.

Company rubber stamp/Seal



Annexure -IV

Company Information

1	Name of the Insurer	
	Head Office (Address)	
	Website & e mail	
	Office Address participating in RFP	
3	Number of Branches/Offices in India as on 31.03.2024	
4	Total No. of Employees	
5	Name of Representative - 1	
	Mobile no	
	Email id	
6	Name of Representative - 2	
	Mobile no	
	Email id	
6	Number of Branches in Bhubaneswar	



Annexure -V

Technical Bid for Policy Period 2026-27

The responses and all supporting documents need to be attested by authorized signatory with company seal

Sr. No.	Parameters	Response
1	Annual IRDA Payment Fees Receipt of 5 years to be submitted including current year along with IRDA license copy	
2	Health Claim Settlement Ratio of 90% and above for last 2 years	
3	Solvency Margin – 1.50 or above as of 31.03.2025 (Exempted for PSU's)	
4	Atleast 3 active Group Mediclaim policy with lives above 6,000 should be underwritten and details like corporate name, Policy period and No of Lives is to be provided separately on letter head with stamp and sign as part of technical bid. Insurance Company should service the policy as a leader. Copy of the Policies should also be provided.	
5	All pages of the tender document is to be signed and to be submitted as part of Technic bid documents as acceptance of all terms and conditions	

*Bank reserves the right to verify/seek further clarity on the information provided against any or all points.



Annexure-VI

To be printed on Company Letter Head

TENDER NO. - OGB/HO/HRD/INSURANCE/20.02.2026 dated 20.02.2026

Quotation for providing Group Medclaim Insurance coverage for All Officers /Office Assistant and Attendant

Commercial Bid

We are glad to offer our best premium as given below for Insurance coverage of _____ Nos. of Lives as per requirement: -

SL NO	OFFICERS	
1	SUM INSURED	Rs 400000/-
2	Number of Family (Equal to number of employees)	
3	Premium per Family without GST	
4	Premium without GST [SI 2 x SL3]	
	AWARD STAFF	
5	SUM INSURED	Rs 300000/-
6	Number of Family (Equal to number of employees)	
7	Premium per Family without GST	
8	Premium without GST [SI 6 x SL7]	
9	TOTAL PREMIUM WITHOUT GST [SL 4 + SL 8]	
10	GST @18%	
11	TOTAL PREMIUM WITH GST	

(Please note that L1 Bidder will be considered on the basis of total premium with GST and not by per family premium basis.)

The price mentioned in (Total) will be considered for selection of L1 Bidder if and only if the price quoted in all line items are valid and numerical. In case of invalid value or quote in any field, the bid will be treated as invalid and may be rejected. In such case, Bank at its sole discretion may consider L2 bid for awarding contract.

We certify that the price quoted meets all the specifications and scope of work mentioned in the RFP OGB/HO/HRD/INSURANCE/20.02.2026. We also allow Bank to increase or decrease the number of staff(s) as mutually agreed during signing of the SLA and we confirm that the unit price quoted shall remain unchanged for the changed numbers of lives.

Authorized

Signatory Name

and

Designation:

Office Seal:

