



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

BRAHMAPUTRA CRACKER AND POLYMER LIMITED



EXPRESSION OF INTEREST (EOI) FOR HIRING OF SERVICE TOWARDS APPOINTMENT OF INSURANCE BROKER FOR BCPL, LEPETKATA FOR A PERIOD OF 01 YEAR

EOI DOCUMENT NO.: BCPL/F&A/Insurance Broker/EOI/24-25/01

EOI PUBLISHING DATE: 27.11.2024

LAST DATE FOR SUBMISSION OF EOI: 12.12.2024 (15-00 hrs)

OPENING DATE OF EOI : 13.12.2024 (15-00 hrs)

Address:

Brahmaputra Cracker and Polymer Ltd.,
Administrative Building, Lepetkata,
Dibrugarh, Assam, India-786006 Phone No. 0373/2914636
Website: <https://bcplonline.co.in/>

EXPRESSION OF INTEREST FOR APPOINTMENT OF INSURANCE BROKER FOR BCPL
EOI DOCUMENT NO.: BCPL/F&A/Insurance Broker/EOI/24-25/01



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

EXPRESSION OF INTEREST FOR HIRING OF SERVICE TOWARDS APPOINTMENT OF INSURANCE BROKER FOR BCPL, LEPETKATA FOR A PERIOD OF 01 YEAR

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NOTICE OF EXPRESSION OF INTEREST (EOI)

Brahmaputra Cracker and Polymer Limited (BCPL) is a Central Public Sector Enterprise (CPSE) under the ministry of Petroleum and Natural Gas (MoPNG), Govt. of India, operating a Petrochemical plant at Dibrugarh, Assam, India. BCPL is planning to hire services of “**INSURANCE BROKER FOR BCPL, LEPETKATA FOR A PERIOD OF 01 YEAR**” w.e.f. 01.01.2025.

Interested parties may submit the EOI latest by **12th December 2024.**

For further details and complete document please visit our website <https://bcplonline.co.in/>



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

NOTICE OF EXPRESSION OF INTEREST (EOI)

FOR HIRING OF SERVICE TOWARDS APPOINTMENT OF INSURANCE BROKER FOR BCPL, LEPETKATA FOR A PERIOD OF 01 YEAR

Brahmaputra Cracker and Polymer Limited (BCPL) is a Central Public Sector Enterprise (CPSE) under the ministry of Petroleum and Natural Gas (MoPNG), Govt. of India, operating a Petrochemical plant at Dibrugarh, Assam, India. BCPL is planning to hire services of -

INSURANCE BROKER FOR BCPL, LEPETKATA FOR A PERIOD OF 01 YEAR w.e.f. 01.01.2025.

EOI details are as follows:

EOI No.	BCPL/F&A/Insurance Broker/EOI/24-25/01
EOI on Website	From 27.11.2024 to 12.12.2024
Mode	EOI is uploaded at e-tender portal: https://etenders.gov.in and also uploaded at BCPL's for information to prospective vendors (if any). WEBSITE: Govt. Website: https://etenders.gov.in BCPL's Website: https://www.bcpltenders.in
Closing date for submission of EOI	Up-to 15:00 Hrs. (IST) on 12.12.2024
Opening date of EOI	15:00 Hrs. (IST) on 13.12.2024
Pre-Bid Meeting Date & Time	02.12.2024 at 15:00 hrs. Brahmaputra Cracker & Polymer Limited, C&P Department, Administrative Building, P.O: Lepetkata, Dist.: Dibrugarh, Assam, Pin Code: 786006, Phone No. 0373 2914636; Mobile No.: 9954195756 OR Query if any may be forwarded to e-mail id bhaskar.barman@bcplindia.co.in or before 02.12.2024 at 15.00 Hrs. Comment/ clarification on the query related shall be sent on E-mail. OR



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

	02.12.2024 at 3-00 PM through video Conference Microsoft Teams Meeting ID: 464 483 370 45 Passcode: hZ3qf7W3
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For any query/clarification may please contact below mentioned personnel.

Name, Designation	Contact Number
Sh. B J Barman, Sr. Manager (C&P)	Phone No. 0373 2914636; Mobile No.: +91-9954195756

In case of the days specified above happens to be a holiday in BCPL, the next working day shall be implied.

All credentials/ documents shall be submitted at **e-tender portal:** <https://etenders.gov.in>

E-Mail id for any query/ clarification - **bhaskar.barman@bcplindia.co.in**



EXPRESSION OF INTEREST (EOI)

FOR HIRING OF SERVICE TOWARDS APPOINTMENT OF INSURANCE BROKER FOR BCPL, LEPETKATA FOR A PERIOD OF 01 YEAR

1. INTRODUCTION:

Brahmaputra Cracker and Polymer limited (BCPL) is a Central Public Sector Enterprise (CPSE) under the ministry of Petroleum and Natural Gas, Govt. of India. BCPL operates the largest petrochemical complex of the Northeast India located near Dibrugarh city in the eastern part of Assam, India.

Promoters of BCPL are GAIL (India) Limited with 70% of equity share and Oil India Ltd (OIL), Numaligarh Refinery Limited (NRL) and Government of Assam with 10% equity share each.

2. BRIEF SCOPE OF WORK:

The scope of work of Insurance Broker is detailed below:

1. Review of all existing insurance policies

- a. Carrying out risk inspection and surveys required to understand BCPL's Insurance requirements and determination of Sum Insured & premium outgo.
- b. Critical examination of the existing policies which are due for renewal and suggesting improvement thereon and executing the same during renewal of insurance policies.
- c. Assisting BCPL in preparation of tender document of Insurance Policies and finalizing the terms and conditions thereof including but not limited to-
 - 1) Coverage, including add-on coverage,
 - 2) Excess (Monetary/Time),
 - 3) Period of Indemnity,
 - 4) Policy Wordings,
 - 5) Policy Clauses and Warranties.This should be in line with the laid down procedures of the company.
- d. Scrutinizing the wording of the final policy document to protect BCPL's interest regarding claim settlement.
- e. Determine evaluation criteria for insurer selection considering their financial strength and technical expertise.
- f. Inviting bids from reputed insurance companies licensed to operate in India.
- g. Conduct Insurer / Reinsurer Meetings.
- h. Assisting BCPL in placement of Insurance Policies with optimised premium and required coverage.
- i. Preparing comparative financial statement of Bids-both Technical and Commercial.
- j. Follow up with insurer to obtain Insurance policies & endorsements. Further to check and confirm for policies issued in line with insurance tender.



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2. Claims Management

- a. Coordinating and ensuring realization of insurance claims including past claims, if any, under MCE Policy.
- b. Assisting in preparation of insurance claims including loss assessment for claim bill submission.
- c. Documentation of claims. The broker has to arrange all documentation from BCPL's office/site for lodging and settlement of claims. To achieve the requirement of day-to-day insurance activities, one official needs to be available at BCPL Lepetkata.
- d. Coordinating with insurers for immediate intimation and survey.
- e. Assisting BCPL in resolving various queries of insurers/surveyors during claim processing.
- f. Coordinating with insurance companies, surveyors etc. for prompt settlement of claims.
- g. Assisting in speedy realization of premium refund claims.
- h. Guidance in relation to interpretation of policy wordings/conditions, warranties, deductibles etc. during claims processing.
- i. To arrange for the submission of monthly report on claim settlement position and pending issues.

3. Miscellaneous Services

- a. Advisory for incorporation of New Insurance Policies as per operational needs and assisting BCPL in taking such policies.
- b. Keeping BCPL informed of the latest IRDAI regulations and guidelines.
- c. Assisting in Periodical Assets Valuation.
- d. Periodical financials review for ascertainment of sum insured to avoid Under Insurance.
- e. Take necessary steps to bring economy in premium without compromising Insurance coverage.
- f. Knowledge session / Training preferable quarterly with BCPL team on insurance policies, market risk, claim management and other insurance issues.
- g. Assisting in designing SoP for claims management on site and at Finance Team level.
- h. Any other Consultation/ Advisory services related to the Insurance portfolio of BCPL.
- i. Any other matter related to insurance and risk management, irrespective of the location of the Insurable assets, including insurance matters related to BCPL's employees.

The above scope is only indicative but not exhaustive. The selected intermediaries shall render all such services which are incidental to and ancillary to take up appropriate insurance cover, realization of insurance claims, if any during the policy period and insurance management services as and when required. All Brokers will be individually responsible for the above-mentioned work. As per requirement of situation BCPL may/will distribute work among appointed brokers as per the best interest of the company.



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

3. MINIMUM ELIGIBILITY CRITERIA:

Technical:

- 3.1 The bidder must be a Limited Company (private/public) and IRDA Licensed Direct Broker and have experience in handling direct insurance broking business for at least 5 (five) consecutive years of service as on 31.03.2024.
- 3.2 The bidder must have handled the insurance portfolio of at least 5 Central/State Government Department/Public Sector Undertaking or Private Sector Company during the last 3 completed financial years ending 31.03.2024 as direct broker.
- 3.3 The bidder should have handled an average of Rs. 50 Cr. or more premium during the last 3 completed financial years ending 31.03.2023 from Direct Broking activities from General Insurance Business (except Group medi-claim Policy, Group Term Life Insurance Policy & Group Personal Accident Policy).

Note to above clause nos. 3.1, 3.2 & 3.3:

- a) Bidder(s) shall be required to submit / upload the documents in respect of above experience criteria as per details at clause no. 4 below.

Financial: NA

4. SUBMISSION OF DOCUMENTS:

The Bidder is required to submit its Expression of Interest (EOI) as per Form-I provided under SECTION-2 of this document.

Interested Applicants are requested to upload the EOI with all the documents as per the structure mentioned below:

- 4.1 Covering letter giving brief introduction and expressing interest for Insurance Broker Service along with accepted and signed copy of the EOI (signed on all pages).
- 4.2 **Documents/Documentary Evidence required** to be submitted by bidder along with the other documents for qualifying the minimum eligibility criteria mentioned at **clause no. 3** above:

Clause no.	Technical Eligibility Criteria – Document [All documents to be submitted must be duly Certified/Attested by Chartered Accountant]
3.1	Bidder must submit legible copy(ies) of: Certificate of Incorporation issued by ROC & IRDA licenses copy valid as on date of submission of EOI



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3.2	Bidder must submit legible copy (ies) of: Appointment letters/work orders from clients or Policy certificate issued in the name of clients by the Insurance Company with due endorsement of the bidder's name as direct broker.
3.3	Bidder must submit legible copy(ies) of: Copy of Certificate from Statutory Auditor/Chartered Accountant of the Bidder for each of the financial year stating the premium handled. (refer Format-A)

Note to above **Minimums Eligibility Criteria (point no. 3.0):**

- i) *A job executed by a bidder for its own plant(s)/project(s) cannot be considered as experience for the purpose of meeting the requirement of the EOI. However, jobs executed for a subsidiary /Fellow Subsidiary /Holding company will be considered as experience for the purpose of meeting eligibility subject to submission of Tax paid invoice (s) duly certified by Statutory Auditor of the bidder towards payment of Statutory tax in support of the job executed for subsidiary/Fellow subsidiary/Holding company. Such bidders to submit these documents in addition to the documents specified in the bidding documents to meet criteria.*
- ii) *Bids of Joint Venture / Consortium are not acceptable.*

(Original documents/credentials pertaining to the Eligibility Criteria should be available with the bidder for verification of the same, if so desired by BCPL.

The cut-off date for meeting the criteria of BEC of the tender shall be 31.03.2024.)

5. SELECTION OF BROKER:

BCPL intends to appoint three (03) numbers of IRDAI approved brokers for the insurance jobs as mentioned at Note ii) below based on the ranking as per the bid assessment criteria, i.e., **H1** [with highest marking as per bid assessment criteria], **H2** [with second highest marking as per bid assessment criteria] & **H3** [with third highest marking as per bid assessment criteria].

NOTE:

i) *In case of a tie between two or more bidders **at any position**, then preference / higher position will be assigned to the bidder having higher turnover in the last audited financial year.*

ii) ***DISTRIBUTION OF WORKS FOR AWARD:***

The following methodology shall be adopted for distribution of work among the successful brokers, depending upon the number of brokers shortlisted for the job:

Sl. No.	POLICIES HELD BY BCPL	DISTRIBUTION OF JOBS
1	Mega Operational Policy	Distribution will be at the ratio of 65:25:10 among
2	Stand-Alone Terrorism Policy	
3	Marine Open/ Purchase Turnover Policy	



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Sl. No.	POLICIES HELD BY BCPL	DISTRIBUTION OF JOBS
4	<i>Public Liability & Commercial General Liability Policy</i>	<i>H1, H2 and H3 bidder respectively.</i>
5	<i>Fire and Special Perils Policy & Burglary Policy for Fixed Assets</i>	
6	<i>Director's and Officer's Liability Policy</i>	
7	<i>Group Insurance Policies for Employees</i>	
8	<i>Motor Policies</i>	
9	<i>Project Policies – EAR, SAT, ALOP, Marine etc.</i>	
10	<i>Any new requirement of insurance policy(ies) that comes during the tenure of the contract.</i>	

6. METHODOLOGY FOR BID EVALUATION

The evaluation of bids will be made on the following basis:

- Techno-commercial Evaluation of the bids will be done **first against the minimum eligibility criteria** stipulated in clause 3.0 above to qualify for the EOI.
- The EOI of the qualified party(s) shall be further assessed as per the **Bid Assessment Criteria/Parameter** as stipulated in relevant Section (Section-3) of this document. The overall techno-commercially accepted **parties(s)** as per **Bid Assessment Criteria/Parameter** will be selected based on **highest points** obtained for award of contract.

7. BID REJECTION CRITERIA:

- The bidders who do not meet all the minimum eligibility criteria referred in clause 3.0 shall be rejected summarily.
- Documentary evidence in support of the Minimum Eligibility Criteria and Bid Assessment Criteria is to be submitted with the bid document, duly attested as indicated in relevant Section (Section-3) of this document. Non-compliance shall make the bid liable for rejection.
- In case any declaration made/ document submitted is found to be incorrect/false, the bids will not be considered for further evaluation, and any agreement made will be terminated forthwith without prejudice to any other legal/penal action.

8. REMUNERATION OF INSURANCE BROKERS

BCPL shall not pay any fee/expenses, /remuneration/ honorarium to the broker for any activity carried out by the insurance broker in connection with any insurance work done prior to, during or after the period of engagement. Thus, there shall be no monetary claim by the broker to BCPL.

9. GENERAL:



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This EOI is not an invitation for bids. Based on the EOI response(s), BCPL intends to appoint Insurance Brokers for a period of one year.

10. DOCUMENTS COMPRISING EOI:

- 10.1 The EOI must be complete in all respect. It is in the interest of the Applicant to submit complete and comprehensive documents leaving no scope for BCPL to raise any further queries.
- 10.2 Information required from the Bidders (as per formats in Section 2):
 - a) Covering Letter as per Form-I
 - b) Information about the Bidder as per Form-II
 - c) Certificates as per Format A and B
- 10.3 The Bidder shall ensure submission of complete information / documentation in the first instance itself.
- 10.4 BCPL may seek clarifications regarding the Bidder's experience, or any other documents/ Information submitted by the Bidder at any time during evaluation of offers.

11. PREPARATION / SUBMISSION OF EXPRESSION OF INTEREST:

- 11.1 Language of EOI: EOI and all correspondence related to EOI shall be in English language. Any printed literature and document submitted in any other language should be accompanied by authenticated English translation, for purpose of interpretation of EOI, English translation shall govern. Responsibility for correctness in translation shall lie with the Bidder.
- 11.2 Cost of bidding: The Bidder shall bear all costs associated with the preparation or delivery of its EOI, participating in discussions etc. including costs and expenses related with visits to BCPL's office and the site(s). BCPL will in no case be responsible or liable for those costs and expenses regardless of the outcome of the bidding process.

12. DISCLAIMER

BCPL has prepared this document to give interested parties background information on the subject and requirements. While BCPL has taken due care in the preparation of the information contained herein and believes it to be accurate, neither BCPL nor any office authorities, officers, employees, agents/ and advisors give any warranty or make any representation, express or implies as to the contained in this document or any information which may be provided in connection therewith.

BCPL reserves the right not to proceed with the proposal, to alter the timetable reflected in this document or to change the process or procedure to be applied for selection of party. It also reserves the right to decline to discuss the EOI further with any party expressing interest. No reimbursement of cost of any type whatsoever will be paid to persons, or entities, expressing interest in the subject.



SECTION-2

FORMS TO BE ENCLOSED



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

Form: I

FORMAT FOR THE COVERING LETTER

(The letter is to be submitted by the Bidder on its letter head)

Date:

Brahmaputra Cracker and Polymer Limited

P.O. Lepetkata – 786006

Dist.: Dibrugarh,

Assam, India

Subject: Expression of Interest for Hiring of Service Towards Appointment of Insurance Broker for BCPL, Lepetkata for a Period of 01 Year

Dear Sir,

This has reference to your EOI document no. BCPL/F&A/Insurance Broker/EOI/24-25/01 on the subject.

_____ (Name of the Party), hereby submit its Expression of Interest (EOI) for Hiring of Service Towards Appointment of Insurance Broker for BCPL, Lepetkata for a Period of 01 Year in accordance with the conditions stipulated in the EOI document.

(SIGNATURE)

(NAME AND DESIGNATION OF AUTHORISED PERSON)



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Form: II

INFORMATION ABOUT THE PARTY

1	BIDDER'S/ COMPANY NAME	
2	NAME & TYPE OF FIRM: PROPRIETARY/ PARTNERSHIP/LLP/PVTLTD/PUBLIC LTD/ /LLC/OTHERS (SPECIFY).	
3	DATE OF REGISTRATION OF BIDDER	
4	REGISTRATION NO OF BIDDER	
5	DESCRIPTION OF BIDDER'S BUSINESS	
6	ADDRESS	
7	CONTACT PERSON/ POSITION	
8	TELEPHONE NUMBER	
9	E MAIL ADDRESS	



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FORMAT- A

FORMAT FOR CHARTERED ACCOUNTANT /STATUTORY AUDITOR FOR FINANCIAL CAPABILITY OF THE BIDDER TO BE ISSUED IN THEIR LETTER HEAD

TO WHOM IT MAY CONCERN

A. To comply with Sl. No. 3 of Section 3:

This is to Certify that the following premium amount has been handled by M/s having registered office at from **direct broking** activities from General Insurance business (except Group mediclaim Policy, Group Term Life Insurance Policy & Group Personal Accident Policy).

Details of Premium Handled:

Financial Year	Premium Amount handled from General Insurance business	Remarks
2021-22		
2022-23		
2023-24		

B. To comply with Sl. No. 4 of Section 3:

This is to Certify that the following premium amount has been handled by M/s having registered office at from PSU Clients] for General Insurance business (except Group mediclaim Policy, Group Term Life Insurance Policy & Group Personal Accident Policy) in direct broking activities.

Details of Premium Handled from PSU Clients:

Financial Year	Premium Amount handled from General Insurance business	Remarks
2021-22		
2022-23		
2023-24		

C. To comply with Sl. No. 6 of Section 3:

We have verified the Audited Financial Statements and other relevant records of M/s..... (Name of the bidder) and certify the following towards **annual turnover from direct insurance broking** activities from general insurance business:



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ANNUAL TURNOVER OF LAST 3 YEARS:

Year	Amount (Currency)
2021-22	
2022-23	
2023-24	

D. To comply with note i) of clause 5.0 [Selection of Brokers in case of tie]

AUDITED ANNUAL TURNOVER* OF LAST 3 YEARS:

Year	Amount (Rs)
2021-22	
2022-23	
2023-24	

*** It is further certified that the above-mentioned applicable figures are matching with the returns filed with Registrar of Companies (ROC) [Applicable only in case of Indian Companies]**

Name of Audit Firm:
Chartered Accountant/ CPA
Date:

[Signature of Authorized Signatory]
Name:
Designation:
Seal:
Membership No.:



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FORMAT- B

FORMAT TO BE ISSUED BY THE CLIENT/INSURED IN THEIR LETTER HEAD **TO WHOM IT MAY CONCERN**

This is to Certify that the following Property claim(s) [excluding Project Claims] have been Settled under the supervision of our Direct Insurance Broker M/s having registered office at

A. To comply with Sl. No. 14 (i) of Section 3 [Claim settled amount above 1 Crore in FY- 2021-22, 2022-23 & 2023-24]:

Sl. No.	Name of Insurance Cover /Policy	Type of Claim (Property Claims)	Claim No.	No. of Claims Settled.	Claim Settled Date	Claim Lodged Amount (Rs) [A]	Claim Settled amount (Rs) [B]	% age of claim settled $= (B/A) * 100$
1								
2								
3								
4								
5								

Name of Insured/Client :

Signature of Authorised Signatory of client:

Name and designation of Authorized signatory:

Countersigned by:

Managing Director/Director/Principal Officer of Bidder

B. To comply with Sl. No. 14(ii) of Section 3 [Claim settled amount above 1 Crore in FY- 2021-22, 2022-23 & 2023-24]:

Sl. No.	Name of Insurance Cover /Policy	Name of Insured/Client	Type of Claim (Property Claim)	No. of Claims Settled.	Claim Settled Date	Claim Lodged Amount (Rs) [A]	Claim Settled amount (Rs) [B]	% age of claim settled $= (B/A) * 100$	Reference no. of mandate letter and
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							[B]		broker age period
1									
2									
3									
4									
5									

Signed by:

Managing Director/Director/Principal Officer of Bidder.

C. To comply with Sl. No. 15 (a & b-i) of Section 3

This is to Certify that the following Project claim(s) have been Settled under the supervision of our Direct Insurance Broker M/s having registered office at

Details of Claims Settled (Project Claims) in FY-2021-22, 2022-23 & 2023-24]:

Name of Insurance Cover /Policy	Type of Claim	Claim No.	Claims Settled Date	Claim Settled Amount

The above certificate is being issued on their request.

Name of Insured/Client :

Signature of Authorised Signatory of client:

Name and designation of Authorized signatory:

Countersigned by:

Managing Director/Director/Principal Officer of Bidder.

D. To comply with Sl. No. 15 (a & b-ii) of Section 3



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Details of Claims Settled (Project Claims) in FY-2021-22, 2022-23 & 2023-24]:

Name of Insurance Cover /Policy	Name of Insured/ Client	Type of Claim	Claim No.	Claims Settled Date	Claim Settled Amount

Signed by:

Managing Director/Director/Principal Officer of Bidder.



SECTION – 3

BID ASSESMENT CRITERIA



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BID ASSESMENT CRITERIA

	Bid Assessment Criteria/ Parameter	Documents Required	Maximum Weightage	Score Pattern
A.	Experience & Business			
1	The bidder must have experience in handling direct insurance broking business for at least 5 (five) consecutive years of service as on 31.03.2024.	Self-certified copies of valid IRDA Licenses covering the financial year [each year to be considered as experience].	10	1) Less than 5 years: DISQUALIFIED FROM THE WHOLE TENDERING PROCESS. 2) 5 years to 7 years: 5 points 3) Above 7 Years to 10 Years: 8 pts 4) Above 10 Years: 10 Pts
2	The bidder must have handled the insurance portfolio of at least 5 Central/State Government Department/Public Sector Undertaking or any Private Sector Company during the last 3 completed financial years ending 31.03.2024 as direct broker, i.e. FY: 2021-22, 2022-23, 2023-24.	Appointment letter/work order from clients or Policy Certificate issued in the name of clients by the Insurance Company with due endorsement of the bidders' name.	10	1) Less than 5: DISQUALIFIED FROM THE WHOLE TENDERING PROCESS. 2) 5 to 7: 5 Points 3) Above 7 to 10: 8 Points 4) Above 10 : 10 Points



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3	The bidder should have handled an average of Rs. 50 Cr or more premium during the last 3 completed financial years ending 31.03.2024 from Direct Broking activities from General Insurance Business (except Group Mediclaim Policy, Group Term Life Insurance Policy & Group Personal Accident Policy).	To furnish Certificate from Statutory Auditor/Chartered Accountant [in their letter head] of the Bidder for each of the financial year and premium handled from Direct Broking Activities from general Insurance Business (refer Format-A in Section-II of tender document).	10	1) Less than Average Rs. 50 Crore: DISQUALIFIED FROM THE WHOLE TENDERING PROCESS. 2) Rs.50 Crore to Rs.75 Crore: 5 pts 3) Above Rs.75 Crore to Rs.100 Crore: 8 points 4) Above Rs.100 Crore: 10 Points
4	The bidder should have handled INR 10 Crore or more premium [cumulatively] during the last 3 completed financial years ending 31.03.2024 from PSU clients for General Insurance Business in Direct Broking Activities (except Group Mediclaim Policy, Group Term Life Insurance Policy & Group Personal Accident Policy),. i.e FY: 2021-22, 2022-23, 2023-24	To furnish Certificate from Statutory Auditor/Chartered Accountant [in their letter head] of the Bidder for each of the financial year and premium handled from Direct Broking Activities from general Insurance Business (refer Format-A in Section-II of tender document).	10	1) Less than Rs. 10 Crore: NIL point 2) Rs.10 Crore to Rs.30 Crore: 5points 3) Above Rs.30 Crore to Rs.50 Crore: 8 points 4) Above Rs.50 Crore: 10 Points
5	The bidder must have experience in handling insurance portfolio of PSU clients of Northeast Region (Registered / Head office in NE) as on 31.03.2024.	Appointment letter / mandate letter/work order/valid documentary evidence issued by NE PSU clients.	5	Each eligible clients: 1 point per client; maximum up to 5 points

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6	The bidder must have an average turnover of INR 5 Crore or more from direct insurance broking activities of general insurance business during the last 3 completed financial years ending on 31.03.2024, i.e FY: 2021-22, 2022-23, 2023-24.	To furnish Certificate from Statutory Auditor/Chartered Accountant [in their letter head] of the Bidder for each of the financial year and premium handled from Direct Broking Activities from general Insurance Business (refer Format-A in Section-II of tender document).	5	1) Less than Average Rs. 5 Crore: NIL point 2) Rs. 5 Crore to Rs. 7.5 Crore: 2.5 Points 3) Above Rs. 7.5 Crore to Rs.10 Crore: 4 Points 4) Above Rs.10 Crore: 5 Points
B	Customer Service			
7	Number of clients handled in Oil/Gas/Fertilizer/Power/Petrochemicals sector in India for insurance broking service as direct insurance broker during last 3 years upto 31.03. 2024. Minimum one complete year of service shall be considered for evaluation.	Appointment letter/ mandate letter/work order/valid documentary evidence issued by clients.	2	0.5 Point for each client with maximum 2 points.



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8	No of existing clients (excluding clients mentioned for Srl no. 5) of the bidder as direct broker in northeast region with turnover more than Rs.500 Crore as on 31.03.2024. For client's presence in Northeast, the Head office/registered office or risk location with Turnover more than Rs. 500 crores should be in Northeast region.	Valid documentary evidence (turnover certificate of client / copy of P/L account for Turnover more than Rs. 500 cr. along with mandate letter / policy document with due endorsement of name of broker) in support of existing clients having Head office/registered office in NE region. For risk location with Turnover more than Rs. 500 cr. in NE region, certificate issued by the bidder's client for turnover value along with mandate letter / policy document with due endorsement of name of broker.	2.5	Each eligible clients: 0.5 points; maximum upto 2.5 points
9	Number of Mega Operational Policies (of Risk equal to or above INR.2500/- Crore) Issued as Direct Broker during last 3 Financial years ending on 31st March'2024 (cumulative) from Client/insured [Industrial Sector] in India.	Policy certificate issued in the name of Client/insured [Industrial Sector] in India by the Insurance Company with due endorsement of the bidder's name as Direct Broker.	3	Upto 3 Policies-NIL. 0.5 point for each policy above 3. Maximum upto 3 points.



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C	Manpower & Office			
10	Dedicated team of the bidder handling Oil/ Gas / Fertilizer / Power / Petrochemicals sector in India for insurance broking service of the bidder as on 31.03.2024.	Self-Certified copy clearly mentioning the following: a) No. of employees handling Petrochemicals/Oil/ Gas/ Fertilizer/ Power sector in India for insurance broking service of the bidder as on 31.03.2024. b) Name, Designation and work portfolio along with contact number, duly authenticated by the Managing Director/ Director / Principal Officer of the bidder.	1.5	Per person: 0.5 point; maximum upto 1.5 points
11	Dedicated in house Risk Engineering Team of the broker of minimum 3 members in India.	Self-Certified copy clearly mentioning the following: a) No. of Risk Engineers. b) Name and designation and work portfolio, duly authenticated by the Managing Director/ Director / Principal Officer of the bidder.	5	1) Upto 3: NIL point 2) 0.5 points for each person above 3 persons with maximum 5 points.



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12	Total number of full-time employees posted in Assam related to insurance broking service of the bidder as on 31.03.2024 (having requisite qualification of Insurance Broking (BQP) as approved by IRDAI).	1) Self-certificate clearly mentioning the following: a) No of employees b) Name, Designation, work portfolio and Year of passing/clearing Insurance Broking Qualification as approved by IRDAI along with contact number, duly authenticated by the Managing Director/ Director / Principal Officer of the bidder. 2) IRDA (BAP) screen shot from website for no. of employees posted.	2	1) Upto 2 Employees: NIL point 2) Above 2 Employees: 0.25 point per Employee maximum upto 2 Points
13	The bidder must have a functional office in Assam as on 31.03.2024.	Valid documentary evidence in support of having an office in Assam with IRDA (BAP) screen shot from website along with the following documents: a) Lease/Rent agreement and/or b) Electricity Bill (period will be calculated from the date of opening of the Office till 31.03.2024).	3	0.25 Points per Location per Completed Year maximum upto 3 Points



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D	Settlement of Claims			
14	Experience in settlement of Property claims (in INR only) acting as Direct Broker in General Insurance Business for any Client [Industrial Sector] in India during last 3 Completed Financial Years till 31.03.2024 (except Group mediclaim Policy, Group Term Life Insurance Policy, Group Personal Accident Policy, Motor Policy and Banker's Indemnity but including Loss of Profit due to Property damage) where A) each claim settled amount is of above Rs. 100 Lakhs. And B) Settlement amount above Rs. 100 Lakhs is more than 80% of the claimed amount i.e. Claim Amount- All Deductibles =80% of Claim Value.	Documents Required: i) Certificate from Insured/Client in their Letter head clearly mentioning the following: For A) a) Name of Insurance Cover /Policy, b) Type of Claim c) No of Claims Settled d) Claim Settlement Amount. For B) a) Name of Insurance Cover /Policy, b) Type of Claim c) Claim Lodged Amount d) Claim Settled amount e) Percentage of claim settled. The above document submitted (as per Format B-I) to be duly authenticated by the Managing Director/ Director / Principal Officer of the bidder. OR ii) Discharge Voucher of Insurance Company duly endorsed by the client alongwith claim bill submitted to the insurance company or surveyor with proof of receipt (either physical or electronic mode) besides client mandate letter and policy copy	10	A) 1 point for each claim with Maximum of 05 claims. B) 1 point for each claim [excluding claims mentioned in A] with Maximum of 05 claims.



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		indicating broker's name and period. The above documents submitted must be summarized (as per Format-B-I) in their/bidder letter head duly authenticated by the Managing Director/ Director / Principal Officer of the bidder clearly mentioning the following: For A) a) Name of Insurance Company b) Name of Insured/ Client c) Type/name of Insurance Cover /Policy, d) No of Claims Settled c) Claim Settled Amount. For B) a) Name of Insurance Company b) Name of Insured/ Client c) Type/ name of Insurance Cover /Policy, d) No of Claims Settled e) Claim Lodged Amount f) Claim Settled amount g) Percentage of claim settled.		
15	Experience in settlement of Project claims (in INR only) acting as Direct Broker in General Insurance Business during last 3 Completed Financial Years till 31.03.2024.	Documents Required: Certificate from Insured/Client in their Letter head clearly mentioning the following: a) Name of Insurance	5	a) 0.5 Point for each claim settled [excluding claims mentioned in b)] with Maximum of 3 Points.



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		Cover /Policy, b) Type of Claim c) No of Claims Settled d) Claim Settlement Amount. The above document submitted (as per Format B-II) to be duly authenticated by the Managing Director/ Director / Principal Officer of the bidder. OR ii) Discharge Voucher of Insurance Company duly endorsed by the client alongwith claim bill submitted to the insurance company or surveyor with proof of receipt (either physical or electronic mode) besides client mandate letter and policy copy indicating broker's name and period. The above documents submitted must be summarized (as per Format-B-I) in their/bidder letter head duly authenticated by the Managing Director/ Director / Principal Officer of the bidder clearly mentioning the following: a) Name of Insurance Company b)		b) 0.5 Point for each claim settled for Petrochemical Risks with Maximum 2 Points
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		Name of Insured/ Client c) Type/name of Insurance Cover /Policy, d) No of Claims Settled c) Claim Settled Amount.		
16	Experience in settling large terrorism claims of single claim more than Rs. 1 Crore.	Valid documentary evidence in support of experience in terrorism claim settlement.	1	1) Less than Rs.1 crore: 0.5 point 2) More than Rs.1 crore: 1 Point
E	Penalty levied			
17	"No Penalties levied by IRDA for Corrupt/Fraudulent/Collusive/Coercive Practices" towards the service extended to clients by the bidder during the last three completed years ending as on 30.09.2024 for any reason(s).	Bidder to furnish affidavit in court stamp paper of appropriate value duly notarized by notary for this purpose countersigned by the Managing Director/ Director / Principal Officer of the bidder.	5	1) Yes: 0 point 2) No.: 5 Points
F	Presentation			
18	Presentation by Eligible Bidders		10	
	Total Marks Obtained		100	

Other Points-

1. Bid Evaluation Criteria/ Parameter and Selection Criteria are Final, and no request will be entertained from the bidders for any change/ amendment at any stage of Selection Process.
2. Insurance Brokers are appointed for a period of One Year w.e.f. 01.01.2025 which may be further extended up to 6 months term at the discretion of BCPL.



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3. Bidder needs to submit required documents mandatorily as per "Document Required" column in order to score marks for respective parameter which will be considered as Final submission for given parameter.