



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

BRAHMAPUTRA CRACKER AND POLYMER LIMITED



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

EOI DOCUMENT NO.: BCPL/F&A/Insurance Broker/EOI/25-26/01

EOI PUBLISHING DATE: 24.11.2025

LAST DATE FOR SUBMISSION OF EOI: 08.12.2025 (15-00 hrs)

OPENING DATE OF EOI: 09.12.2025 (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 (EOI)
**FOR APPOINTMENT OF INSURANCE BROKER FOR BCPL,
LEPETKATA FOR A PERIOD OF ONE (01) YEAR**

EOI DOCUMENT NO.: BCPL/F&A/Insurance Broker/EOI/25-26/01

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Brahmaputra Cracker and Polymer Limited (BCPL), a Central Public Sector Enterprise (CPSE) under the Ministry of Petroleum and Natural Gas (MoPNG), Government of India, operating a petrochemical Plant at Lepetkata, Dibrugarh, Assam, invites **Expression of Interest (EOI)** for **“APPOINTMENT OF INSURANCE BROKER FOR BCPL, LEPETKATA FOR A PERIOD OF ONE (01) YEAR”** w.e.f. **01.01.2026**.

Interested parties may submit their EOI latest by **08th December 2025 (15-00 hrs)**

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



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

NOTICE INVITING EXPRESSION OF INTEREST (EOI) APPOINTMENT OF INSURANCE BROKER FOR BCPL, LEPETKATA FOR A PERIOD OF ONE (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, invites Expression of Interest (EOI) for-

APPOINTMENT OF INSURANCE BROKER FOR BCPL, LEPETKATA FOR A PERIOD OF ONE (01) YEAR w.e.f. 01.01.2026.

EOI details are as follows:

EOI No.	BCPL/F&A/Insurance Broker/EOI/25-26/01
EOI Availability on Website	From 24.11.2025 to 08.12.2025
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	Upto 15:00 Hrs. (IST) on 08.12.2025
Opening Date of EOI	15:00 Hrs. (IST) on 09.12.2025
Pre-Submission Meeting Date & Time	01.12.2025 at 15:00 hrs. Brahmaputra Cracker and 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 01.12.2025 at 15.00 Hrs. Comment/ clarification on the query related shall be sent on E-mail. OR 01.12.2025 at 3-00 PM through video Conference Microsoft Teams Meeting ID: 456 350 570 973 79 Passcode: Gd2DM6or



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For any query/clarification may please contact below mentioned personnel:

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

If any of the above dates happen to be a holiday in BCPL, the next working day shall apply.

All credentials/ documents shall be submitted only through the **e-tender portal**:

<https://etenders.gov.in>

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



EXPRESSION OF INTEREST (EOI)

FOR APPOINTMENT OF INSURANCE BROKER FOR BCPL, LEPETKATA FOR A PERIOD OF ONE (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 appointed Insurance Broker shall provide complete insurance advisory, placement, policy administration and claims management services to BCPL. The detailed scope of work shall include, but not be limited to, the following:

1. Review of Existing Insurance Policies

- a. Conducting risk inspections and surveys, as required, to understand BCPL's insurance requirements and determine the appropriate Sum Insured and premium outgo.
- b. Critically examining all existing insurance policies due for renewal, suggesting improvements, and incorporating such improvements during renewal.
- c. Assisting BCPL in preparation of tender documents for insurance policies and finalizing the terms and conditions thereof, including but not limited to:
 - 1) Coverage, including add-on covers,
 - 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 final policy wordings to safeguard BCPL's interests, particularly with respect to claim settlement.
- e. Determining 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. Conducting meetings with Insurers / Reinsurers, as required.
- h. Assisting BCPL in placement of insurance policies with optimized premium and appropriate coverage.
- i. Preparing comparative statements of bids—both Technical and Commercial.



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- j. Following up with insurers to obtain insurance policies and endorsements and verifying that all documents are issued strictly in line with the insurance tender.
- k. Administering mid-term changes including endorsements, additions/deletions of assets, schedule updates, premium adjustments, declarations, change in Sum Insured, etc.
- l. Assisting in periodic valuation of assets and financial reviews to avoid under-insurance.
- m. Declaration management, and monthly/quarterly true-up for declaration-based policies.
- n. Providing periodic (quarterly/annual) market intelligence reports covering market trends, premium movements, industry losses, and insurer appetite.

2. Claims Management

- a. Coordinating and ensuring realization of insurance claims, including past claims, if any, under MCE or other policies.
- b. Assisting in preparation and submission of insurance claims, including loss assessment.
- c. Arranging and maintaining all documentation required for lodgment and settlement of claims. For day-to-day insurance activities, the Broker shall ensure deployment of one official at BCPL Lepetkata.
- d. Coordinating with insurers for immediate claim intimation and survey.
- e. Assisting BCPL in resolution of queries raised by insurers/surveyors during claim processing.
- f. Coordinating with insurance companies, surveyors, and other stakeholders to ensure prompt settlement of claims.
- g. Assisting in speedy realization of premium refund claims.
- h. Providing guidance on interpretation of policy wordings, conditions, warranties, deductibles, etc. during claim processing.
- i. Submitting a monthly report on claim settlement status and pending issues.
- j. Providing support during large losses or catastrophic events (fire/explosion/flood) including:
 - deployment of personnel on-site,
 - tri-party meetings (BCPL–Insurer–Surveyor),
 - detailed claim progress reports until settlement.
- k. Assisting BCPL in arbitration/ombudsman/legal processes in case of disputed claims, including preparation of insurer correspondence.

3. Miscellaneous & Value-Added Services

- a. Providing advisory services for incorporation of new insurance policies as per operational needs and assisting BCPL in obtaining such policies.
- b. Keeping BCPL updated on latest IRDAI regulations, guidelines, and market developments.
- c. Annual/Semi-Annual Risk Improvement Recommendations for all major locations, including actionable loss-prevention suggestions.



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- d. Annual review and validation of Business Interruption values (Gross Profit, Net Profit, Standing Charges, Indemnity Period, WIP/Stock).
- e. Assistance in designing and reviewing SOPs for claims management at sites and Finance level.
- f. Quarterly knowledge sessions/trainings for BCPL teams on insurance, risk management, claims handling, and market developments.
- g. Prepare quarterly insurance dashboards summarizing premium, claims, EML, Sum Insured changes, and risk rating.
- h. Annual site visits to major BCPL locations and submission of detailed inspection report.
- i. Reinsurance advisory, including assessment of insurer's reinsurance structure and adequacy.
- j. Support for internal audit, statutory audit, CAG audit, and vigilance queries related to insurance and claims.
- k. Take necessary actions to bring economy in premiums without compromising insurance coverage.
- l. Any consultation or advisory service relating to BCPL's insurance portfolio or employees' insurance matters, irrespective of location.
- m. Provide 24x7 support during emergencies for major claims.
- n. Assist BCPL in vendor/contractor insurance verification and compliance with insurance requirements of contracts.
- o. Ensure full compliance with IRDAI Broker Regulations, Code of Conduct, and BCPL guidelines.

The above scope of work is indicative but not exhaustive. The selected intermediaries shall render all services incidental or ancillary to:

- arranging appropriate insurance cover,
- managing the insurance portfolio,
- realization of insurance claims during the policy period, and
- providing insurance management support as and when required.

BCPL reserves the right to distribute work among the appointed brokers based on the Company's best interests. All Brokers shall be individually responsible for the proper execution of the above-mentioned activities.

3. MINIMUM ELIGIBILITY CRITERIA

Technical:

- 3.1 The applicant must be a Limited Company (private/public) and IRDAI Licensed Direct Broker as on date of submission of EOI and must have minimum 5 (five) consecutive years of experience in handling direct insurance broking business as on 31.03.2025.



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- 3.2 The applicant must have handled the insurance portfolio of at least 5 (five) entities from Central/State Government Department/Public Sector Undertakings or Private Sector Company during the last 3 (three) completed financial years ending 31.03.2025 in the capacity of a Direct Broker.
- 3.3 The applicant must have handled an average premium of Rs. 50 Cr. or more during the last 3 (three) completed financial years ending 31.03.2025 from Direct Broking activities in 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) The applicant(s) shall be required to submit / upload the supporting documents towards above experience criteria as per details at clause no. 4 below.

Financial: NA

4. SUBMISSION OF DOCUMENTS

The applicant 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 Invitation of EOI (signed on all pages).
- 4.2 **Documents/Documentary Evidence required** to be submitted by applicant 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	The applicant must submit / upload legible copy (ies) of: Certificate of Incorporation issued by ROC & IRDA Direct Broker License, both valid as on date of submission of EOI.
3.2	The applicant must submit legible copy (ies) of: Appointment letters/work orders issued by clients OR policy certificates issued in the name of the clients by the Insurance Company with due endorsement of the applicant's name as direct broker.
3.3	The applicant must submit legible copy(ies) of: Certificate from Statutory Auditor/Chartered Accountant of the Applicant, clearly stating the amount of premium handled for each of the relevant financial years. (refer Format-A)



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

A job executed by an applicant for its own plant(s)/project(s) shall not be considered as experience for the purpose of meeting the requirement of Minimums Eligibility Criteria of the EOI. However, jobs executed for a Subsidiary /Fellow Subsidiary /Holding company shall be considered as experience subject to submission of Tax paid invoice (s) duly certified by Statutory Auditor towards payment of Statutory tax in support of the job executed for subsidiary/Fellow subsidiary/Holding company. Such applicants shall submit these documents in addition to the documents specified in the EOI document to meet eligibility criteria.

(Original document/certificate or equivalent, in support of the above Eligibility Criteria, should be kept available with the applicant for verification, if so desired by BCPL.

The cut-off date for meeting the criteria of the EOI shall be 31.03.2025.)

5. SELECTION OF BROKER

BCPL intends to appoint three (03) IRDAI approved Insurance Brokers as mentioned at 2.8 below based on the ranking as per the Assessment Criteria/ Parameters, i.e., **H1** [Applicant securing the highest marks], **H2** [Applicant securing the second highest marks] & **H3** [Applicant securing the third highest marks].].

NOTE:

i) In case of a tie between two or more Applicants at any position, preference / higher position shall be assigned to the Applicant 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 brokers shortlisted for the job:

Sl. No.	POLICIES HELD BY BCPL	DISTRIBUTION OF JOBS
1	Mega Operational Risk Policy	Distribution will be at the ratio of 65:25:10 among H1, H2 and H3 applicants respectively.
2	Stand Alone Terrorism Policy	
3	Marine Open Cargo Policy	
4	Public Liability Insurance Act Policy (PLI) & Commercial General Liability Policy (CGL)	
5	Standard Fire & Special Perils Policy and Bharat Griha Raksha Policy for Fixed Assets	
6	Burglary Policy, All Risk Policy and Electronic Equipment Insurance (EEI) Policy	
7	Director's and Officer's Liability Policy	
8	Project Policies – EAR, SAT, ALOP, Marine etc.	
9	Group Insurance Policies for Employees	
10	Motor Policies	



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Sl. No.	POLICIES HELD BY BCPL	DISTRIBUTION OF JOBS
11	<i>Any new requirement of insurance policy(ies) that comes during the tenure of the contract.</i>	

6. METHODOLOGY FOR EVALUATION OF EOIs and AWARD

The evaluation of EOIs shall be carried out in two stages, as under:

- 6.1 Evaluation shall be done first against the Minimum Eligibility Criteria stipulated in 3.0 above, to determine whether the Applicant(s) shall qualify for consideration.
- 6.2 The EOI of the qualified Applicant(s) shall be further assessed as per the Assessment Criteria/Parameters stipulated in relevant section (Section-3) of this document. The accepted Applicant(s) as per the Minimum Eligibility Criteria, shall be ranked based on the total marks obtained under the Assessment Criteria/ Parameters and shall be considered for award on highest marks basis.

7. REJECTION CRITERIA

- 7.1 The applicants who do not meet all the minimum eligibility criteria specified in clause 3.0 shall be rejected summarily.
- 7.2 Documentary evidence in support of the Minimum Eligibility Criteria and Assessment Criteria is to be submitted along with the EOI, duly attested as indicated in the relevant section (Section-3) of the Request for EOI. Non-compliance shall render the EOI liable for rejection.
- 7.3 In case any declaration made, or document submitted by an applicant is found to be incorrect, false or misleading, the EOIs shall not be considered for further evaluation, and any agreement executed shall be terminated forthwith, without prejudice to any other legal or penal action as may be applicable.

8. REMUNERATION OF INSURANCE BROKERS

BCPL shall not pay any fee, expenses, remuneration, or honorarium to the Insurance Broker for any activity carried out in connection with insurance work done prior to, during, or after the period of engagement. Accordingly, the Insurance Broker shall have no monetary claim whatsoever against BCPL for any such services.

9. GENERAL

- 9.1 This EOI does not constitute an invitation to bid. Submission of an EOI shall not create or be deemed to create any obligation on the part of BCPL to appoint any Applicant.



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- 9.2 BCPL may, based on the responses received, proceed with the appointment of Insurance Brokers for a period of one (01) year. However, the issuance of this EOI shall not confer any right, claim, or expectation whatsoever on any Applicant regarding selection or award of engagement.
- 9.3 BCPL reserves the right to accept or reject any or all EOIs, in whole or in part, or to annul, withdraw, cancel, modify, or suspend the EOI process at any stage without assigning any reason and without incurring any liability to the Applicants.

10. DOCUMENTS COMPRISING EOI

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

11. PREPARATION / SUBMISSION OF EXPRESSION OF INTEREST

- 11.1 Language of EOI: The EOI and all correspondence shall be in English. Any printed literature or document submitted in any other language should be accompanied by authenticated English translation. For purpose of interpretation, the English translation shall prevail. The Responsibility for correctness in translation shall lie solely with the Applicant.
- 11.2 Cost of Participation: The Applicant shall bear all costs associated with the preparation and submission of the EOI, including participation in discussions, meetings, or site visits. BCPL shall not, under any circumstances, be responsible or liable for any such costs or expenses, irrespective of the outcome of the EOI process.

12. DISCLAIMER

This document has been prepared by BCPL to provide interested parties with background information on the subject and requirements. While BCPL has taken due care in preparing the information contained herein and believes it to be accurate, BCPL and its officers, employees, agents, and advisors make no representation or warranty, express or implied, as to:



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a) the accuracy, completeness, or reliability of the information contained in this EOI or furnished in any subsequent communication.

b) the adequacy or suitability of such information for any purpose.

BCPL reserves the right to modify or withdraw this EOI, alter the timeline, or change the process or procedure for selection at any stage without assigning any reason. BCPL also reserves the right to decline further discussion with any Applicant.

Nothing in this EOI shall be construed as creating any contractual relationship between BCPL and any Applicant.



SECTION-2

FORMS TO BE ENCLOSED



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

Form-I

FORMAT FOR COVERING LETTER
(To be submitted on the Applicant's Letterhead)

Date:

Brahmaputra Cracker and Polymer Limited
P.O. Lepetkata – 786006
Dist.: Dibrugarh,
Assam, India

Subject: Expression of Interest for Appointment of Insurance Broker for BCPL, Lepetkata for a Period of One (01) Year

Dear Sir,

This has reference to your EOI document no. BCPL/F&A/Insurance Broker/EOI/25-26/01 on the above subject.

I/We, _____ (Name of the Applicant/Entity), hereby submit our Expression of Interest (EOI) for Appointment of Insurance Broker for BCPL, Lepetkata for a Period of One (01) Year, in accordance with the terms and conditions stipulated in the EOI document.

(SIGNATURE)

(NAME AND DESIGNATION OF AUTHORISED PERSON)



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

Form-II

(To be submitted on the Applicant's Letterhead)

INFORMATION ABOUT THE APPLICANT/ ENTITY

1	APPLICANT/ ENTITY NAME	
2	NAME & TYPE OF FIRM: PROPRIETARY/PARTNERSHIP/LLP/PVTLTD/PUBLIC LTD/ /LLC / OTHERS (SPECIFY)	
3	DATE OF INCORPORATION/ REGISTRATION OF THE APPLICANT	
4	REGISTRATION / INCORPORATION NO.	
5	DATE OF IRDA LICENSE	
6	IRDA LICENSE NO.	
7	BRIEF DESCRIPTION OF APPLICANT'S BUSINESS ACTIVITIES	
8	REGISTERED OFFICE ADDRESS (ALSO PROVIDE CORPORATE/ BRANCH OFFICE ADDRESS, IF APPLICABLE)	
9	NAME AND DESIGNATION OF AUTHORIZED CONTACT PERSON	
10	TELEPHONE / MOBILE NUMBER OF CONTACT PERSON	
11	E-MAIL ADDRESS OF CONTACT PERSON	



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

FORMAT- A

FORMAT FOR CHARTERED ACCOUNTANT /STATUTORY AUDITOR CERTIFICATE

(To be issued on the Auditor's Letterhead)

TO WHOM IT MAY CONCERN

This is to certify that we have examined the relevant books of accounts, audited financial statements, and other supporting records of M/s _____ (Name of the Applicant), having its Registered Office at _____, and based on such examination, we certify as under:

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

The following premium amount has been handled by M/s from **Direct Broking Activities in 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
2022-23		
2023-24		
2024-25		

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

The following premium amounts have been handled by M/s from **PSU Clients for General Insurance Business in Direct Broking Activities** (excluding Group Mediclaim Policy, Group Term Life Insurance Policy & Group Personal Accident Policy):

Details of Premium Handled from PSU Clients:

Financial Year	Premium Amount handled from General Insurance Business (₹)	Remarks
2022-23		
2023-24		
2024-25		

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

Based on the Audited Financial Statements and other relevant records, the **Annual Turnover from Direct Insurance Broking Activities in General Insurance Business** of M/s..... is as follows:



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Audited Annual Turnover of Last 3 Years:

Financial Year	Turnover (₹)	Remarks
2022-23		
2023-24		
2024-25		

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

The **Audited Annual Turnover** of the entity for the last three years is as follows:

Audited Annual Turnover of Last 3 Years:

Financial Year	Turnover (₹)	Remarks
2022-23		
2023-24		
2024-25		

It is further certified that the above figures match the returns filed with Registrar of Companies (ROC), wherever applicable.

Name of Audit Firm:
Chartered Accountant/ CPA
Date:

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



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FORMAT B - I

FORMAT OF CERTIFICATE 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. Claim settled amount exceeding Rs. 100 Lakh in FY 2022-23, 2023-24 & 2024-25 [To comply with Sl. No. 14 (i) of Section 3]:

Sl. No.	Name of Insurance Cover /Policy	Type of Claim (Property Claims only)	Name of Insurance Company	Policy No.	Claim No.	Claim Settlement Amount	Claim Settlement Date
1							
2							
3							
4							
5							

B. Claim settled amount exceeding Rs. 100 Lakh and (Claim Amount - All Deductibles) > 80% of Claim Amount, in FY 2022-23, 2023-24 & 2024-25 [To comply with Sl. No. 14(i) of Section 3]:

Sl. No.	Name of Insurance Cover /Policy	Type of Claim (Property Claim only)	Name of Insurance Company	Policy No./ Claim No.	Claim Lodged Amount (Rs) [A]	Claim Settled Amount (Rs) [B]	% age of claim settled = (B/A) *100	Claim Settlement Date
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 Applicant



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

FORMAT B -II

FORMAT OF CERTIFICATE TO BE ISSUED BY THE CLIENT/INSURED IN THEIR LETTER HEAD

TO WHOM IT MAY CONCERN

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

Claim settled in FY 2022-23, 2023-24 & 2024-25 [To comply with Sl. No. 15 (i) of Section 3]:

Sl. No.	Name of Insurance Cover /Policy	Type of Claim (Property Claims only)	Name of Insurance Company	Policy No.	Claim No.	Claim Settlement Amount	Claim Settlement Date
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 Applicant



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FORMAT C -I

FORMAT OF SELF CERTIFICATE TO BE ISSUED BY THE APPLICANT IN ITS LETTER HEAD

TO WHOM IT MAY CONCERN

This is to Certify that the following **Property claim(s) [excluding Project claims]** have been settled by us:

**A. Claim settled amount exceeding Rs. 100 Lakh in FY 2022-23, 2023-24 & 2024-25
[To comply with Sl. No. 14 (ii) of Section 3]:**

Name of Insured/ Client:

Sl. No.	Name of Insurance Cover /Policy	Type of Claim (Property Claims only)	Name of Insurance Company	Policy No.	Claim No.	Claim Settlement Amount	Claim Settlement Date
1							
2							
3							
4							
5							

Enclosures: a) *Discharge voucher of insurance company duly endorsed by the client*
b) *Copy of claim bill submitted to the insurance company or surveyor*
c) *Proof of receipt (either physical or electronic mode) and*
d) *Copy of client mandate letter and/ or corresponding policy document clearly indicating broker's name and policy period.*

Signature of Managing Director/Director/Principal Officer of Applicant



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B. Claim settled amount exceeding Rs. 100 Lakh and (Claim Amount - All Deductibles) > 80% of Claim Amount, in FY 2022-23, 2023-24 & 2024-25 [To comply with Sl. No. 14(ii) of Section 3]:

Name of Insured/ Client:

S l . N o .	Name of Insuranc e Cover /Policy	Type of Claim (Property Claim only)	Name of Insurance Company	Policy No./ Claim No.	Claim Lodged Amount (Rs) [A]	Claim Settled Amount (Rs) [B]	% age of claim settled =(B/A) *100	Claim Settlem ent Date
1								
2								
3								
4								
5								

Enclosures:

- a) Discharge voucher of insurance company duly endorsed by the client
- b) Copy of claim bill submitted to the insurance company or surveyor
- c) Proof of receipt (either physical or electronic mode) and
- d) Copy of client mandate letter and/ or corresponding policy document clearly indicating broker's name and policy period.

Signature of Managing Director/Director/Principal Officer of Applicant



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

FORMAT C -II

FORMAT OF SELF CERTIFICATE TO BE ISSUED BY THE APPLICANT IN ITS LETTER HEAD

TO WHOM IT MAY CONCERN

This is to Certify that the following **Project claim(s)** have been settled by us:

Claim settled in FY 2022-23, 2023-24 & 2024-25 [To comply with Sl. No. 15 (ii) of Section 3]:

Name of Insured/ Client:

Sl. No.	Name of Insurance Cover /Policy	Type of Claim (Property Claims only)	Name of Insurance Company	Policy No.	Claim No.	Claim Settlement Amount	Claim Settlement Date
1							
2							
3							
4							
5							

Enclosures:

- a) Discharge voucher of insurance company duly endorsed by the client
- b) Copy of claim bill submitted to the insurance company or surveyor
- c) Proof of receipt (either physical or electronic mode) and
- d) Copy of client mandate letter and/ or corresponding policy document clearly indicating broker's name and policy period.

Signature of Managing Director/Director/Principal Officer of Applicant



SECTION – 3

ASSESSMENT CRITERIA



ASSESSMENT PARAMETERS / EVALUATION CRITERIA

	Assessment Parameters / Evaluation Criteria	Documents Required	Maximum Weightage	Score Pattern
A.	Experience & Business			
1	The Applicant must have experience in handling direct insurance broking business for at least 5 (five) consecutive years of service as on 31.03.2025.	Copies of valid IRDA Direct Broker Licenses covering each of the five consecutive financial years up to 31.03.2025.	10	1) Less than 5 years: DISQUALIFIED 2) 5 years to 7 years: 5 points 3) Above 7 Years to 10 Years: 8 pts 4) Above 10 Years: 10 Points
2	The Applicant 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 31.03.2025 as Direct Broker, i.e. FY: 2022-23, 2023-24 and 2024-25.	Copy of appointment letter/mandate letter/work order/client confirmation letter, or any equivalent evidence issued by clients or Copy of policy certificate issued in the name of the client by the insurance company with due endorsement of the applicants' name as Direct Broker	10	1) Less than 5: DISQUALIFIED 2) 5 to 7: 5 Points 3) Above 7 to 10: 8 Points 4) Above 10: 10 Points
3	The Applicant must have handled an average of Rs. 50 Cr or more premium during the last 3 completed financial years ending 31.03.2025 from Direct Insurance Broking activities from General Insurance Business (except Group Mediclaim Policy, Group Term Life Insurance Policy & Group Personal Accident Policy).	Certificate from Statutory Auditor/Chartered Accountant [on its letter head] indicating the premium handled for each of the financial year from Direct Broking activities in General Insurance Business (as per Format-A in Section-II of this request for EOI).	10	1) Less than Average Rs. 50 Crore: DISQUALIFIED 2) Rs.50 Crore to Rs.250 Crore: 5 pts 3) Above Rs.250 Crore to Rs.500 Crore: 8 points 4) Above Rs.500 Crore: 10 Pts.



4	Cumulative amount of premium handled during the last 3 completed financial years ending on 31.03.2025, from PSU clients, for General Insurance business in Direct Insurance Broking activities (excluding Group Mediclaim Policy, Group Term Life Insurance Policy & Group Personal Accident Policy), i.e. during FY: 2022-23, 2023-24 and 2024-25.	Certificate from Statutory Auditor/Chartered Accountant [on its letter head] specifying premium handled amount for each of the financial year from Direct Broking activities in General Insurance Business (as per Format-A in Section-II of this request for EOI).	10	1) Less than Rs. 10 Crore: NIL 2) Rs.10 Crore to Rs.30 Crore: 5 points 3) Above Rs.30 Crore to Rs.50 Crore: 8 points 4) Above Rs.50 Crore: 10 Points
5	Experience in handling the insurance portfolio of PSU client(s) having its Registered Office and/or Head Office located in the Northeastern Region of India as on 31.03.2025.	Copy of appointment letter/mandate letter/work order/client confirmation letter, or any equivalent evidence issued by NE PSU clients confirming the Applicant's engagement as Direct Broker.	3	Each eligible clients: 1 point per client; maximum up to 3 points
6	Average annual turnover from direct insurance broking activities pertaining to general insurance business during the last 3 completed financial years ending on 31.03.2025, i.e. FY: 2022-23, 2023-24 and 2024-25.	Certificate from Statutory Auditor/Chartered Accountant [on its letter head] certifying turnover for each of the financial year from Direct Broking Activities in General Insurance Business (as per Format-A in Section-II of this request for EOI).	5	1) Less than Rs. 25 Crore: NIL 2) Rs. 25 Crore to Rs. 50 Crore: 2.5 Points 3) Above Rs. 50 Crore to Rs.75 Crore: 4 Points 4) Above Rs.75 Crore: 5 Points



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B	Customer Service			
7	Number of clients handled in Oil/Gas/Fertilizer/Power/Petrochemical sectors in India for insurance broking service as a direct insurance broker during the last 3 completed financial years up to 31.03.2025. (Minimum one complete year of service with each client shall be considered for evaluation)	Copy of appointment letter/mandate letter/work order/ client confirmation letter, or any equivalent evidence issued by clients confirming the Applicant's engagement as Direct Broker for at least one complete financial year.	2	0.5 Point for each client with maximum 2 points.
8	Number of existing clients (excluding clients mentioned for Sr. No. 5), served as direct insurance broker, in the Northeastern region, having a turnover of more than Rs.500 Crore as on 31.03.2025. For considering a client's presence in Northeast, either the Head office/Registered office or the Risk Location with turnover exceeding Rs. 500 crore should be situated in the Northeast region.	1) Certificate of the client clearly mentioning the annual turnover amount and Head office/Registered office address as on 31.03.2025 or Copy of publicly available financial data (e.g., audited annual report etc.) confirming annual turnover above ₹500 Cr. and Head office/Registered office address as on 31.03.2025 or Certificate of the client certifying the geography of the Risk Location and annual turnover amount of Risk Location as on 31.03.2025 and 2) Copy of appointment letter/mandate letter/work order/client confirmation letter, or any equivalent evidence issued	2.5	Each eligible clients: 0.5 points; maximum up to 2.5 points



		by the client confirming the Applicant's continued engagement as Direct Broker as on 31.03.2025		
9	Number of Mega Operational Policies (with total sum insured of INR.2500/- Crore or above) handled as Direct Insurance Broker during last 3 completed financial years ending on 31.03.2025 for client/ insured entities in the Industrial Sector in India.	Copy of policy certificate issued by the Insurance Company in the name of the Industrial Sector client/ insured in India with due endorsement of the Applicant's name as Direct Broker.	3	Up to 3 Policies-NIL. 0.5 point for each policy above 3. Maximum up to 3 points.
C	Manpower & Office			
10	Number of dedicated team members of the Applicant handling clients from Oil/ Gas / Fertilizer / Power / Petrochemicals sectors in India for insurance broking services as on 31.03.2025.	Self-certified statement clearly mentioning the following: a) No of employees handling Petrochemicals/Oil/ Gas/Fertilizer/Power sector in India for insurance broking service of the applicant as on 31.03.2025. and b) Name, designation and work portfolio along with contact number, duly authenticated by the Managing Director/ Director / Principal Officer of the applicant.	1.5	Per person: 0.5 point; maximum up to 1.5 points



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11	Number of dedicated in-house Risk Engineering Team members of the broker in India as on 31.03.2025.	Self-certified statement clearly mentioning the following: a) No of Risk Engineer in India as on 31.03.2025. b) Name, designation and work portfolio along with contact number, duly authenticated by the Managing Director/ Director / Principal Officer of the applicant.	5	1) Up to 3: NIL 2) 0.5 points for each person above 3 persons with maximum 5 points.
12	Total number of full-time employees posted in Assam and engaged in Industrial Sector insurance broking service of the Applicant as on 31.03.2025 (possessing the requisite Insurance Broking qualification (BQP) as approved by IRDAI).	1) Self-certified statement clearly mentioning the following: a) No of full-time employees posted in Assam and engaged in Industrial Sector insurance broking service as on 31.03.2025 b) Name, designation, work portfolio and year of passing/clearing Insurance Broking qualification (BQP) as approved by IRDAI along with contact number, duly authenticated by the Managing Director/ Director / Principal Officer of the applicant and 2) Clear screen shot of IRDA (BAP) from website for no. of employees posted.	2	1) Up to 2 Employees: NIL 2) Above 2 Employees: 0.50 points per Employee maximum up to 2 Points



13	Number of functional office(s) of the Applicant located in Assam as on 31.03.2025. (which is operational as on date of submission of EOI)	Valid documentary evidence in support of having an office in Assam as on 31.03.2025, which is functional as on date of submission of EOI, along with IRDA (BAP) screen shot from website: a) Lease/ Rent agreement and/or b) Electricity Bill (period will be calculated from the date of opening of the Office till 31.03.2025).	3	0.25 Points per Location per Completed Year maximum up to 3 Points
D	Settlement of Claims			
14	Experience in settlement of Property claims (in INR only) acting as Direct Insurance Broker in General Insurance Business for any Client in the Industrial Sector in India during last 3 completed financial years up to 31.03.2025 (excluding experience in Group Mediclaim Policy, Group Term Life Insurance Policy, Group Personal Accident Policy, Motor Policy and Banker's Indemnity Policy; but including Loss of Profit/ Business Interruption claims arising due to property damage) where,	i) Certificate from Insured/ Client, issued on their official letter head, clearly specifying claim details strictly as per Format B-I, and duly authenticated by the Managing Director/ Director / Principal Officer of the applicant. or ii) Self certificate issued on Applicant's official letter head, summarising claim details strictly as per Format C-I and duly authenticated by the Managing Director/	10	A) 1 point for each claim with Maximum of 05 points. B) 1 point for each claim [excluding claims mentioned in A] with Maximum of 05 points.



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	A) Claims with settlement amount exceeding Rs. 100 Lakhs in each case, and B) Claims with settlement amount exceeding Rs. 100 Lakhs and where the settlement amount is more than 80% of the original claim amount i.e., (Claim Amount- All Deductibles) > 80% of Claim Amount.	Director / Principal Officer of the applicant, along with the copy of the following supporting documents: a) Discharge voucher of insurance company duly endorsed by the client b) Copy of claim bill submitted to the insurance company or surveyor c) Proof of receipt (either physical or electronic mode) and d) Copy of client mandate letter and corresponding policy document clearly indicating broker's name and policy period. <u>(Claim details submitted with any missing or incomplete information in the prescribed format shall not be considered for evaluation)</u>		
15	Experience in settlement of Project claims (in INR only) acting as Direct Insurance Broker in General Insurance Business in India during last 3 completed financial years till 31.03.2025.	i) Certificate from Insured/ Client, issued on their official letter head, clearly specifying claim details strictly as per Format B-I, and duly authenticated by the Managing Director/ Director / Principal Officer of the applicant. or	5	0.5 Point for each claim settled with Maximum of 5 Points.



		ii) Self certificate issued on Applicant's official letter head, summarising claim details strictly as per Format C-I and duly authenticated by the Managing Director/ Director / Principal Officer of the applicant, along with the following supporting documents: a) Discharge voucher of insurance company duly endorsed by the client b) Copy of claim bill submitted to the insurance company or surveyor c) Proof of receipt (either physical or electronic mode) and d) Copy of client mandate letter and corresponding policy document clearly indicating broker's name and policy period. <u>(Claim details submitted with any missing or misleading information in the prescribed format shall not be considered for evaluation)</u>		
16	Experience in settling single large terrorism claim	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



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E	Penalty levied			
17	“No Penalties levied by IRDA for Corrupt/Fraudulent/Collusive/Coercive Practices” towards the service extended to clients by the Applicant during the last three completed years ending as on 30.09.2025 for any reason(s).	Applicant 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 applicant.	5	1) Yes: 0 point 2) No.: 5 Points
F	Presentation			
18	Presentation by Eligible Applicants		10	
	Total Marks Obtained		100	

Other Points-

1. The above Assessment Parameters / Evaluation Criteria are final. No request for any change or amendment will be entertained from applicants at any stage of the Selection Process.
2. Insurance Brokers shall be appointed for a period of one (01) year w.e.f. 01.01.2026. This period may be further extended by up to six (06) months at the discretion of BCPL.
3. Applicants must mandatorily submit the required documents as specified in the “Documents Required” column. Only the documents submitted will be considered as the final submission for the respective parameter and will be used for scoring.