



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड
(भारत सरकार का उपक्रम)
Brahmaputra Cracker and Polymer Ltd.
(A Government of India Enterprise)



ब्रह्मपुत्र क्रेकर और पालीमेर लिमिटेड
Brahmaputra Cracker and Polymer Limited

(भारत सरकार का उपक्रम) / (A Government of India Enterprise)
प्रशासनिक भवि, पो.ओ. लेपेटकटा / ADMINISTRATIVE BUILDING, PO: LEPETKATA
जिला: डिब्रुगढ़, असम / DISTT.: DIBRUGARH, ASSAM
पिन कोड – 786006 / PIN CODE: 786006
दूरभाष: 0373 2914636 / PHONE NO. 0373 2914636

ई- निवदा संख्या / e-TENDER NO:

E-TENDER NO: BCPL/INSURANCE BROKER/2022-23
Dated 13.05.2022

ई- निवदा दस्तावेज / e-TENDER DOCUMENT
FOR

“HIRING OF SERVICES OF INSURANCE BROKER FOR BCPL”.

Tender Submission Date & Time	:	31.05.2022 at 14:30 Hrs
Tender Opening Date & Time	:	01.06.2022 at 15:00 Hrs
Pre-Bid Meeting	:	21.05.2022 at 15:00 Hrs
Tender Fee	:	Not applicable

EMD Amount	:	NIL
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Contact Person: - SUMIT CHHAPERWAL
Administrative Building
BCPL Project Site, Lepetkata
Dibrugarh-786006, Assam.
insurance@bcplindia.co.in

- Bid to be submitted in **Single Bid System**.
- May refer Section-II of the tender document for Format A & B.
- May refer Section-VIII of the tender document towards Methodology for evaluation of bids (*Bid Assessment Criteria/Bid Evaluation Methodology*).
- Pre-bid meeting to be conducted through VC (One Guest ID for one Bidding Entity), if queries received through email at (insurance@bcplindia.co.in) on or before 20.05.2022. VC link to be shared accordingly.



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IMPORTANT INSTRUCTIONS

PLEASE NOTE THAT THIS "REQUEST FOR QUOTATION [RFQ]" IS ON "ZERO-DEVIATION" BASIS. BCPL WILL ACCEPT OFFERS BASED ON TERMS AND CONDITIONS OF THIS "REQUEST FOR QUOTATION [RFQ] & TENDER DOCUMENT" ONLY. DEVIATION TO TERMS AND CONDITIONS OF "REQUEST FOR QUOTATION [RFQ] & TENDER DOCUMENT" MAY LEAD TO REJECTION OF OFFER.

"INCOMPLETE BIDS SHALL NOT BE CONSIDERED"

PRIOR TO DETAILED EVALUATION, PURSUANT TO "BID EVALUATION AND REJECTION CRITERIA", BCPL WILL DETERMINE THE SUBSTANTIAL RESPONSIVENESS OF EACH BID TO THE "RFQ & TENDER DOCUMENT". FOR THE PURPOSE OF THIS, A SUBSTANTIALLY RESPONSIVE BID IS ONE WHICH CONFORMS TO ALL THE TERMS AND CONDITIONS OF THE BIDDING DOCUMENTS WITHOUT 'DEVIATIONS' OR 'RESERVATIONS / EXCEPTIONS'. BCPL'S DETERMINATION OF A BID'S RESPONSIVENESS IS BASED ON THE CONTENT OF THE BID ITSELF, WITHOUT RECOURSE TO EXTRINSIC EVIDENCE.

'TECHNICAL' AND/OR 'COMMERCIAL' QUERY(S), IF REQUIRED, MAY BE RAISED ON THE BIDDER(S) – THE DECISION FOR WHICH WILL BE SOLELY BASED ON CIRCUMSPECTION BY 'BRAHMAPUTRA CRACKER AND POLYMER LIMITED'. HOWEVER, ISSUANCE OF REQUEST FOR SUCH 'CLARIFICATIONS' SHALL NOT BE RESORTED TO MORE THAN 'ONCE'. THE 'RESPONSE(S)' TO THE SAME SHALL BE IN WRITING AND NO CHANGE IN THE 'PRICE(S)' OR 'SUBSTANCE' OF THE BIDS SHALL BE SOUGHT, OFFERED OR PERMITTED. THE SUBSTANCE OF THE BID INCLUDES BUT NOT LIMITED TO PRICES, COMPLETION, SCOPE, TECHNICAL SPECIFICATIONS, ETC.

BIDDERS ARE REQUESTED TO NOT TO TAKE ANY 'DEVIATION/EXCEPTION' TO THE TERMS AND CONDITIONS LAID DOWN IN THIS "RFQ & TENDER DOCUMENT", AND SUBMIT ALL REQUISITE DOCUMENTS AS MENTIONED IN THIS "RFQ & TENDER DOCUMENT", FAILING WHICH YOUR OFFER WILL BE LIABLE FOR REJECTION.



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e-TENDER NO. BCPL/INSURANCE BROKER/2022-23 FOR HIRING OF SERVICES OF INSURANCE BROKER FOR BCPL.

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SECTION - I

INVITATION FOR BIDS [IFB]



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SECTION - I
INVITATION FOR BID [IFB]

To,
PROSPECTIVE BIDDERS

Date: 13.05.2022

SUB: "HIRING OF SERVICES OF INSURANCE BROKER FOR BCPL".

e-TENDER NO.: BCPL/INSURANCE BROKER/2022-23

Dear Sir/Madam,

1.0 Brahmaputra Cracker and Polymer Limited, Lepetkata (A Government of India Enterprise) invites bids from eligible bidders for the subject procurement, in complete accordance with the following details and enclosed TENDER Documents.

2.0 The brief details of the TENDER are as under:

I	PERIOD OF CONTRACT/ DELIVERY SCHEDULE/PERIOD	:	The contract Period shall be 01 year from the date as mentioned of as per LOI/LOA.
II	TENDER Fee	:	Not applicable
III	Earnest Money Deposit (EMD)	:	NIL
IV	BID DUE DATE & TIME	:	31.05.2022 up-to 14:30 Hrs
V	OPENING OF UNPRICED BID	:	01.06.2022 at 15:00 Hrs.
VI	VALIDITY OF OFFER UPTO	:	90 days from the date of opening of unpriced bids
VII	VENUE FOR OPENING OF UNPRICED BIDS	:	Brahmaputra Cracker and Polymer Limited (A Government of India Enterprise), C&P Department, Administrative Building, PO: Lepetkata, Distt.: Diburgarh, Assam, Pin Code: 786006, Phone no. 0373 2914636.
VIII	MODE OF TENDERING	:	Limited Domestic Competitive Bidding through e- Mode (Under Single Bid System Basis)
IX	DATE AND TIME OF PRE- BID CONFERENCE VENUE	:	21.05.2022 at 15.00 hrs. Through VC
X	CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT	:	NIL

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

3.0 Bids must be submitted strictly in accordance with Clause No. 11 of ITB depending upon Type of Tender as mentioned at Clause no. 2.0 (VIII) of IFB. As this being an online tender, please refer **INSTRUCTIONS FOR PARTICIPATION IN e-TENDER**. The IFB is an integral and inseparable part of the bidding document.



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- 4.0 Bidder(s) are advised to quote strictly as per terms and conditions of the tender documents and not to stipulate any deviations/exceptions.
- 5.0 Any bidder, who meets the Bid Evaluation Criteria (BEC)/Bidder's Eligibility Criteria(BEC) and wishes to quote against this tender, may download the complete bidding document along with its amendment(s) if any from GAIL's website/BCPL's website (<http://gailtenders.in>; <http://www.bcplonline.co.in> or NIC e-portal <https://eprocure.gov.in>) and submit their Bid complete in all respects as per terms & conditions of Tender Document in NIC e-portal (<https://eprocure.gov.in>) on or before the due date of bid submission in e-mode.
- 6.0 Offer(s) received from bidders to whom tender/information regarding tender has been issued as well as offers received [in e-mode through NIC e-portal (<https://eprocure.gov.in>)] from the bidder(s) by downloading tender document from GAIL's web site/BCPL's website shall be taken into consideration for evaluation & award provided that the bidders are found responsive.
- 7.0 Clarification(s)/Corrigendum(s) if any shall also be available on above referred websites.
- 8.0 All the bidders including those who are not willing to submit their bid are required to submit F-11 (Acknowledgement cum Consent letter) duly filled within 7 days from receipt of tender information.
- 9.0 BCPL reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.
- 10.0 A Pre-Bid conference (PBC) is scheduled on 21.05.2022 at 1500 HOURS through VC (One Guest ID for one Bidding Entity), if queries are received through email at (insurance@bcplindia.co.in) on or before 20.05.2022. VC link will be shared accordingly.

This is not an Order.

For & on behalf of
Brahmaputra Cracker and Polymer limited

Sd/-

[Sumit Chhaperwal]
Chief Manager [F&A]



SECTION-II

BID EVALUATION CRITERIA [BEC]

AND

BID EVALUATION METHODOLOGY



SECTION-II

1. BID EVALUATION CRITERIA [BEC]

1.0 **BID EVALUATION CRITERIA (BEC):**

1.1 **BEC- Technical: (as a single bidder)**

1.1.1 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 31.03.2022.

1.1.2 The bidder must have handled the insurance portfolio of at least 5 Central/State Government Department/Public Sector undertaking during the last 3 completed financial years ending 31.03.2022 as direct broker.

1.1.3 The bidder should have handled an average of **Rs. 50 Cr.** or more premium during the last 3 completed financial years ending 31.03.2022 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 BEC clause no. 1.1.1, 1.1.2 & 1.1.3:

- a) Bidder(s) shall be required to submit / upload the documents in respect of above experience criteria as per details at BEC clause no. 1.3 below.
- b) Original document/certificate or equivalent should be available with the bidder for verification of the same, if so desired by BCPL.

1.2 **BEC- Financial: (as a single bidder): Not Applicable**

1.3 **Documents/Documentary Evidence required** to be submitted by bidder along with the other bid documents for qualifying the BEC mentioned at **sl. no. 1.1:**

Sr. No.	BEC Clause no.	Description	Documents required along with Un-priced bid for qualifying BEC (Bid Evaluation Criterion) [All documents must be duly authenticated/ attested]
1.1		Technical Experience Criteria – Document [All documents to be submitted must be duly Certified/Attested by Chartered Accountant]	



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Sr. No.	BEC Clause no.	Description	Documents required along with Un-priced bid for qualifying BEC (Bid Evaluation Criterion) [All documents must be duly authenticated/ attested]
1.	1.1.1	Experience to comply 1.1.1	Bidder must submit / upload legible copy(ies) of: 1. Certificate of Incorporation issued by ROC & valid IRDA licenses copy.
2.	1.1.2	Experience to comply 1.1.2	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 bidders name as direct broker.
3.	1.1.3	Experience to comply 1.1.3	Bidder must submit legible copy(ies) of: 1. 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 Bidder's Eligibility Criteria (point no. 1.0):

- i) A job executed by a bidder for its own plant(s)/project(s) cannot be considered as experience for the purpose of meeting requirement of BEC of the tender. However jobs executed for a subsidiary /Fellow Subsidiary /Holding company will be considered as experience for the purpose of meeting BEC 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 BEC.
- ii) Bids of Joint Venture / Consortium are not acceptable.
- iii) Experience of bidder acquired as a subcontractor can be accepted against submission of work completion certificate from end user by such bidder along with other specified documents as mentioned in sl. no. 1.3 above under BEC clause no. 1.1.1.



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Original documents/credentials pertaining to BEC 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 31.03.2022.

2.0 Methodology for Evaluation of Bids and award:

2.1 *The evaluation of bids will be made on following basis:*

- i. BCPL will evaluate and compare the bids of the techno-commercially qualified bidders.
- ii. *Techno-commercial Evaluation of the bids will be done **first against the BEC** stipulated in relevant Section (Section-II) of the tender document to qualify the bidder(s).*
- iii. *The Bids of the qualified bidder(s) shall be further assessed as per the **Bid Assessment Criteria/Bid Evaluation Methodology** as stipulated in relevant Section (Section-VIII) of tender document [tabulated at **Annexure-I**]. The overall techno-commercially accepted **bidder(s)** as per **Bid Assessment Criteria/Bid Evaluation Methodology** will be selected on the basis of **highest points** obtained for award.*

2.2 SELECTION OF BROKERS:

*BCPL intends to appoint three (03) numbers of IRDAI approved brokers for the insurance jobs as mentioned at 2.3 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:

1. *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.*

2.3 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:



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Sl. No.	POLICIES HOLD BY BCPL	DISTRIBUTION OF JOBS
1	Mega Operational Policy.	Distribution will be at the ratio of 65:25:10 between H1,H2 and H3 bidder
2	Stand-alone terrorism Policy.	
3	Marine Sales/ Purchase Turnover Policy.	
4	Fire & Special Perils Policy for Intermediate Storage of Material during Transit.	
5	Public Liability & Commercial General Liability Policy.	
6	Fire and Special Perils Policy & Burglary Policy for Fixed Assets.	
7	Director's and Officer's Liability Policy.	
8	Group Insurance Policy for employees.	
9	Motor policies.	
10	Project MCE Policy	
10	Any new requirement of insurance policy(s) comes during the tenure of the contract.	

2.4 **CPBG: Not applicable**

2.5 **PPP Policy 2012: Not applicable**

2.6 **Start-up : Start-up bidders can submit their bid subject to meeting / qualifying the BEC criteria.**



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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 Annexure-I :

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 [refer. Sl. No. 3 of Annexure-I]	Remarks
2018-19		
2019-20		
2020-21		
2021-22		

B. To comply with Sl. No. 4 of Annexure-I :

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 [refer. Sl. No. 4 of Annexure-I]	Remarks
2018-19		
2019-20		
2020-21		
2021-22		

C. To comply with Sl. No. 6 of Annexure -I:



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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:

ANNUAL TURNOVER OF LAST 3 YEARS:

Year	Amount (Currency)
2018-19	
2019-20	
2020-21	
2021-22	

D. To comply with Evaluation Methodology[Sl. No. 2.1.(iii) as a tie-breaker] of Section – II of Tender:

AUDITED ANNUAL TURNOVER* OF LAST 3 YEARS:

Year	Amount (Rs)
2018-19	
2019-20	
2020-21	
2021-22	

*** 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.:

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



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A. To comply with Sl. No. 14 (i) of Annexure -I [Claim settled amount above 1 Crore in FY-2019-20, 2020-21 & 2021-22]:

Sl. No.	Name of Insurance Cover /Policy	Type of Claim (Property Claims)	Claim No.	No. of Claims Settled.	Claim Settled Amount	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 Annexure -I [Claim settled amount above 1 Crore in FY-2019-20, 2020-21 & 2021-22]:

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

Signed by:

Managing Director/Director/Principal Officer of Bidder.

A. To comply with Sl. No. 15 (a & b-i) of Annexure-I



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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-2019-20, 2020-21 & 2021-22]:

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

B. To comply with Sl. No. 15 (a & b-ii) of Annexure-I

Details of Claims Settled (Project Claims) in FY-2019-20, 2020-21 & 2021-22]:

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

Signed by:

Managing Director/Director/Principal Officer of Bidder.



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NOTE TO “BID EVALUATION CRITERIA [BEC]”

[FOR STRICT COMPLIANCE]

- [I] BIDDERS MUST FURNISH ALL RELEVANT CERTIFICATES/DOCUMENTS/ INFORMATION IN SUPPORT OF THEIR CREDENTIALS TO THE ABOVE “ELIGIBILITY CRITERIA” ALONGWITH THE ‘OFFER’, FAILING WHICH THE ‘OFFER’ MAY BE REJECTED SUMMARILY.
- [II] BIDDERS NOT MEETING ANY OF THE ABOVE-MENTIONED CRITERIA SHALL BE REJECTED WITHOUT ASSIGNING ANY REASON.

.....



भाग – III
SECTION-III

INSTRUCTION TO BIDDERS [ITB]

**(TO BE READ IN CONJUNCTION WITH
BIDDING DATA SHEET (BDS))**



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SECTION-III

INSTRUCTION TO BIDDERS

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SECTION-III

INSTRUCTIONS TO BIDDERS [ITB]

(TO BE READ IN CONJUNCTION WITH BIDDING DATA SHEET (BDS))

[A] – GENERAL

1 SCOPE OF BID:

- 1.1 The Employer/ Owner/ BCPL as defined in the "General Conditions of Contract [GCC]", wishes to receive Bids as described in the Bidding Document/Tender document issued by Employer/Owner/BCPL.
- 1.2 SCOPE OF BID: The scope of Supply shall be as defined in the Bidding documents.
- 1.3 The successful bidder will be expected to complete the scope of Bid within the period stated in Special Conditions of Contract.
- 1.4 Throughout the Bidding Documents, the terms 'Bid', 'Tender' & 'Offer' and their derivatives [Bidder/Tenderer, Bid/Tender/Offer etc.] are synonymous. Further, 'Day' means 'Calendar Day' and 'Singular' also means 'Plural'.

2 ELIGIBLE BIDDERS:

- 2.1 The Bidder shall not be under a declaration of ineligibility by Employer for Corrupt/ Fraudulent/ Collusive/ Coercive practices, as defined in "Instructions to Bidders [ITB], Clause No. 39" (Action in case Corrupt/ Fraudulent/ Collusive/ Coercive Practices).
- 2.2 The Bidder is not put on 'Holiday' by GAIL/BCPL or Public Sector Project Management Consultant (like EIL, Mecon only due to "poor performance" or "corrupt and fraudulent practices") or banned/blacklisted by Government department/ Public Sector on due date of submission of bid. Further, neither bidder nor their allied agency/(ies) (as defined in the Procedure for Action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices) are on banning list of GAIL/BCPL or the Ministry of Petroleum and Natural Gas.

If the bidding documents were issued inadvertently/ downloaded from website, offers submitted by such bidders shall not be considered for opening/ evaluation/Award and will be returned immediately to such bidders.

In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to BCPL by the bidder.

It shall be the sole responsibility of the bidder to inform BCPL in case the bidder is put on 'Holiday' by GAIL/BCPL or Public Sector Project Management Consultant (like EIL,



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Mecon. only due to “poor performance” or “corrupt and fraudulent practices”) or banned/blacklisted by Government department/ Public Sector on due date of submission of bid and during the course of finalization of the tender. Concealment of the facts shall tantamount to misrepresentation of facts and shall lead to action against such Bidders as per clause 39 of ITB.

- 2.3 The Bidder should not be under any liquidation court receivership or similar proceedings on due date of submission of bid.

In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to BCPL by the bidder.

It shall be the sole responsibility of the bidder to inform BCPL in case the bidder is under any liquidation, court receivership or similar proceedings on due date of submission of bid and during the course of finalization of the tender. Concealment of the facts shall tantamount to misrepresentation of facts and shall lead to action against such Bidders as per clause no.39 of ITB.

- 2.4 Bidder shall not be affiliated with a firm or entity:

- (i) that has provided consulting services related to the Procurement to the Employer during the preparatory stages of the Procurement or of the project of which the Supply forms a part of or
- (ii) that has been hired (proposed to be hired) by the Employer as an Engineer/ Consultant for the contract.

- 2.5 Neither the firm/entity appointed as the Project Management Consultant (PMC) for a contract nor its affiliates/ JV'S/ Subsidiaries shall be allowed to participate in the tendering process unless it is the sole Licensor/Licensor nominated agent/ vendor.

- 2.6 Pursuant to qualification criteria set forth in the bidding document, the Bidder shall furnish all necessary supporting documentary evidence to establish Bidder's claim of meeting qualification criteria.

- 2.7 Power of Attorney:

Power of Attorney to be issued by the bidder in favour of the authorised employee(s), in respect of the particular tender, for purpose of signing the documents including bid, all subsequent communications, agreements, documents etc. pertaining to the tender and act and take any and all decision on behalf of the bidder (including Consortium).

Any consequence resulting due to such signing shall be binding on the Bidder (including Consortium). The Power of Attorney shall be issued as per the constitution of the bidder as below:

- a) In case of Proprietorship: by Proprietor
- b) In case of Partnership: by all Partners or Managing Partner
- c) In case of Limited Liability Partnership: by any bidder's employee authorized in terms of Deed of LLP
- d) In case of Public / Limited Company: PoA in favour of authorized employee(s) by Board of Directors through Board Resolution or by the designated officer authorized by Board to do



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so. Such Board Resolution should be duly countersigned by Company Secretary / MD / CMD / CEO.

The Power of Attorney should be valid till award of contract / order to successful bidder.

2.8 **SUB-VENDOR/CONTRACTOR: Regarding consideration of experience acquired by a bidder as a sub-contractor** for meeting the experience criteria of BEC in tender: **NOT ACCEPTABLE.**

2.9 No firm can be a **sub-Contractor** while submitting a bid individually in the same bidding process.

3 **BIDS FROM "JOINT VENTURE"/"CONSORTIUM"**- [FOR APPLICABILITY OF THIS CLAUSE REFER BIDDING DATA SHEET (BDS)] **–NOT APPLICABLE FOR THIS TENDER**

4 **ONE BID PER BIDDER:**

4.1 A bidder shall submit only one bid in the same bidding process either as single entity or as a member of any consortium (wherever consortium bid is allowed). A bidder who submits or participates in more than one bid will cause all the proposals in which the bidder has participated to be disqualified.

4.2 More than one bid means bid(s) by bidders(s) having same proprietor / partners / Limited Liability Partners in any other Bidder(s). Further, more than one bids shall also include two or more bidders having common power of attorney holder.

4.3 Failure to comply this clause during tendering process will disqualify all such bidders from process of evaluation of bids.

4.4 Alternative bids shall not be considered.

4.5 The provision mentioned at sl. no. (4.1) and (4.2) shall not be applicable wherein bidder are quoting for different items / Sections / Parts / Groups / SOR Items of the same tender which specify evaluation on items / Sections / Parts / Groups / SOR item basis.

5 **COST OF BIDDING**

The Bidder shall bear all costs associated with the preparation and submission of the Bid including but not limited to Bank charges all courier charges including taxes & duties etc. incurred thereof. Further, BCPL will in no case, be responsible or liable for these costs, regardless of the outcome of the bidding process.

6.0 **SITE VISIT:**

6.1 The Bidder is advised to visit and examine the site and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid and



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entering into a Contract for the required supply/job. The costs of visiting the site shall be borne by the Bidder.

- 6.2 The Bidder or any of its personnel or agents shall be granted permission by the Purchaser to enter upon its premises and land for the purpose of such visits, but only upon the express conditions that the Bidder, its personnel and agents will release and indemnify the Purchaser and its personnel, agents from and against all liabilities in respect thereof, and will be responsible for death or injury, loss or damage to property, and any other loss, damage, costs, and expenses incurred as a result of inspection.
- 6.3 The Bidder shall not be entitled to hold any claim against BCPL for non-compliance due to lack of any kind of pre-requisite information as it is the sole responsibility of the Bidder to obtain all the necessary information with regard to site, surrounding, working conditions, weather etc. on its own before submission of the Bid.

[B] – BIDDING DOCUMENTS

7 CONTENTS OF BIDDING DOCUMENTS:

- 7.1 The contents of Bidding Documents / Tender Documents are those stated below, and should be read in conjunction with any 'Addendum / Corrigendum' issued in accordance with 'ITB: Clause-9':

- Section-I : Invitation for Bid [IFB]& NIT
- Section-II : BID EVALUATION CRITERIA [BEC] EVALUATION OF BIDS, SELECTION OF TRANSPORTERS AND DISTRIBUTION OF QUANTITY FOR AWARD
- Section-III : Instructions to Bidders [ITB] Annexure
- Section-IV : General Conditions of Contract [GCC]
- Section-V : Special Conditions of Contract [SCC]
- Section-VI : Scope of Work[SOW] and Technical Specification [TS]

*Request for Quotation', wherever applicable, shall also form part of the Bidding Document.

- 7.2 The Bidder is expected to examine all instructions, forms, terms & conditions in the Bidding Documents. The "Request for Quotation [RFQ] & Invitation for Bid (IFB)" together with all its attachments thereto, shall be considered to be read, understood and accepted by the Bidders. Failure to furnish all information required by the Bidding Documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will be at Bidder's risk and may result in the rejection of his Bid.

8 CLARIFICATION OF BIDDING DOCUMENTS:

- 8.1 A prospective Bidder requiring any clarification(s) of the Bidding Documents may notify BCPL in writing or by fax or email at BCPL's mailing address indicated in the **BDS no later than 02 (two) days prior to pre-bid meeting (in cases where pre-bid meeting is**



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scheduled) or 05 (five) days prior to the bid closing date in cases where pre-bid meeting is not held. BCPL reserves the right to ignore the bidders request for clarification if received after the aforesaid period. BCPL may respond in writing to the request for clarification. BCPL's response including an explanation of the query, but without identifying the source of the query will be uploaded on GAIL's/BCPL's tender website/Government website (NIC e-portal) [<http://gailtenders.in>; <http://www.bcplonline.co.in> / <https://etenders.gov.in/eprocure/app>] / communicated to prospective bidders by e-mail/ fax.

- 8.2 Any clarification or information required by the Bidder but same not received by the Employer at clause 8.1 (refer BDS for address) above is liable to be considered as "no clarification / information required".

9 AMENDMENT OF BIDDING DOCUMENTS:

- 9.1 At any time prior to the 'Bid Due Date', Owner may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by addenda/ corrigendum.
- 9.2 Any addendum/ corrigendum thus issued shall be part of the Bidding Documents and may be hosted on GAIL's/BCPL's tender website/Government website (NIC e-portal) [<http://gailtenders.in>; <http://www.bcplonline.co.in> and <https://etenders.gov.in/eprocure/app>] communicated to prospective bidders by e-mail/ fax. Bidders have to take into account all such addendum/ corrigendum before submitting their bid.
- 9.3 The Employer, if consider necessary, may extend the date of submissions of Bid in order to allow the Bidders a reasonable time to furnish their most competitive bid taking into account the amendment issued thereof.

[C] – PREPARATION OF BIDS

10 LANGUAGE OF BID:

The bid prepared by the Bidder and all correspondence, drawing(s), document(s), certificate(s) etc. relating to the Bid exchanged by Bidder and BCPL shall be written in English language only. In case a document, certificate, printed literature etc. furnished by the Bidder in in a language other than English, the same should be accompanied by an English translation duly authenticated by the Chamber of Commerce of Bidders Country, in which case, for the purpose of interpretation of the Bid, the English translation shall govern.

11 DOCUMENTS COMPRISING THE BID:

- 11.1 **Bids are invited under the e-mode Single Bid system.** The Bid prepared by the Bidder shall comprise the following components sealed in 2 different envelopes:

12 PRE-BID MEETING (IF APPLICABLE):



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- 12.1 The Bidder(s) or his designated representative are invited to attend a "Pre-Bid Meeting" which will be held at address specified in IFB. It is expected that a bidder shall not depute more than 02 representatives for the meeting.
- 12.2 Purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 12.3 Text of the questions raised and the responses given, together with any responses prepared after the meeting, will be uploaded on GAIL's/BCPL's website against the Tender. Any modification of the Contents of Bidding Documents listed in "ITB: Clause-7.1", that may become necessary as a result of the Pre-Bid Meeting shall be made by the Employer exclusively through the issue of an Addendum / Corrigendum pursuant to "ITB: Clause-9", and not through the minutes of the Pre-Bid Meeting.
- 12.4 Non-attendance of the Pre-Bid Meeting will not be a cause for disqualification of Bidder.

13 ZERO DEVIATION AND REJECTION CRITERIA:

- 13.1 **ZERO DEVIATION:** Deviation to terms and conditions of "Bidding Documents" may lead to rejection of bid. BCPL will accept bids based on terms & conditions of "Bidding Documents" only. Bidder may note BCPL will determine the substantial responsiveness of each bid to the Bidding Documents pursuant to provision contained in clause 29 of ITB. For purpose of this, a substantially responsive bid is one which conforms to all terms and conditions of the Bidding Documents without deviations or reservations. BCPL's determination of a bid's responsiveness is based on the content of the bid itself without recourse to extrinsic evidence. BCPL reserves the right to raise technical and/or commercial query(s), if required, may be raised on the bidder(s). The response(s) to the same shall be in writing, and no change in the price(s) or substance of the bids shall be sought, offered or permitted. The substance of the bid includes but not limited to prices, completion, scope, technical specifications, etc. Bidders are requested to not to take any deviation/exception to the terms and conditions laid down in this "Tender Documents", and submit all requisite documents as mentioned in this "Tender Documents", failing which their offer will be liable for rejection. If a bidder does not reply to the queries in the permitted time frame then its bid shall be evaluated based on the documents available in the bid.
- 13.2 **REJECTION CRITERIA:** Notwithstanding the above, deviation to the following clauses of Tender document shall lead to summarily rejection of Bid:
- (a) Specifications & Scope of Work
 - (d) Duration / Period of Contract/ Delivery Schedule
 - (f) Period of Validity of Bid
 - (g) Arbitration / Resolution of Dispute/Jurisdiction of Court
 - (k) Force Majeure & Applicable Laws
 - (l) Integrity Pact, if Applicable
 - (m) Any other condition specifically mentioned in the tender document elsewhere that non-compliance of the clause lead to rejection of bid

Note: Further, it is once again reminded not to mention any condition in the Bid which is contradictory to the terms and conditions of Tender document.

14 DEADLINE FOR SUBMISSION OF BIDS:



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- 14.1 In case of e-bidding, the bids must be submitted through e-tender mode not later than the date and time specified in the tender documents.
- 14.2 BCPL may, in exceptional circumstances and at its discretion, extend the deadline for submission of Bids (clause 9 of ITB refers). In which case all rights and obligations of BCPL and the Bidders, previously subject to the original deadline will thereafter be subject to the deadline as extended. Notice for extension of bid submission date will be uploaded on GAIL's/BCPL's website/ communicated to the bidders.

15 LATE BIDS:

- 15.1 Any bids received after the notified date and time of closing of tenders will be treated as late bids.

16 MODIFICATION AND WITHDRAWAL OF BIDS:

- 16.1 Modification and withdrawal of bids shall be as follows:-

16.1.1 IN CASE OF E-TENDER:

The Bidder may withdraw or modify its Bid after bid submission but before the Due Date & Time of Bid submission.

17 EMPLOYER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

BCPL reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids, at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the ground for BCPL's action. However, Bidder if so desire may seek the reason (in writing) for rejection of their Bid to which BCPL shall respond quickly.

[E] – BID OPENING AND EVALUATION

18 BID OPENING:

18.1 *Unpriced Bid Opening:*

BCPL will open bids, in the presence of bidders' designated representatives who choose to attend, at date, time and location stipulated in the BDS. The bidders' representatives, who are present, shall sign a bid opening register evidencing their attendance.

19 CONFIDENTIALITY:



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Information relating to the examination, clarification, evaluation, and comparison of Bids, and recommendations for the award of a Contract, shall not be disclosed to Bidders or any other persons not officially concerned with such process. Any effort by a Bidder to influence the Employer's processing of Bids or award decisions may result in the rejection of the Bidder's Bid and action shall be initiated as per procedure in this regard.

20 PUBLIC PROCUREMENT POLICY FOR MICRO AND SMALL ENTERPRISES

20.1 Following provision has been incorporated in tender for MSEs, in line with notification of Government of India, vide Gazette of India No. 503 dated 26.03.2012 proclaiming the Public Procurement Policy on procurement of goods and services from Micro and Small Enterprises (MSEs)

- i) Issue of tender document to MSEs free of cost.
- ii) Exemption to MSEs from payment of EMD/Bid Security.
- iii) In Tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their prices to L1 price in a situation where L1 price is from someone other than a micro and small enterprises and such micro and small enterprises shall be allowed to supply upto 25% of the total tendered value. In case of more than one such Micro and Small Enterprises, the supply shall be shared proportionately (to tendered quantity). Further, out of above 25%, 5% (20% of 25%) shall be reserved for MSEs owned by SC/ST entrepreneurs. Further, 3% shall be reserved for MSEs owned by women within above 25% reservation. The respective quota(s) shall be transferred to other MSEs in case of non-availability of MSEs owned by SC/ST entrepreneurs/ MSEs owned by Women. The quoted prices against various items shall remain valid in case of splitting of quantities of the items above.
In case tendered item is non-splitable or non- dividable (specified in Bid Data Sheet), MSE quoting price within price band L1 (other than MSE) + 15% , may be awarded for full/ complete supply of total tendered value subject to matching of L1 price.

20.2 The MSEs owned by SC/ST entrepreneurs shall mean:-

- a) In case of proprietary MSE, Proprietor(s) shall be SC/ST.
- b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% share in the unit
- c) In case of private Limited Companies, at least 51%share is held by SC/ST. If the MSE is owned by SC/ST entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.

20.3 In case bidder is a Micro or Small Enterprise under the Micro, Small and Medium Enterprises Development Act, 2006, the bidder shall submit the following :

- a)



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i) Ministry of MSME vide Gazette notification no. CG-DL-E-26062020-220191 dated 26.06.2020 had notified certain criteria for classifying the enterprises as Micro, Small and Medium Enterprises and specified form and procedure for filing the memorandum (Udyam Registration) w.e.f. 01.07.2020 (for complete details of policy refer website of Ministry of MSME i.e. <https://msme.gov.in/>). Accordingly, Micro and Small Enterprises (MSEs) shall be required to submit Udyam Registration Certificate for availing benefit under Public Procurement Policy for MSEs-2012

(ii) An enterprises registered prior to 30.06.2020 and who are not re-registered with Udyam Registration, shall continue to be valid for a period upto 31.03.2021. Such enterprise shall submit EM Part-II or Udyog Aadhaar Memorandum (UAM) for availing benefits of PPP-2012.

b) If the MSE is owned by SC/ST Entrepreneurs/ Women Entrepreneur, the bidder shall furnish appropriate documentary evidence in this regard.

The above documents submitted by the bidder shall be duly certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and notary public with legible stamp.

If the bidder does not provide the above confirmation or appropriate document or any evidence, then it will be presumed that they do not qualify for any preference admissible in the Public Procurement Policy (PPP) 2012.

20.04 NSIC has initiated a scheme of "Consortia and Tender Marketing Scheme" under which they are assisting the Micro & Small enterprises to market their products and services through tender participation on behalf of the individual unit or through consortia. Accordingly, if the MSEs or the consortia, on whose behalf the bid is submitted by NSIC, is meeting the BEC and other terms and conditions of tender their bid will be considered for further evaluation. Further, in such cases a declaration is to be submitted by MSE/ consortia on their letter head (s) that all the terms and conditions of tender document shall be acceptable to them.

21 CHECK MEASUREMENT:

Measurement shall be recorded as per the methods of measurement spelt out in SOW/Specifications/SCC of Contract/Tender Document. The responsibility for checking the measurements as recorded in the measurement Books/Bills shall be as under:

1. Where BCPL Executive is Engineer-In-Charge (EIC) (e.g O&M Contracts)
 - a. Site-In-Charge/Site Engineer will check 100% measurements of executed work.
 - b. EIC will further check measurements at least 15% of bill value. In case, Site-in-Charge/Site Engineer is not available, EIC will check 100% measurements of executed work.
 - c. An officer one level above EIC but not below level of HOD will check measurements of 5% of bill value. In case, HOD is EIC, then he will check measurements of 20% of bill value.
2. Where PMC is EIC (e.g Project Construction):
 - a. PMC will check 100% measurements of executed work.
 - a. BCPL Site Engineer will check measurements of at least 15% of bill value, certified by PMC.



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- b. An officer one level above Site Engineer but not below level of DGM will further check measurements of 5% of bill value. However, wherever DGM is not available, an officer of level of CM will check measurements of 5% of bill value.
3. Where BCPL Executive is EIC and where Third Party Inspector is deployed (e.g ARC type Construction Contracts):
 - a. Third Party Inspector will check 100% measurements of executed work.
 - b. BCPL Site Engineer will check measurements of at least 10% of bill value, certified by Third Party Inspector.
 - c. EIC will further check measurements of 5% of bill value. In case, there is no Site Engineer, EIC himself will check measurements of 15% of bill value.
 - d. An officer one level above EIC but not below level of HOD (for O&M Cases) and DGM (for Project Cases) will check measurements of 5% of bill value. In case, HOD (for O&M Cases) and DGM (for Project Cases) is EIC, then he will check measurements of 10% of bill value or measurement of 20% of bill value, in case there is no Site Engineer.
4. OIC (or HOD in case of Corporate Office) or an officer of higher level to that of EIC authorized by OIC may carry out random checking of executed items where the executed quantity exceed SOR quantities.
5. While exercising test check of 5%, 15% level and on random basis as above, it may be ensured that high rate items, AHR items, items exceeding SOR quantity and concealed items have been covered in the items selected for checking.
6. The Superior officer should preferably check such items/quantities other than those already checked by BCPL executives at lower levels and should also ensure that the subordinate officer/officers have exercised the requisite percentage check as stipulated in the procedure.
7. All concerned officers should indicate the measurements of SOR items checked by them and marked as "Checked and verified."

SECTION-IV



GENERAL CONDITIONS OF CONTRACT [GCC]

**CONSENT LETTER ON ACCEPATNCE OF GENERAL CONDITIONS OF
CONTRACTS (GCC)**



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NIT/RFQ NUMBER:

Dated:

Dear Sir,

I/we have read the following Conditions of Contract which is available in the BCPL website.

I/ we further confirm that we have agreed to all the conditions as printed/available in the Documents in BCPL website in entirety and unconditionally.

1. General Conditions of Contract. (https://bcplonline.co.in/UploadFiles/GCC_CONTRACTS.pdf)

Thanking you,

(Sign of the authorized signatory with the Company/ Firm seal)

Name:

Designation:

Company Seal:



SECTION – V

SPECIAL CONDITIONS OF CONTRACT [SCC]



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SECTION-V

SPECIAL CONDITION OF CONTRACT

NAME OF WORK:

SUB: “HIRING OF SERVICES OF INSURANCE BROKER FOR BCPL”.

e-TENDER NO.: BCPL/INSURANCE BROKER/2022-23

Appointment of Insurance Broker for BCPL for a period of 1 year w.e.f. 1/7/2022

Special Condition of Contract:

1. **Remuneration of the Broker:** BCPL shall not pay any fees/expenses/remuneration to the broker for any activity carried out by them in connection with insurance work before, during or after the period of engagement. Thus there shall be no cost to BCPL.

The scope of work of Insurance Direct Broker is as detailed below:

1. Review of all existing insurance policies
 - a. Carrying of 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 laid down procedures of the company.
 - d. Scrutinizing the wording of the final policy document to protect BCPL's interest in regards to 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.
2. Claims Management
 - a. Coordinating and ensuring realization of past insurance claims under MCE Policy.



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- b. Assisting in preparation of insurance claims including loss assessment for claim bill submission.
- c. Documentation of claim. 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 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 so as 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.
- g. Any other Consultation/ Advisory services related to the Insurance portfolio of BCPL.
- h. 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.



SECTION – VI
SCOPE OF WORK [SOW]
(INCLUDED IN SECTION-V)



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Annexure-I to Methodology for Evaluation of Bids (**Bid Assessment Criteria/Bid Evaluation Methodology**) of Appointment of Insurance Broker for FY-2022-23

BID ASSESSMENT CRITERIA/ BID EVALUATION METHODOLOGY

<i>Sl No</i>	<i>Parameters</i>	<i>Documents Required</i>	<i>Maximum Weightage</i>	<i>Score Pattern</i>
A.	<i>Experience & Business</i>			
1	<i>The bidder must have experience in handling direct insurance broking business for at least 5 (five) consecutive years of service as on 31.03.2022.</i>	<i>Self-certified copies of valid IRDA Licenses covering the Financial year [each year to be considered as experience].</i>	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	<i>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 31.03.2022 as direct broker, i.e FY: 2019-20, 2020-21, 2021-22.</i>	<i>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.</i>	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 31.03.2022 from Direct Broking activities from General Insurance Business (except Group mediclaim Policy, Group Term Life Insurance Policy & Group Personal Accident Policy). In case annual accounts of 2021-22 have not been audited as on the date of bid submission, the bidder need to submit details as per immediately preceding financial year of 2021-22 ie. 2020-21.	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 31.03.2022 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: 2019-20, 2020-21, 2021-22. In case annual accounts of 2021-22 have not been audited as on the date of bid submission, the bidder need to submit details as per immediately preceding financial year of 2021-22 ie. 2020-21.	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: 5 points 3) Above Rs.30 Crore to Rs.50 Crore: 8 points 4) Above Rs.50 Crore: 10 Points



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5	<i>The bidder must have experience in handling insurance portfolio of PSU clients of North East Region as on 31.03.2022.</i>	<i>Appointment letter/mandate letter/work order/valid documentary evidence issued by clients.</i>	10	<i>Each eligible clients: 1 point per client; maximum upto 10 points</i>
6	<i>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 31.03.2022, i.e FY: 2019-20, 2020-21, 2021-22. In case annual accounts of 2021-22 have not been audited as on the date of bid submission, the bidder need to submit details as per immediately preceding financial year of 2021-22 ie. 2020-21.</i>	<i>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).</i>	10	<i>1) Less than Average Rs. 5 Crore: NIL point 2) Rs. 5 Crore to Rs. 7.5 Crore: 5 Points 3) Above Rs. 7.5 Crore to Rs.10 Crore: 8 Points 4) Above Rs.10 Crore: 10 Points</i>
B	Customer Service			
7	<i>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. 2022. Minimum one complete year of service shall be considered for evaluation.</i>	<i>Appointment letter/mandate letter/work order/valid documentary evidence issued by clients.</i>	2	<i>0.5 Point for each client with maximum 2 points.</i>



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8	No of existing clients (excluding clients mentioned for Srl no. 5) of the bidder as direct broker in north east region with turnover more than Rs.500 Crore as on 31.03.2022. For clients of North east, the Head office/registered office or risk location with Turnover more than Rs. 500 crore should be in North East region. In case audit of 2021-22(of existing client) has not been done till the due date of bid submission, then bidder have an option to show turnover of existing client as on 31.03.2021 (however on the said date i.e, 31.03.2021 bidder should be a broker of the existing client).	Valid documentary evidence (turnover certificate of client / copy of P/L account etc) in support of existing clients (mandate letter / policy document with due endorsement of name of broker etc).	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'2022 (cumulative) from different 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 bidders name as Direct Broker.	3	Upto 3 Policies-NIL. 0.5 point for each policy above 3. Maximum upto 3 points.
C	Manpower & Office			



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10	<i>Dedicated team of the bidder handling Oil/ Gas / Fertilizer / Power / Petrochemicals sector in India for insurance broking service of the bidder as on 31.03.2022.</i>	<i>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 31.03.2022. b) Name, Designation and work portfolio along with contact number, duly authenticated by the Managing Director/ Director / Principal Officer of the bidder.</i>	1.5	<i>Per person : 0.5 point; maximum upto 1.5 points</i>
11	<i>Dedicated in house Risk Engineering Team of the broker of minimum 3 members in India.</i>	<i>Self-Certified copy clearly mentioning the following: a) No of Risk Engineer. b) Name and designation and work portfolio, duly authenticated by the Managing Director/ Director / Principal Officer of the bidder.</i>	5	<i>1) Upto 3: NIL point 2) 0.5 points for each person above 3 persons with maximum 5 points.</i>
12	<i>Total number of full time employees posted in Assam related to insurance broking service of the bidder as on 31.03.2022 (having requisite qualification of Insurance Broking (BQP) as approved by IRDAI).</i>	<i>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.</i>	2	<i>1) Upto 2 Employees: NIL point 2) Above 2 Employees: 0.25 point per Employee maximum upto 2 Points</i>



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13	The bidder must have a functional office in Assam as on 31.03.2022.	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 31/03/2022).	3	0.25 Points per Location per Year maximum upto 3 Points
D	Settlement of Claims			



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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 31.03.2022 (except Group medicaid 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.	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 along with 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: 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.	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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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 31.03.2022.	Documents Required: Certificate from Insured/Client in their Letter head clearly mentioning the following: a) Name of Insurance 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 along with 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) Name of Insured/ Client c) Type/name of Insurance Cover /Policy, d) No of Claims Settled c) Claim Settled Amount.	5	a) 0.5 Point for each claim settled [excluding claims mentioned in b)] with Maximum of 3 Points. b) 0.5 Point for each claim settled for Petrochemical Risks with Maximum 2 Points
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



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<i>E</i>	<i>Penalty levied</i>			
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 financial years as on 31.03.2022 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
	Total Marks Obtained		100	

Other Points-

1. Bid evaluation Methodology 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. Bidder needs to submit required documents mandatorily as per "Document Required" column "C" in order to score mark for respective parameter which will be considered as Final submission for given parameter.



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(TENDER TO BE SUBMITTED IN e-MODE IN NIC C
<https://etenders.gov.in/eprocure/app>

• **BIDDER MAY REFER INSTRUCTIONS FOR PARTICIPATION IN e-TENDER –under section III of**

e-Tender Helpdesk

BCPL :- Phone : 6900182953

Mobile : 8811017320

Email : etender@bcplindia.co.in

NIC :- Phone : 1800-233-7315, 0120-4200462, 0120-4001002

Mobile : 8826246593

Email : ccppp-nic@nic.in