

**APUIAML INVITES**

**EXPRESSION OF INTEREST (EOI)**

**ON BEHALF OF**

**ANDHRA PRADESH STATE WAREHOUSING CORPORATION  
(APSWC)**

**FOR**

**Shortlisting exclusive mandated broker for a period of 3 (Three) years towards rendering Pre-Placement, Placement and Post Placement services to APSWC's various General Insurances Policies**

**TENDER/ EoI NO. APUIAML/SWC/B8/432/INS/IG&OG/01**

**"OBS (QUALITY BASED SELECTION)"**

Bids invited on APUIAML Website

<https://www.apurban.com/tenders.php>

**ADMINISTRATION DEPARTMENT  
4th FLOOR, NTR ADMINISTRATIVE BLOCK, PANDIT NEHRU BUS STATION,  
VIJAYAWADA, ANDHRA PRADESH - 520013.**

**Ph: (0866)-2527709**

**E-mail: info@apurban.in**

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**NOTICE INVITING TENDER/ EoI (APUIAML website)**

1	Department Name	APUIAML inviting Expression of Interest (EOI) on behalf of Andhra Pradesh State Warehousing Corporation (APSWC)
2	Office Name	Administration Department 4th Floor, N.T.R Administrative Block, Pandit Nehru Bus Station, Vijayawada – 520013.
3	Tender Notice No.	APUIAML/SWC/B8/432/INS/IG&OG/01
4	Tender Subject	Shortlisting of Exclusive Mandated Broker for a period of 3 (Three) years towards rendering Pre-Placement, Placement and Post Placement services to various General Insurances policies
5	Bid/ Tender Type	Open
6	Bid/ Tender Document Fee	Free
7	Bid/ Tender Fee Payable To	Not Applicable.
8	Process Fee	Rs.25,000/-
9	Process Fee Payable To	<u>Name:</u> Andhra Pradesh Urban Infrastructure Asset Management Ltd <u>Bank Name:</u> Union Bank of India <u>Account No:</u> 034311100004067 <u>IFSC:</u> UBIN0803430
10	EoI/ Tender Schedule Available Date & Time	<b><i>From 19:00 Hrs. on 12.04.2022 To 16:30 Hrs. on 26.04.2022 To be downloaded from APUIAML Website <a href="https://www.apurban.com/tenders.php">https://www.apurban.com/tenders.php</a></i></b>
11	EOI/ Bid/ Tender Submission Closing Date	<b><i>17.00 Hrs. on 26.04.2022</i></b>
12	EOI/ Bid/ Tender Opening Date	<b><i>16.30 Hrs. on 26.04.2022</i></b>
13	Bid/ Tender Submission	At info@apurban.in (further described in the Tender/ EoI document) or by hand at  Administration Department APUIAML 4th Floor, NTR Administrative Block Pandit Nehru Bus Station Vijayawada 520 013, Andhra Pradesh.  <i>(Formats of Pre-Qualification &amp; Technical Bid Schedules can be downloaded from <a href="https://www.apurban.com/tenders.php">https://www.apurban.com/tenders.php</a> free of cost.</i>
14	Pre - Qualification Requirements/ Eligibility Criteria	As per Tender/ EoI document.
15	Place Of Tender/ Bid Opening	APUIAML 4th Floor, NTR Administrative Block, Pandit Nehru Bus Station, Vijayawada 520 013, Andhra Pradesh
16	Officer Inviting Bids	Head – HR & Admin, APUIAML on behalf of APSWC

17	Contact Details	Ph: (0866) 2527709 E-mail: info@apurban.in.
18	Validity of Bid/ Tender	<b>120 days</b> from the date of opening of the Bid.
19	General Terms & Conditions	As per Tender/ EoI document.

**Note:** Responsibility for correctness of the information submitted in the bid lies with bidder. If any information furnished in the bid is proved to be false at a later date, the bid will not only be rejected but also the bidder will be **BLACKLISTED**.

**HEAD-HR & ADMIN**

**SECTION-I: PRE-QUALIFICATION REQUIREMENTS & IMPORTANT  
INSTRUCTIONS TO BIDDER**

APSWC or CORPORATION or PURCHASER: shall mean **Andhra Pradesh State Warehousing Corporation.**, (a Govt. of A.P Undertaking) having its Regd. Office: D. No: 55-17-3, Stalin Corporate Building, Industrial Estate, Auto Nagar, Vijayawada, A.P - 520007.

INSURANCE INTERMEDIARY/BROKER/BROKING COMPANY or SHORTLISTED PARTICIPANT: shall mean the Participant Broker/ Intermediary with whom MoU is entered against this Tender/ EoI Specification.

**1.0 ELIGIBILITY CRITERIA:**

- 1.1 Only IRDAI (Insurance Regulatory and Development Authority of India) Licensed Direct / Composite Insurance Broking Companies that are registered under Companies Act are eligible to apply.
- 1.2 The applicant must have Registered Head Office/ Branch Office established anywhere in Andhra Pradesh in accordance with Section 40 (4) and No. 8 in SCHEDULE I – Form O of IRDAI (Insurance Brokers) Regulations, 2018. (Or) the applicant should confirm to establish an office in Andhra Pradesh within 30 days from the date of issue of entering in to MoA (Declaration as per Annexure to be uploaded along with bid) in accordance with Section 40 (4) and No. 8 in SCHEDULE I – Form O of IRDAI (Insurance Brokers) Regulations, 2018. Details of Head Office & Branches, of participating Broking Company, that are registered with IRDAI, must be submitted.

**1.3 Security Deposit:**

The shortlisted /Appointed/ Exclusively Mandated Insurance Broker shall furnish a Security Deposit of Rs. 3,00,000/- (Rupees Three Lakhs Only) by way of NEFT / RTGS as per details given below:

Name: Andhra Pradesh Urban Infrastructure Asset Management Ltd  
Bank Name: Union Bank of India  
Account No: 034311100004067  
IFSC No. UBIN0803430

The Security Deposit of unsuccessful bidders will be refunded to their respective accounts within 7 days from the date of completion of evaluation of all responses.

The Security Deposit of successful bidder will be transferred to APSWC and shall be released, in 3 stages i.e., after the completion of each year of contract period (3 years) subjected to receipt of all admissible claim amounts arising out of policies placed during every Financial Year.

**Illustration:**

- Rs. 1 Lakh of Security Deposit will be released upon completion of FY 22-23 subjected to receipt of all admissible claims amounts from insurance company by APSWC.
- Rs. 1 Lakh of Security Deposit will be released upon completion of FY 23-24 subjected to receipt of all admissible claims amounts from insurance company by APSWC.

- Rs. 1 Lakh of Security Deposit will be released upon completion of FY 24-25 subjected to receipt of all admissible claims amounts from insurance company by APSWC.

2. **Qualification requirements:**

Only those bidders, who satisfy the following requirements, need to quote.

<i>a</i>	Bidder must be a IRDAI (Insurance Regulatory and Development Authority of India) Licensed Direct / Composite Insurance Broking Company, registered under Companies Act, and having an experience of 5 years or more as IRDAI licensed Direct/ Composite Insurance Broker.
<i>b</i>	No deviations are allowed in respect of the following requirements stipulated in this Tender. <ul style="list-style-type: none"> <li>i. Submission of Security Deposit.</li> <li>ii. Office establishment within the State of Andhra Pradesh.</li> <li>iii. Terms &amp; Conditions of this tender.</li> </ul>

Those offers which are not accepting/meeting the above requirements will be rejected.

**List of Self – Attested documents to be submitted in support of Pre-Qualification requirements:**

(All the copies should be self-attested by the **PRINCIPAL OFFICER** of Broking Company.)

- I. Certificate of incorporation under Companies Act.
- II. IRDAI License:
  - a. Copy of Inception license issued by IRDAI for acting as Insurance Broker
  - b. Copy of Latest Renewal License issued by IRDAI while granting the permission to act as Insurance Broker
- III. Copy of PAN Card.
- IV. Copy of GST Registration (Form – 6).
- V. Address of the Registered/Head Office, Address for communication, Address of the Head Office/ Branch office established anywhere in Andhra Pradesh. Details of Head Office & Branches, of participating Broking Company, that are registered with IRDAI in accordance with Section 40 (4) and No. 8 in SCHEDULE I – Form O of IRDAI (Insurance Brokers) Regulations, 2018.
- VI. Copies of audited financial statements for preceding 2 (Two) Financial Years i.e., 2019-20, 2020-21 and audited/unaudited financial statements for the Financial Year 2021-22, supported by IT returns
- VII. Turnover certificate of Previous Financial Year issued by a Chartered Accountant.
- VIII. An undertaking duly signed by the **PRINCIPAL OFFICER** of Broking Company, furnishing “Details of total Premium handled for the last 3 Financial Years i.e., 2021-22, 2020-21 and 2019-20. (Premium handled under Direct Insurance Only)”.
- IX. Copies of Active Purchase Orders or Policy Copies of Government Departments/ PSUs/ Entities/ Institutions/ Local Authorities etc., as proof of servicing PSU/ Govt. clients at present. (As on date of publishing this EoI).
- X. Copies of expired and ongoing/ active insurance policies of Government/ Private Clients’ storage risk, Group Health Insurance for employees, Asset Insurance for buildings including Plinth and Foundation as a proof of handling of warehousing sector related clients as an Insurance Broker, if any, as on date of publishing this EoI.

- XI. Claim Settlement Vouchers as well as respective policy copies of claims handled that are of PSU/ PVT clients with storage risks, if any.
- XII. The Shortlisted/Appointed/ Exclusive mandated Insurance Broker shall submit the Declaration/Undertaking certificate (as per the Proformas enclosed at Page No.18 & 19).
- XIII. Details of Penalties imposed and Show Cause Notices issued, by IRDAI for violation of any applicable regulations such as Brokers Regulations, Brokers' Code of Conduct and Protection of Policy Holders' Regulations etc.,
- XIV. If the participant is Penalized or Received a Show Cause notice, from IRDAI at any time from the commencement of operations as an insurance intermediary, for violation of any applicable regulations such as Brokers Regulations, Brokers' Code of Conduct and Protection of Policy Holders' Regulations etc., then 5 points will be deducted from the Total Points awarded.
- XV. Professional Indemnity Insurance Policy Copy of participating Broker

**Note:** Any other document in support of the application which the Company may deem fit may also be furnished, for reference.

***Responsibility for correctness of the information submitted in response to this Expression of Interest (EOI) lies with participant/ applicant only. If any information furnished in the response is proved to be false at a later date, the response will not only be rejected but also the participant/ applicant will be BLACKLISTED, duly forfeiting the SD amount.***

### **3.0 SELECTION PROCEDURE:**

- 3.1 All the EOIs received by APUIAML on behalf of APSWC would be scrutinized w.r.t the Eligibility/ Pre-qualification requirements (PQR). Selection will be based on the total points scored as per Annexure-I (EVALUATION SHEET) of NIT and Presentation.
- 3.2 On the basis of scrutiny of all eligible responses received in reply to this EOI/ Tender, finally only one Broker/Agency who scores highest no of points for a Total of 100 Points will be appointed as Insurance Broker for APSWC for a period of three (3) years ending on 31.03.2025.
- 3.5 Please refer to Section-IV for complete details.

**HEAD-HR & ADMIN**

## **SECTION-II: GUIDELINES TO BIDDERS for participating in “APUIAML’s e-procurement” tenders uploaded on website**

1.1 **Expression of Interests (EOIs)/Bids are invited by APUIAML on behalf of APSWC**

1.2 The details of tenders can be accessed from APUIAML’s website. <https://www.apurban.com/tenders.php>

### **2.0 Pre-requisites to submit tenders by mail or submit by hand:**

Bidder need to submit their EoIs at [info@apurban.in](mailto:info@apurban.in) or submit their EoIs by hand/ post/ courier at the below address on or before the due date and time. APUIAML will not be responsible for any delays whatsoever caused by postal or courier delays and force majeure:

*Administration Department  
APUIAML  
4th Floor, NTR Administrative Block, Pandit Nehru Bus Station  
Vijayawada 520 013, Andhra Pradesh.*

If responses are sent by mail, hard copies of the documents should invariably reach on or before the scheduled date and time for opening of bids.

### **3.0 Help Desk:**

For any queries on bid submission, the bidders may have to contact HELP DESK by Email: [info@apurban.in](mailto:info@apurban.in); [Ph.No.0866-2527709](tel:0866-2527709)

### **4.0 Bid Attachments:**

The bidders should not attach/ upload multiple files with same file name. If you wish, please ensure that the file name is numbered.

### **5.0 Tender Document:**

- (a) The Bidder is requested to download the Tender document, and read all the terms and conditions mentioned in the tender Document and seek clarification, if any, from the Tender Inviting Authority, prior to submission of bid. *Any downloading soft copy of tender documents from web site is at the sole risk and responsibility of the bidder. APUIAML/APSWC will not be responsible for any delay/ difficulty/inaccessibility of the downloading facility for any reason whatsoever.*
- (b) The Bidder has to keep track of any changes by viewing the Addendum/ Corrigendum issued by the Tender Inviting Authority, from time to time, in the APUIAML website (<https://www.apurban.com/tenders.php>). The Department Inviting tenders will not be responsible for any claims/problems arising out of this.
- (c) The bidders should fulfill any other pre-requisites mentioned in the tender document of a specific tender. The tenderer should read and understand clearly the general instructions and terms and conditions of the tender document before uploading of documents and submission of the tender.

## 5.0 **Submission of Bids:**

The Bidder shall submit his Bid directly by mail at info@apurban.in, or by hand/ post/ courier at the following address on or before due date and time APUIAML will not be responsible for any delays whatsoever caused by postal or courier delays and force majeure:

*Administration Department  
APUIAML  
4th Floor, NTR Administrative Block, Pandit Nehru Bus Station  
Vijayawada 520 013, Andhra Pradesh.*

If responses are sent by mail, hard copies of the documents should invariably reach on or before the scheduled date and time for opening of bids.

## 6.0 **Opening of Tenders:**

The EOIs/Bids, will be opened at the addressed given below, at the time and place specified in the tender notice.

APUIAML  
4th Floor, NTR Administrative Block,  
Pandit Nehru Bus Station  
Vijayawada 520 013, Andhra Pradesh.

## 7.0 **Submission of Hard copies:**

- (a) Original Hard Copies that are sent by mail should reach APUIAML on or before the scheduled date and time for the opening of the responses.
- (b) All the Bidders shall invariably attach scanned copies of all relevant Certificates/Documents in support of eligibility criteria as mentioned in NIT/Tender documents and this will be the primary requirement to consider the bid responsive, if the response is being submitted by mail.
- (c) Bid evaluation shall be carried out, solely based on the Documents/ Certificates etc. thus submitted along with the response.
- (d) The Purchaser Department shall notify the successful bidder for submission of original hard copies of all attached documents, for ensuring their genuineness/authenticity, prior to entering into agreement or placement of Order. The Successful Bidder shall, at his sole risk & responsibility, submit the same to the Tender Inviting Authority, before stipulated date & time. The department will not take any responsibility for any delay in receipt/non-receipt of original certificates/documents from the successful bidder before the stipulated date & time. On receipt of documents, the department shall ensure the genuinity of all other certificates/documents uploaded by the bidder in APUIAML in support of the qualification criteria before release of purchase order/sale order / LOI as the case may be.
- (e) **In case of variation in the attached documents and Failure of submission of original hard copies:** If any successful bidder fails to submit the original hard copies of attached certificates/documents within stipulated time or if any variation is noticed between the attached documents and the hardcopies submitted by the bidder, the successful bidder will be suspended from

participating in the tenders on APUIAML / APSWC for a period of 3 years. Besides this, the department shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for specified work/materials. If any of the documents/information furnished by the bidder is found, at any point of time, to be false/fabricated/bogus, such Bidder is liable for black listing, cancellation of LoI/Purchase order as the case applicable and criminal prosecution.

**8.0 Due Date & time and Submission of offer: 17.00 Hrs. on 26.04.2022**

- 8.1 The bidders who are desirous to participate shall submit their bids. The bidder shall sign on all the statements, documents, certificates, before uploading/ submitting, owning responsibility for their correctness/ authenticity.
- 8.2 Post tender deviations or conditions or any such offers which will give a benefit to the bidder over others will not only be rejected outright but also the original offer itself will get disqualified on this account.
- 8.3 Alterations, if any, shall be made clearly by crossing the whole-entered data and bidder with his full signature and rubber stamp should attest such corrections. There shall not be any overwriting under any circumstances; as such offers are liable for rejection.
- 8.4 Bidders may note that the due date and time of opening the bids shall strictly be adhered to and accordingly. However, due to declaration of unexpected holiday or any unforeseen circumstances, if bids are not opened on the due date, the same shall be opened on the next working day at the same time and venue as originally specified.

**9.0 DISCLAIMER:**

- 9.1 **APUIAML / APSWC reserves the right to change or alter the bid conditions before the final date of submission of the bids by issuing an addendum.** The Notice Inviting Tender (NIT), any subsequent addendum/corrigendum/amendments etc., will be made available on APUIAML's website (<https://www.apurban.com/tenders.php>), and can be downloaded free of cost. The Bidders shall be solely responsible, for ensuring that their Bids are completely in line with the requirements stipulated therein.
- 9.2 Any discrepancies in the requirements stipulated in these documents, shall be brought to the notice of the undersigned, and clarifications shall be obtained prior to submission of Offer itself.

*Bidders are advised not to make any assumptions or inferences, on their own*

- 9.3 APUIAML / APSWC reserves its right, without prejudice to other rights under terms and conditions of NIT and tender documents or other remedies available, to cancel tenders without assigning any reasons, and will not entertain any correspondence in the matter. APUIAML / APSWC accepts no liability whatsoever and will not be liable for any loss or damage arising directly or indirectly (including special, incidental or consequential loss or damage) from use of APUIAML website or from cancellation of tenders. **APUIAML / APSWC also reserves the right to reject any or all tenders without assigning any reason.**

**9.4 Regarding Bidding:**

- (i) Notwithstanding the particulars/guidelines stipulated in this document, all the bidders are advised to get themselves acquainted with the latest rules &

regulations governing submission of Bids etc., on *APUIAML website*, by contacting Help Desk of APUIAML.

- (ii) It is the responsibility of the Bidder, to ensure that the scanned copies sent, are legible.
- (iii) The Bidder shall be solely responsible for ensuring that all requisite documents are successfully sent. *Any Offers which are found to be either incomplete or corrupted, are liable to be rejected.*

**HEAD-HR & ADMIN**

### **SECTION-III: SCOPE OF SERVICES/WORK AND OTHER TERMS & CONDITIONS**

APUIAML on behalf of APSWC invites Tenders available at <https://www.apurban.com/tenders.php>, for Shortlisting of exclusive mandated broker for a period of 3 (Three) years towards rendering Pre-Placement, Placement and Post Placement services to various General Insurances Policies of APSWC for the following Warehousing including the upcoming units and the units contemplated in future.

Following insurances fall under the scope of the current EoI/ Tender

S. No	Type of Policy
1	Standard Fire and Special Perils Policy – Multilocation, Floater, Floater Declaration, Average Declaration etc., for Category -1 Hazardous and Non-Hazardous stocks.
2	Bharat Griha Raksha, Sookshma Udyam Suraksha and Laghu Udyam Suraksha Policies
3	SFSP Multilocation for Own and Hired Godowns Buildings, Parking Sheds, Guard Rooms, Cubicles etc.,
4	Burglary First Loss Policy for Stocks at various Godowns
5	Fidelity Guarantee policy
6	Group Health Insurance for Employee families
7	Such other Property, Liability, Employee Benefit, Motor, CAR, EAR and Miscellaneous insurance policies as and when required by APSWC

The scope of services of Insurance Broking Company and other terms & conditions, are detailed below.

#### **1.0 Role and Scope of services/work of Insurance Intermediary/Broking company:**

The scope of work for the Insurance Broking company shall cover the following. However, APSWC may enhance or modify the scope of work at any point of time depending upon its need.

- i. To approach various IRDAI Licensed General Insurance Companies and Solicit Insurance coverage, Premium, Terms & Conditions in a cost-effective manner for various current and upcoming insurance requirements of APSWC.
- ii. To give prompt and effective service in Pre-Placement, Placement & Post-Placement Services such as Invoicing, Underwriting, Policy Generation, Subsequent Endorsements, Intimation, Processing and Settlement of Claims, Handling and Resolution of Grievances, Contesting Unpaid, Underpaid and Rejected claims with Insurance Ombudsman/ Consumer Forums.
- iii. Such other services that are imperative, obligatory & essential for the successful evaluation of insurance needs of various assets/ products/ activities of APSWC Warehousing units.
- iv. To liaise amongst Warehousing units, APSWC, Insurance Companies, Re-insurance companies, Surveyors and Loss Assessors, Risk Engineers.
- v. To maintain utmost confidentiality while abiding by the “MoA”.
- vi. No invoice shall be raised to APSWC or any of their subsidiaries for the services rendered as Broker’s remuneration will be paid by insurance companies as per IRDAI (Payment of Commission or Remuneration or Award to Insurance Intermediaries) Regulations, 2016 as amended from time to time.
- vii. Ensure that the policies issued by insurance companies are in accordance with RFQ/ RFP/ Tender Specification and Quotes submitted.
- viii. To ensure that the quotations submitted and policies issued by the insurance companies are in accordance with applicable IRDAI regulations, IIB Loss Cost Rates and such other guidelines of TAC and GIC Re etc.,

- ix. The Broker must ensure the settlement of claims in the following ways:
  - a. Efficiently scrutinize the claim within, before it is sent to the Insurance Company.
  - b. Ensure that all documents required for settlement of the claim are complete before forwarding the same to the insurance company.
  - c. Once the documents are forwarded to the insurer, the intermediary shall continue to follow up with them till the claim is paid within 15-day period or till the claim is fully paid.
  - d. Will appraise to APSWC, the status and performance of the policies through periodic MIS on Claims that are Intimated, Settled, Rejected and Outstanding with respective reasons.
  - e. To put forth such disputed claims during periodic review meetings for deliberations amongst Officials of APSWC, Insurance Company and Intermediary.
  - f. Without waiting for any decision from minutes of such review meetings, to put forth disputed claims before Grievance Redressal Machinery of the Insurance Company/ IRDAI – IGMS.
  - g. Despite this, even if some claims/proposals are not settled by the Insurance Company, as a last resort the intermediary should advise in initiating the matters as necessitated in different forums viz. District, State & National Consumers Redressal Forums respectively, to settle the claims in their right spirit.
- x. Reviewing of existing policies with APSWC and suggesting improvements if any. To suggest methodology to maximize risk coverage with minimum premium. Arranging Risk inspections at Warehousing of APSWC periodically and suggesting improvement measures. Identifying the risk exposures and to suggest how they can be covered by insurance.
- xi. To suggest methodology for arriving insurable values of different assets and to value the same. (i.e., policy excesses, limits of liability under liability policies, terminology & policy wording etc.). Initially, the Insurance Broker shall prepare draft copy of Evaluation/Insurable values of assets of APSWC Warehousing and submit to the concerned department, for remarks. After obtaining remarks and recommendations on the same final document on valuation of assets shall be submitted either Location or Unit wise. Basis/criteria for arriving reinstatement value/evaluation of the assets shall also be furnished. Validity period of assets valuation must be indicated.
- xii. To conduct work shop/awareness programs on various terms & clauses of insurance policies and any other related issues at Warehousing and as well as at Head Quarters, to deal with the insurance issues in an effective manner. To update IRDAI Guide lines on premium rates and claims settlement matters and others etc., time to time to the concerned department at H.O of APSWC.
- xiii. To design insurance oriented technical terms & conditions to be included in the tender to be floated for insurance coverage.
- xiv. To assess the premium for the assets and risks covered under various insurance policies.
- xv. To monitor the solvency of insurer/re-insurer and suggest on Co-Insurance, Allocation of Premiums etc., depending on Per Risk PML Limits of insurance companies
- xvi. To monitor the claims submitted for early settlement and to arrange monthly reports, periodical review of the same. Assisting APSWC in filing and documentation of claims reported. Assistance in early settlement of all long pending claims with Insurance Companies
- xvii. To forecast and validate additional coverage benefits.
- xviii. To recommend and confirm the placement of various insurance policies.
- xix. To provide guidance notes detailing the steps involved for lodging various types of claims for losses that may arise under different insurance policies and the documentation requirements thereof.

xx. **Claims Management:**

In case of claims Management, taking up with the Insurer, overseeing surveyor appointment and provide all assistance, technical etc., for completing claim documents. Necessary follow up and early settlement of all existing insurance claims and continuous coordination with Insurer and Surveyor for smooth and speedy settlement of claims and to submit periodical reports on the claims. To submit criteria (*i.e., methodology considered to settle claim amount*) considered to settle claim amount. It is the sole responsibility of the Broker, till the payment is received towards claim settlement.

- xxi. To act/respond immediately to the email, fax and oral intimation by the site officials or by HQs officials. While replying, complete details like subject, the office correspondence reference and company address shall be clearly indicated.
- xxii. To advise on the integration of the expansion project assets within the Insurance coverage opted/to be opted prior to/after commissioning & of commercial use.
- xxiii. Overall administration of insurance policies and claims.

**Notwithstanding anything in contrary, APSWC reserves the right to modify the scope of work at any point of time.**

**2.0 OTHER TERMS & CONDITIONS:**

**2.1 Charges:**

No invoice shall be raised to APSWC or any of their subsidiaries for the services rendered as a Broker as the Broker's remuneration will be paid by insurance companies as per IRDAI (Payment of Commission or Remuneration or Award to Insurance Intermediaries) Regulations, 2016 as amended from time to time.

**2.2 Period of Contract:**

The period of engagement of the Insurance Broker will be **THREE YEARS, from the date of entering into MoU**. However, APSWC reserves the right to terminate the service of the brokers at any point of time without assigning any reason or the Contract period may be extended depending on merit and performance of the company in providing insurance services.

In case of Termination of contract/closing of contract period, all the pending claims by that time shall be settled (*i.e., payment shall be made by the insurer*), otherwise APSWC will record bidder performance in future tenders, duly forfeiting SD amounts. The firm shall confirm their acceptance to this clause.

**2.3 Period of Validity Of EOI/Bid:**

The EOI/Bid shall be valid for a **period of 120 days from the date of opening of EOI**. The period of validity cannot be counted from any other date other than the date of opening of the bids, and to be extended as required.

**2.4 Sub-Letting and Assignment:**

The Insurance Intermediary shall not, save with prior consent in writing from APSWC, Transfer/ Assign the insurance policies (or) any part thereof (or) interest therein (or) benefit (or) advantage thereof in any manner, whatsoever. Provided nevertheless that any such consent shall not relieve the insurer from any obligation, duty or responsibilities under the contract. The insurance broker/ intermediary is responsible for allocation of premium/ co-share/ co-insurance etc., as well as for arranging suitable reinsurance terms.

**2.5 Negligence and Default:**

The Insurance broker shall execute his services with due diligence and in compliance with any reasonable instructions given, either by Managing Director or by GM (B&L). In case of any

Negligence on the part of the Insurance broker to comply with the same, the GM (B&L) may give 21 days' notice, in writing, to the Broking firm. If the firm fails to comply with the notice within the time considered to be reasonable by APSWC, the firm may be black-listed and all business dealings with the firm may be suspended for a specific period, apart from forfeiture of security deposits etc.

**2.6 Termination of Contract:**

- 2.6.1 APSWC may reject without the necessity of prior legal proceedings, the service or any part thereof, which in its opinion does not possess the qualities required under the appointment and to obtain it elsewhere, at any price, and on Appointee's account, should the appointee fail to execute the service required by the APSWC.
- 2.6.2 Should the Appointee for any cause whatsoever, become unable or fail to carry out the services with efficiency, or should he refuse or neglect to comply with the directions given to him by APSWC, or in any other aspect act contrary to the terms of the appointment, then APSWC shall have the right to terminate the appointment.
- 2.6.3 Notwithstanding anything in contrary, the agreement of appointment shall get automatically terminated without giving any notice period, if the license of the appointee is cancelled by IRDA.

**2.7 Jurisdiction:**

Any and all disputes or differences arising out of or touching during execution of contract, shall be decided by courts or tribunals situated in **Vijayawada/Amaravati cities only**.

*We confirm to the above:*

*Signature of PRINCIPAL OFFICER of Broking Company  
in toke of acceptance*

*Seal of the company:*

#### **SECTION-IV: PROCEDURES AFTER SUBMISSION OF BID**

- i. All the EOIs/ responses received within the due date and time only will be examined by APUIAML on behalf of APSWC to determine, if they meet the eligibility criteria/ terms and conditions mentioned in the Tender/ EOI document including its subsequent amendment(s), if any.
- ii. On scrutiny, the EOIs which are not in the prescribed format/ illegible/ incomplete / not containing the required information etc., may be liable for rejection. They will not be taken up for further evaluation. The views of APUIAML/APSWC in this matter will be final.
- iii. APUIAML/APSWC reserves the right at any time, to waive any of the requirements of this EOI document, if it is deemed fit in the overall interest of APUIAML/APSWC
- iv. Bidders are not permitted to modify the proposals/EOI after its submission.
- v. If deemed necessary, APUIAML/APSWC may seek clarifications on any aspect of EOI from the Bidder. If a written response is requested, it must be provided within the specified period. Responses received after the specified period, will not be considered. However, that would not entitle the applicant to change or cause any change in the substances of their EOI document already submitted. APUIAML/APSWC may also make enquiries to establish the past performance of the Bidders in respect of similar work.
- vi. The Insurance Broking Company will be evaluated and shortlisted, inter alia, based on their past experience of handling similar types of assignments/ projects, strength of their manpower, experience of their key personnel and financial strength of the Company, as per the score obtained in the qualification criteria.

All the EOIs received by APUIAML on behalf of APSWC would be scrutinized w.r.t the Eligibility/ Pre-Qualification Requirements (PQR). Selection will be based on the total points scored as per as per Annexure-I (EVALUATION SHEET) of NIT and Presentation.

On the basis of scrutiny of all eligible responses received in reply to this EOI/ Tender, finally only one Broker/Agency who scores highest no of points for a Total of 100 Points will be appointed as Insurance Broker for APSWC for a period of three (3) years ending on 31.03.2025. Please refer Section-IV for complete details.

- vii. The selection/ shortlisting of the Insurance Broker is entirely at the discretion of APUIAML/APSWC.
- viii. APUIAML/APSWC may at its sole discretion, at any time during the evaluation of the proposal, disqualify any company, if it is found that the company has made misleading or false representation in the forms, statements and attachments submitted in proof of the eligibility requirements or fails to provide related clarifications, when sought. If any applicant is disqualified or blacklisted by Government of India / State Government /UT Government or Regulatory authority for corrupt and fraudulent practices or for any other reason, their EOI will not be considered.
- ix. APUIAML/APSWC also reserves the right to accept or reject any or all applications without assigning any reason whatsoever and APUIAML/APSWC'S DECISION IN THIS REGARD WILL BE FINAL.
- x. No contractual obligation whatsoever shall arise from the EOI process.

- xi. Any effort on the part of the firm to influence evaluation process may result in rejection of the EOI.
- xii. APUIAML/APSWC is not responsible for non-receipt of EOIs within the specified date and time due to any reason.
- xiii. APUIAML/APSWC reserves the right to verify the validity of information provided in the EOIs and to reject any EOI /application where the contents appear to be incorrect, inaccurate or inappropriate at any time during the process of EOI or even after award of work.
- xiv. Applicants shall be deemed to have examined the Request for EOI document and its subsequent changes, if any for the purpose of responding to it.
- xv. Examined all circumstances and contingencies, having an effect on their EOI application and which is obtainable by making reasonable enquiries.
- xvi. Satisfied themselves as to the correctness and sufficiency of their EOI applications and if any discrepancy, error or omission is noticed in the EOI, the firm shall notify APUIAML/APSWC in writing on or before the due date & time.
- xvii. APUIAML/APSWC may revise any of the conditions of this EOI.

**HEAD-HR & ADMIN**

**SECTION-V**  
**DECLARATION/UNDERTAKING-I**

I \_\_\_\_\_ Principal Officer hereby declare the following on behalf of  
M/s \_\_\_\_\_:

- i. **We are not penalized/ issued a show cause notice by IRDAI for violation of Brokers Regulations/ Brokers Code of Conduct/ Protection of Policy Holders Regulations or any such applicable regulations under the ambit of IRDAI. However so, we have disclosed all/any such details of penalties/ show cause notice/s issued by IRDAI in the Pre-Qualification Requirements.**
- ii. There is no case with the Police/Court/ IRDA / SEBI / Regulatory Authority against the Company/Directors/Employees.
- iii. We have not been suspended/ delisted / blacklisted by any Govt. Ministry/ Department/ Public Sector Undertaking /IRDA / SEBI/Autonomous Body/ Financial Institution/Court etc.
- iv. We certify that neither our Company nor any of the Directors/employees are involved in any scam or disciplinary proceedings settled or pending adjudication.

We hereby undertake and confirm that we have understood the scope of work properly and shall **carry out the work as mentioned in the subject EOI**".

*Signature of PRINCIPAL OFFICER of Broking Company*

*Seal of the company:*

**SECTION-VI**  
**DECLARATION/UNDERTAKING-II**

We hereby declare that we have an office at \_\_\_\_\_ in the state of Andhra Pradesh **As per Section 40 (4) and No. 8 in SCHEDULE I – Form O of IRDAI (Insurance Brokers) Regulations, 2018** and we have enclosed the Rental Agreement/ Bank Statement etc., as address proof.

(Or)

We confirm that we will establish office in the state of Andhra Pradesh within 30 days of issue of LoI/PO **As per Section 40 (4) and No. 8 in SCHEDULE I – Form O of IRDAI (Insurance Brokers) Regulations, 2018** and furnish complete details to the O/o CE(Gen).

*Signature of PRINCIPAL OFFICER of Broking Company*

*Seal of the company:*

**ANNEXURE-I (EVALUATION SHEET)**

**(FOR THE USE OF APUIAML/APSWC EVALUATION COMMITTEE ONLY)**

APUIAML/APSWC - Shortlisting of exclusive mandated broker for a period of 3 (Three) years towards rendering Pre-Placement, Placement and Post Placement services to various General Insurances Policies of various Warehousing of APSWC.					
<i>S. No</i>	<i>PARAMETER &amp; RESPECTIVE POINTS</i>	<i>DOCUMENTS REQUIRED</i>	<i>MAXIMUM SCORE</i>	<i>SCORE AWARDED</i>	<i>BIDDER'S REPLY</i>
1 (a)	<b>The applicant Insurance Broker/ Broking Company should be licensed by IRDAI to act as Direct (or) Composite Insurance Broker by IRDAI.</b>	As per S. No: 2 of Checklist.	5		
1 (b)	<b>No of years as Insurance Broker since inception greater than or equal to 6 years (10 Points)</b>	As per S. No: 2 of Checklist.	10		
2	<b>Total "Premium" handled in the last 3 Financial Years i.e., 2021-22, 2020-21 &amp; 2019-20 (Direct Premium handled by the Broker shall only be considered) less than Rs. 50 Cr (5 Points)</b>	As per S. No: 7,8 & 9 of Checklist.	20		
	<b>Rs. 51 Cr to less than Rs. 75 Cr (10 Points)</b>				
	<b>Rs. 76 Cr and less than Rs. 100 Cr (15 Points)</b>				
	<b>Above Rs. 100 Cr (20 Points)</b>				
5 (a)	<b>No of Government Departments viz., PSUs, Entities, Institutions and Local Authorities etc., being serviced (at present) by the broker as Direct/ Composite Broker as on the date of publishing this EoI/ Bid</b>	As per S. No: 10 of Checklist.	2		
	<b>Up to 5 (1 Points)</b>				
	<b>Above 5 (2 Points)</b>				
5 (b)	<b>Among the clients, if Govt. of A.P client/s is/are there, (2 Points)</b>	As per S. No: 10 of Checklist.	2		
	<b>Up to 5 Govt. of A.P clients (1 Points)</b>				
	<b>Above 5 Govt. of A.P clients (2 Points)</b>				
5 (c)	<b>Among Government Departments viz., PSUs, Entities, Institutions and Local Authorities etc., being serviced (at present) by the broker as Direct/ Composite Broker, if Warehousing/ Storage Risk is/are there, then 2 additional point as extra weightage will be given. (2 Points)</b>	As per S. No: 11 & 12 of Checklist.	2		
6	<b>No of private clients with storage risk being serviced by the broker as Direct/ Composite Broker".</b>	As per S. No: 11 & 12 of Checklist.	4		
	<b>Up to 3 Clients (2 Points)</b>				
	<b>Above 3 Clients in Warehousing (4 Points)</b>				
7	<b>No. of years of experience of continuously handling any Govt/PSU/PVT Warehousing, as Direct/ Composite Broker as on date of Publishing this EoI. (1 point per year not exceeding 5 Points)</b>	As per S. No: 11 & 12 of Checklist.	5		

9	<b>Experience in handling claims under Fire, Engineering, GMC &amp; Miscellaneous insurances of clients with warehousing/storage risks.</b>	As per S. No: 13 of Checklist.	5		
	Up to 5 Claims (2 Points)				
	Above 5 Claims (5 Points)				
10	<b>Details of penalties levied and show cause notice issued by IRDAI for violation of Brokers Regulations/ Brokers Code of Conduct/ Protection of Policy Holders Regulations or any such applicable regulations under the ambit of IRDAI.</b>	As per S. No: 16 of Checklist.	5		
	YES (-5 Points)				
	NIL (5 Points)				
<b>TOTAL POINTS</b>			<b>60</b>		

Please note that in the event of failure in submission of supporting documents, wherever mentioned score will be given as zero for that particular parameter.

13	<b>Presentation including Profile of Directors, KMPs, Authorized/ Allocated Personnel/ Employees to APSWC, Projects Handled, Relevant Experience, Value added services and any relevant information (40 Points)</b>	
<b><u>Grand Total for 100 Points</u></b>		

## CHECKLIST

<b>S. No</b>	<b>Description</b>	<b>Document/s Required (Self Attested by Principal Officer)</b>	<b>Type</b>
1	Incorporation Details	Certificate of Incorporation	Mandatory
2	IRDAI License	(i) Inception License issued by IRDAI (ii) Current IRDAI License i.e., in force (or) Renewal Fee Receipt	Mandatory
3	PAN	Copy of PAN Card	Mandatory
4	GSTIN	GSTIN FORM - 6	Mandatory
5	Address Proof of Registered Head Office/ Address for Communication	Address Proof such as Bank Statements, Rental Agreement etc.,	Mandatory
6	Address Proof of Registered Head Office/Branch Office anywhere in Andhra Pradesh	Address Proof such as Bank Statements, Rental Agreement etc., and filing with IRDAI	Mandatory, wherever applicable
7	Audited Financial Statements	Audited Financial Statements of FY 19-20 & 20-21 and Audited/ Unaudited Financial Statements of FY 21-22	Mandatory, wherever applicable
8	Turnover	Turnover certificate of Previous Financial Year issued by a Chartered Accountant.	Mandatory, wherever applicable
9	Premium Handled	An undertaking duly signed by the PRINCIPAL OFFICER of Broking Company, furnishing "Details of total Premium handled for the last 3 Financial Years i.e., 2021-22, 2020-21, 2019-20 (Premium handled under Direct Insurance Only)".	Mandatory, wherever applicable
10	Proof of servicing PSU/ Govt. clients at present	Copies of Active Purchase Orders or Policy Copies of Government Departments/ PSUs/ Entities/ Institutions/ Local Authorities etc., as proof of servicing PSU/ Govt. clients at present. (As on date of publishing this EoI).	Mandatory, wherever applicable
11	Proof of servicing Govt and Pvt Client's Storage/ Warehousing risk related insurances	Copies of expired and ongoing/ active insurance policies of Govt and Pvt clients' storage and warehousing related policies.	Mandatory, wherever applicable
12	Proof of continuous handling of Warehousing related clients as an Insurance Broker, as on date of publishing this EoI.	Copies of expired and ongoing/ active insurance policies of Warehousing entities as a proof of continuous handling of Warehousing related clients as an Insurance Broker, as on date of publishing this EoI.	Mandatory, wherever applicable
13	Proof of handling claims pertaining to PSU/ PVT. Warehousing Clients	Claim Settlement Vouchers as well as respective policy copies of claims handled that are of PSU/ PVT. Warehousing Clients	Mandatory, wherever applicable
14	Declaration - 1	Declaration/Undertaking certificate (as per Section – V of the EoI Document).	Mandatory, wherever applicable
15	Declaration - 2	Declaration/Undertaking certificate (as per Section – VI of the EoI Document).	Mandatory
16	Penalties or show cause Notices issued by IRDAI or other regulators.	Details of Penalties imposed and Show Cause Notices issued, by IRDAI for violation of any applicable regulations such as Brokers Regulations, Brokers' Code of Conduct and Protection of Policy Holders' Regulations etc.,	Mandatory, wherever applicable
17	Professional Indemnity	Professional Indemnity Insurance Policy Copy of participating Broker	Mandatory

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