



The West Bengal Power Development Corporation Limited

(A Government of West Bengal Enterprise)

CIN No. U40104WB1985SGC039154

Registered & Corporate Office: Bidyut Unnayan Bhaban

Plot No. : 3/C, L.A. Block, Salt Lake City, Sector – III, Kolkata : 700 098.

Phone : 033-2339 3621, Fax : 033 – 2339 3607 (M&C)

Email. pchatterjee@wbpdcl.co.in

**REQUEST FOR PROPOSAL (RFP) / NIT
FOR
ENGAGEMENT OF INSURANCE BROKER
FOR
ALL INSURANCE POLICIES FOR THE
YEAR-2016-2017**



THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED

CIN No. U40104WB1985SGC039154

(A Govt. of West Bengal Enterprise)

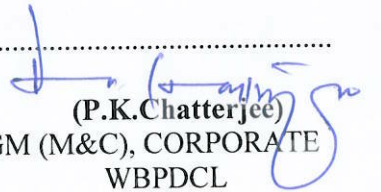
Bidyut Unnayan Bhaban

3/C, Block-LA, Sector-III, Salt Lake City

Kolkata-700098.

• Issued to : M/s.....

.....


(P.K.Chatterjee)
GM (M&C), CORPORATE
WBPDC



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Phone : 033-2339 3621, Fax : 033 – 2339 3607 (M&C)

Email. pchatterjee@wbpdc.co.in

NIT No: WBPDC/Tend-Adv/CC/16-17/157/Corp Date:02.08.2016

Tender in prescribed format are invited by the General Manager (M&C) WBPDC from eligible Agencies/companies for the above said subject

Name of the supply: ENGAGEMENT OF INSURANCE BROKER FOR ALL INSURANCE POLICIES FOR THE YEAR-2016-2017 at West Bengal Power Development Corp. Ltd

Distribution of Tender Paper: : ▪ On and from 04.08.2016 to 19.08.2016 from 11:00 hrs. to 16:00 on all working days (except Saturday / Sunday / Holidays of GoWB).

Last date of query submission before Pre-Bid discussion : Within 22.08.2016.

Pre-Bid discussion : Pre-bid discussion in connection with the tender will be held 24.08.2016 at 11.00 hrs.

Last date of submission of complete tender: : On 29.08.2016 upto 16.00 hrs.

Opening of the tender : On 30.08.2016 at 11.30 hrs.

Contact person : Mr. D. Bhattacharyya, Dy.G.M(M&C), Corporate Office, WBPDC

Telephone No. and email ID of the contact person : 8336903677, e-mail id: dbhattacharya@wbpdc.co.in

Telephone no: 8336903677

e-mail id: dbhattacharya@wbpdc.co.in

For Further details, visit our website : www.wbpdc.co.in



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NIT No: WBPdCL/Tend-Adv/CC/16-17/157/Corp Date:02.08.2016

INSTRUCTION TO BIDDER

West Bengal Power Development Corporation invites sealed proposals in duplicate for engagement of Insurance Brokers to provide support services for all our insurance requirements during the period of contract and to manage the insurance portfolio of the company and assist in various insurance related matters **at no cost to the company (WBPdCL)** on the basis of as follows:

Proposals need to be submitted in hard copy in a sealed envelope. Request for Proposals (RFP)/NIT documents can be obtained from The GM (M&C), Bidyut Unnayan Bhaban, Plot No: 3/C, LA Block, Sector-III, Salt Lake City, Kolkata - 700098 on all working days of WBPdCL, except holiday, without any cost of tender document. Request for Proposal (RFP)/NIT documents can also be downloaded from our websites www.wbpdcl.co.in. The intending insurance brokers are required to submit their proposals giving full particulars about their organization, competence, and experience in this line of business along with the information, documents indicated in the attached Annexure and the declaration, signed by the authorized signatory with the seal of the company. All the pages are required to be numbered and signed by the authorized signatory. The Sealed Proposals is required to be sent to ‘The GM (M&C), Bidyut Unnayan Bhaban, Plot No: 3/C, LA Block, Sector-III, Salt Lake City, Kolkata - 700098,’ before due date and time of tender opening.

Bidders must ensure to deposit the aforesaid sealed tender in the Tender box placed in the WBPdCL Corporate Office “Bidyut Unnayan Bhaban” Plot No: 3/C, LA Block, Sector-III, Salt Lake City, Kolkata before due date and time. **Tender document can be obtained on written request to the M&C Dept. Corporate Office, WBPdCL, Kolkata - 700098,** on the dates as mentioned below.

1. Schedule of dates:

- **Distribution of Tender Paper:** On and from 04.08.2016 to 19.08.2016 from 11:00 hrs. To 16:00 hrs. on all working days (except Saturday / Sunday / Holidays of GoWB).
- **Last date of query submission before Pre-Bid discussion:** Within 22.08.2016.
- **Pre-Bid discussion:** Pre-bid discussion in connection with the tender will be held on 24.08.2016 at 11.00 hrs.
- **Last date of submission of complete tender:** - On 29.08.2016 upto 16.00 hrs.
- **Opening of the tender :-** 30.08.2016 at 11.30 hrs.

N.B: Entire tender/RFP document can be downloaded from our website: www.wbpdcl.co.in from **02.08.2016** onwards.

2. Pre-bid Discussion:

Should there be any discrepancy or, any doubt or obscurity in the meaning of any of the clauses of the Bid Documents or, if there be any query of the intending Bidder, the Bidder shall set forth in writing such discrepancies, doubt, obscurity or queries and submit the same to WBPdCL, as per schedule of dates mentioned above. All such queries will be clarified during pre-bid discussion. The elucidation given in pre-bid discussion shall be final and binding on the bidder. Party/parties not attending the



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discussion shall also be under purview of the modification/addendum if any and it would be the responsibility of the party/parties to collect the papers containing the modification/addendum and submit tender accordingly.

3. Mode of Submission of Tender :

a) The sealed envelopes/cover containing necessary documents shall have to be suitably superscribed and shall bear reference to the name of the work and notice inviting tender (NIT).

b) The sealed tender shall be submitted only in person to the GM (M&C), M&C dept., 6th Floor in the Corporate Office of WBPDC, Kolkata-98. Tender submitted by post or by courier etc. shall not be entertained. The tenders will not be accepted after the due date and time of submission. Conditional tender will be liable to be rejected. The bidder shall also mentioned their Name and Address, contact person with mob no and email id along with a covering letter accompanying with the NIT.

c) All the cost and expenses incidental to the submission of the tender, cost of Technical Survey, discussions, conferences if any shall be to the account of the tenderer irrespective of whether the tender is accepted or not and the owner shall bear no liability whatsoever on such cost and expenses.

d) The agency/its authorized representative /signatory to the offer documents shall have stamped signature with mention of designation to all the pages in the offer documents including over the body of sealed envelope where scope of work, contents within etc. need to be mentioned as token of acceptance vis-à-vis confirmation.

e) Before submission of bid, the bidders are requested to make themselves fully conversant with the terms and conditions of contract (annexed herewith) so that no ambiguity arises in these respects subsequent to submission of the bids. (Controlling officer : Mr. Bubai Santra, Mob: 8336903729, bsantra@wbpdcl.co.in.)

f) Tender papers are not transferable.

g) For any type of clarification required regarding the job, please contact with controlling officer before submitting your offer.

h) It may please be understood that tenders once submitted shall become the property of WBPDC and WBPDC shall have no obligation to return the same to the bidders under any circumstances.

i) Minutes of the meeting (if any) of the Pre-Bid discussion to be held jointly along with the bidders shall be part of the Tender Documents.

j) In case the date of Bid opening happens to fall on a holiday due to unavoidable circumstances beyond the control of the owner (WBPDC), the next working day will be the date of Bid opening.

k) The owner reserves the right to reject any/all bid (s) which is/are not submitted according to the aforesaid instructions.

N.B.:

i) The proposal shall be typed in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page. The proposer shall provide all the information required to be provided as per Eligibility Criteria and Assessment criteria started above.

ii) All the pages of the tender document including all the Annexures (except particularly mentioned document) to be submitted by the bidder shall be duly signed / authenticated and stamped in all pages as token of acceptance.



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4. Opening of Tender :

- i) The tenders shall be opened in the presence of representatives of the bidders, the time and date set for opening of tender as specified here-under or in case any extension has been given there to on the extended tender opening date and time notified to all the bidders. Bidder's authorized representatives (up to two persons) may attend the opening.
- ii) The due date and time of opening of tender will be as per schedule of dates.

5. Evaluation of Tender :

- i) Issuance of tender documents will not be construed to mean that such bidders are automatically considered qualified for the entire tender process.
- ii) The owner (WBPDC) reserves the right to itself to accept any tender or reject any or all tenders or cancel/withdraw the invitation for tender without assigning any reason for such decision. Such decision by the owner shall not be subject to question by any tenderer and the owner shall bear no liability consequent upon such decision and the tenderer shall have no claim in this regard against WBPDC.
- iii) Evaluation by WBPDC shall be based on the information and documentary evidence submitted by the tenderer in response to the tender documents. The requirements as stipulated in the tender documents are the minimum and WBPDC has the right to request for additional information and also reserves its right to reject any tender, if in the opinion of WBPDC the qualification data / documentary evidence submitted by the tenderer is incomplete or tenderer is found not qualified to satisfactorily perform the work. WBPDC reserve the right to reject any tender if the tenderer is found to be qualified by giving incorrect and/ or false information.
- iv) The proposal will be evaluated on the basis of points obtained by the bidders as per assessment criteria attached. The successful agency will be selected on the basis of highest points obtained.

6. Validity of Bids:

The bidder shall keep the bid valid for a minimum period of one hundred eighty (180) days from the date of opening of the bid. No bid may be modified /withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period.

7. Cancellation/ Rejection of Tender:

Any tender not accompanying the legible requisite papers/ documents as stipulated in the tender documents duly authenticated by the Bidder/ Authorized Signatory shall summarily be Rejected.

8. Late Bids:

Any bid received by the Owner after the deadline for submission of bids prescribed by the Owner will be rejected. The owner will also not be responsible for late receipt of bids.

9. Owner's Right to accept any Bid or to reject any or all Bids:

Notwithstanding any thing mentioned above, the owner reserves the right to accept or reject any bid, either in full or in Step or to annul the bidding process and reject all bids at any time, without assigning any reason thereof.



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SCOPE OF WORK

A . The Scope of work of the Insurance Broker will be as detailed below:-

1. Review of all existing Insurance Policies:

- a) Carrying out risk Inspection and surveys required to understand WBPDCCL's end to end Insurance requirements and determination of sum assured.
- b) Critical examination of the existing policies which are due for renewal in terms of i) Risk coverage, ii) Providing basis of valuation, iii) Rating, iv) Clauses, Warranties, Conditions, Excess etc.
- c) Suggesting improvement thereon and executing the same during renewal of insurance Policies
- d) Preparing risk notes and framing insurance tendering documents and finalizing the terms and conditions thereof including but not limited to a) coverage, including add-on coverage b) Excess (Monetary/Time), c) Period of indemnity, d) Policy wording, e) Policy clauses and warranties. This should be in line with laid down procedure of the company including applicable CVC guidelines.
- e) Finalizing the terms & conditions of insurance optimizing cost, cover, security and quality of service in accordance with laid down procedures of WBPDCCL.
- f) Scrutinizing the wordings of the final policy documents to protect WBPDCCLs interests with regard to claim settlement.
- g) Assisting WBPDCCL in placement of insurance policies with reduced premium and required coverage.
- h) Preparing comparative statement of bids-both Technical and Commercial.
- i) Assisting WBPDCCL to prepare claim form for submission to the insurance company.
- j) Assisting in speedy realization of premium refund/materialization of claim.
- k) Introduction of Mega Policy covering all plants and corporate office.\

2. Claim Management:

- a) Coordinating and assisting in realization of past claims as per provisions and guidelines laid down by **I.R.D.A**
- b) Coordinating with insurers for immediate intimation and survey.
- c) Coordination with insurance companies, surveyor's e.t.c for prompt settlement of claims.
- d) Documentation of Claims: The brokers have to assist WBPDCCL on documentation from WBPDCCLs offices/Plants for lodging claims.
- e) Assist in resolving various queries of insurers, surveyors during claim processing.
- f) Guidance in relation to interpretation of policy wording/Conditions, Warranties, Deductibles e.t.c during claim processing.
- g) To arrange for submission of monthly report on claims settlement position and pending issues.

3. Miscellaneous Services:

- a) Assisting WBPDCCL in taking any new insurance policies.
- b) Technical assistance in any Project Insurance Policies



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- c) Keeping informed of the latest IRDA/TAC regulations and guidelines.
- d) Any other matter related to insurance and Risk management, irrespective of the location of the Insurable assets including insurance matters related to WBPDCs employees

B. Eligibility Criteria:

- a. The bidder must have valid PAN, Current income tax return, Professional Tax and Service Tax registration certificate, VAT registration certificate, Provident Fund (P.F.) Registration certificate, ESI code / workmen Compensation Act, (Trade license if and as applicable).
- b. The Bidder must have valid accreditation with the I.R.D.A. and must have completed 3 consecutive years of services as on 31.03.2016
- c. The bidder must be a direct broker and have experience in handling direct insurance business for 3 consecutive years of service as on 31.03.2016
- d. The bidder must have a minimum annual turnover of Rs. 7.5 crore (only from insurance broking activities) consecutively for last 3 completed financial years i.e. 2012-13, 2013-14, 2014-15 as per the audited financial statement which are to be submitted along with the bid.
- e. The bidder must have handled the insurance portfolio of minimum of 3 (three) Indian PSUs during the last 3 completed financial year i.e. 2012-13, 2013-14, 2014-15
- f. The bidder should have handled at least an average of Rs. 75 crores of premium in the last 3 financial years as Advisor/Broker
- g. Net worth of the bidder must be positive consecutively for the last 3 completed financial years up to 31.03.2016.
- h. The bidder must have an office in Kolkata for handling and servicing the insurance portfolio for minimum 3 years.

Note: Valid documentary evidences in support of the above, duly attested by the authorized signatory/principal officer of the broker is to be attached.

1. At any time prior to the deadline for submission of proposal, WBPDC may for any reason, modify the proposal. The prospective bidders having received the proposal shall be notified of the amendments and such amendments shall be binding on them.
2. During pre-qualification and evaluation of the Proposals, WBPDC may at its discretion, ask bidders for clarification on their proposal. The bidders are required to respond within the time frame prescribed by WBPDC.
3. WBPDC will evaluate the proposals submitted by bidders as per Assessment Criteria.

4. Disqualifications :

- Submitted the Proposal documents after the response deadline.
- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- Failed to provide related clarifications when sought.
- Declared ineligible by the Govt. of India/State/PSUs for corrupt and fraudulent practices or blacklisted.
- Submission of conditional tender.



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C. Assessment Criteria:

Information	Description
1. Name of the Organisation 2. Registered Office Address 3. Phone no./Fax no./ e-mail:	

Parameter	Documents Required	Weight-age	Score
I.Experience The Bidder should be holding a direct broking license granted by IRDA for a period of minimum 3 consecutive financial years upto 31.03.2016. a) 3 years to less than 5 years b) 5 years to less than 8 years c) 8 years to less than 10 years d) 10 years & above	Attach proof of accreditation with IRDA. Each year to be considered as experience must have a minimum turnover of Rs. 10 Crores (Attach copies of audited financial statements as proof)	10	a) 3 points b) 6 points c) 9 points d) 10 points
II.No. of years experience in handling power clients in India upto 31.03.2015 a) 1-2 years b) 3-5 years c) Above 5 years	Documentary evidence issued by the client. - Minimum of 3 clients every years	8	a) 3 points b) 6 points c) 8 points
III. Cumulative Premium handled from clients of the power sector in the last 3 consecutive years, in the power sector. a) Less than Rs. 10 Cr. b) Rs. 10 Cr. to less than Rs. 15 Cr. c) Rs. 15 Cr. to less than Rs. 20 Cr. d) Rs. 20 Cr. and above	Attached experience letter from the client – Minimum 2 (two) clients	10	a) Nil b) 5 points c) 8 points d) 10 points
IV. Total premium handled in the FY 2015-16 a) FROM INSURANCE of ASSETS i) Below Rs. 100 Cr. ii) Rs. 100 Cr. to less than Rs. 150 Cr. iii) Rs. 150 Cr. and above	Attached a self-attested declaration to this effect.	10	i) Nil ii) 5 points iii) 10 points
Capability			
V. Experience in Handling Claims for last 3 years (Property, BI, Engineering, Marine etc. other than employee benefit GMC & GPA	Documentary evidence to be submitted	10	



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<p>claim)</p> <p>i) Settled amount Rs.5 Crores and upto Rs.10 Crores (Minimum 2 claims)</p> <p>ii) Settled amount Rs.10 Crores and upto Rs.20 Crores (Minimum 2 claims)</p> <p>iii) Settled amount above Rs.20 Crores (Minimum 1 claim)</p>			<p>i) 5 points</p> <p>ii) 8 points</p> <p>iii) 10 points</p>
<p>VI. Total Number of full-time employees in India as on date of application (showing separately the persons with expertise knowledge associated with the business).</p> <p>i) Less than 25</p> <p>ii) 25 – 50</p> <p>iii) 51 - 100</p> <p>iv) 101 – 200</p>	<p>Attached documentary evidence duly attested by authorized signatory/principal Officer.</p>	10	<p>i) Nil</p> <p>ii) 5 points</p> <p>iii) 8 points</p> <p>iv) 10 points</p>
<p>VII. Dedicated Regional team with relevant experience of Regional In-charge (East) in Insurance Broking/Advisory services</p> <p>i) No</p> <p>ii) Yes</p>	<p>Attached Name, Qualifications, Broking License Copy and experience of the core team duly attested by authorized signatory/principal officer</p>	5	<p>i) 0 points</p> <p>ii) 5 points</p>
<p>VIII. In-house Risk Engineering team of minimum 2 members of the broker with experience of surveys of thermal power plant.</p> <p>i) No</p> <p>ii) Yes</p>	<p>Attach name, qualification and experience of the core team duly attested by authorized signatory/principal officer</p>	5	<p>i) 0 points</p> <p>ii) 5 points</p>
<p>IX. Have adequate experience in handling high value claims under Fire, Marine and engineering insurance for losses during transit, storage & operational plant etc.</p> <p>i) Above 5</p> <p>ii) 4 – 5</p> <p>iii) Upto 3</p>	<p>At least 5(five) high value claim (>Rs. 1 crore each) finalized and payment received from insurance companies in the past 3(three) years.</p>	7	<p>i) 7 points</p> <p>ii) 5 points</p> <p>iii) 3 points</p>
<p>X. No penalties levied by I. R. D. A. during the last 3 consecutive financial years upto 31.12.2015</p> <p>i) Yes</p>	<p>A declaration in the form of Affidavit duly Notorised to be submitted in Rs.50/- non-judicial stamp paper.</p>	5	<p>i) 5 points</p>



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ii) No			ii) 0 points
XI. The bidder's insurance broking license been suspended by IRDA, for any kind of misconduct in their service since inception of their business and upto the date of submission of the bid i) Yes ii) No	A declaration in the form of Affidavit duly Notorised to be submitted in Rs.50/- non-judicial stamp paper.	10	i) 0 points ii) 10 points
XII. Turnover (only from insurance broking activities/business) for the last financial year 2014-15 i) Less than 7.5 Cr – 10 Cr. ii) 11 Cr. – less than 35 Cr. iii) Above 35 Cr.	Copies of audited balance sheet for the last 3 completed financial years supported by IT returns and turn over certificate certified by a Chartered Accountant.	10	i) 5 points ii) 7 points lii) 10 points
TOTAL		100	

Note:

1. Documentary evidence in support of the above mentioned selection criteria is to be submitted with the bid document, duly attested by the Principal Officer/Authorised Signatory of the Broker failing which the offer shall be liable for rejection. Also the insurance Broker's brochure is to be attached with the bid documents.
2. In case any declaration made is found to be incorrect, the agreement will be terminated forthwith without prejudice to any other legal/penal action.



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General Terms & Conditions

1) Remuneration of the Broker:

WBPDC shall not pay any fee/expenses/remuneration to the broker for any activity carried out by them in connection with insurance before, during or after the period of engagement. Thus there shall be no additional cost to be charged to WBPDC.

2) Duration of Contract:

The contract shall be awarded for 12 months. During the period of 12 months, the performance of the brokers will be evaluated on the basis of their ability to optimize premium outgo and improve the claim settlement ratio both in terms of numbers and period of settlement.

If the performance of the selected broker is found to be satisfactory, then further extension of one year with the same terms & conditions may be done at the sole discretion of WBPDC.

3) Security Deposit:

The bidder must submit a Security Deposit in the form of Bank Guarantee amounting to Rs. 5.00 lakhs which will be released after successful completion of Contractual Period against due certification of the controlling officer.

4) Secrecy Agreement:

The papers to be handled during the tenure of the contract should be treated as strictly confidential and could not be used for any other purpose other than the matter exclusively related with WBPDC.

5) Controlling officer:

The Manager (Import, Customs & Insurance), Corp, WBPDC.

(Contact: Mr. Bubai Santra, Mob: 8336903729, bsantra@wbpdc.co.in).

6) Address for communication :

The General Manager (M&C), Corporate

The West Bengal Power Development Corporation Limited,

BIDYUT UNNAYAN BHABAN, (6th Floor).

3/C, BLOCK-LA, SALT LAKE CITY, SECTOR-III, KOLKATA-700 098

Tel: (033) 2339-3633/2339-3625/23393621

Fax: 033- 23393607

7) **Non-Compliance:** In case the contractor fails to carry out his assigned job or could not mobilize his resources even after placement of order or withdraw his service in midway of the contractual period for any reason whatsoever, then the Controlling Officer or his authorized representative reserves the right to get the job done by any agency for the interest of the WBPDC.

8) **Settlement of Disputes:** All differences or disputes between the parties arising out of or in connection with this contract shall in the first instance be amicably settled / resolved between the parties. Failing amicable settlement amongst the parties the same will be settled through arbitration by a sole arbitrator to be appointed by CMD, WBPDC. The arbitration shall proceed



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in accordance with Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be Kolkata.

9) Governing Law & Jurisdiction:

This work order shall be governed by and construed in accordance with substantive and procedural laws of India. The competent courts at Kolkata, West Bengal, India shall have exclusive jurisdiction in relation to this work order.

- 10) **Force Majeure:** Force Majeure is herein defined as (1) any cause which is beyond the control of the Contractor or Purchaser, as the case may be (2) natural phenomena, including but not limited to floods, draughts, earthquakes and epidemics, (3) acts of any Government authority, Indian or foreign, including but not limited to war, quarantines, embargoes, licensing control or production or distribution restrictions, (4) accidents and disruptions, including but not limited to fires, explosions, (5) transportation delay due to force majeure or accident (6) strikes continuing for more than three (3) weeks and sabotage, (7) failure or delay in the Contractor's source of supply due to force majeure causes enumerated at (1) to (6) above except defective forging and castings and (8) failure to reach agreement as set forth below. The Contractor shall not be liable for delay in performing his obligations resulting directly or indirectly from any force majeure cause as referred to and defined in paragraph above.

In relation to a "**Force Majeure**" event, the affected Party shall promptly notify the other Party in writing, of the cause and the Force Majeure Event and its likely duration within not later than two (2) days after the affected Party knew of the occurrence of the Force Majeure Event. Performance by the affected Party of its obligations under this Work Order shall be suspended for the duration of the Force Majeure Event. If performance is not resumed within 15 (fifteen) days after the Force Majeure Event, either Party may terminate this Work Order by giving to the other Party seven (7) days' notice in advance.

- 11) **Termination:** In the event when both the parties were mutually agree to terminate the contract on account of force majeure or any other reason, the termination shall take effect from the date and time to be agreed upon mutually.

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