

EXPRESSION OF INTEREST (EOI)

FOR

EMPANELMENT OF INSURANCE BROKERS

THE JUTE CORPORATION OF INDIA LTD

EOI REFERENCE NO. JCI/EMPANELMENT/INSURANCE BROKER/2023-24

DATE: 12-09-2023

THE JUTE CORPORATION OF INDIA LTD
(A GOVT.OF INDIA ENTERPRISE)
15N, NELLIE SENGUPTA SARANI, HUDCO BUILDING
7TH FLOOR, NEW MARKET, KOLKATA- 700087

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I: Introduction & Instructions

The Jute Corporation of India Limited (JCI) was set up in 1971 as an official agency by the Government of India with the aim to provide minimum support price (MSP) to the jute cultivators and also work as a helping hand in the raw jute sector.

JCI was established by the Indian Government for the welfare of the jute growers, for example, granting them a certain amount of funds with the help of which they can have their own farming sector of jute. The JCI was first started as a small official agency at the beginning but then slowly it expanded its networking and now has almost spread in 6 states successfully for jute growing. The states which are eminent for jute growing in India include West Bengal, Bihar, Assam, Tripura, Orissa, and Andhra Pradesh.

JCI invites EOI from IRDA licensed Insurance Broker companies operating in India for engagement of Insurance Broker for assisting the Corporation in pre-placement, placement & post placement services of insurance policies for Jute & Jute product Stock, seeds, fixed assets (including leasehold premises, office equipment's, furniture & fixtures, Laptops & computers, all electronic & electrical items, electrical installation, air-conditioner, all consumable items etc.), Transit Insurance of jute and jute products, godown, cash in office, cash in transit, fidelity and for other items as per the requirement of the Corporation time to time.

Brokers who fulfil the Pre-qualification criteria as given below are per **Annexure A (Part A)** are eligible to participate in this tender. Brokers are also required to submit the detailed information about the firm as per **Annexure C**.

The "Expression of Interest (EOI) is available on JCI's website (www.jci.gov.in) in tender section. Interested bidders are requested to refer to the said EOI. They have to submit the required documents strictly as per provisions of the EOI document. The schedule of the bidding process is as under:

1.	Date of commencement of bidding process	13 th September'2023
2.	Last date for bid submission	14:30 hrs on 3 rd October' 2023
3.	Date and Time for opening of bid	15:00 hrs on 3 rd October' 2023

2. To be considered for empanelment by the JCI, the Insurance broking Firms/ Companies should meet the following criteria:

- a) This invitation is open only to well-established and reputed registered Insurance Broking Firm/ Company that are incorporated or registered under the Companies Act / Partnership Act as per their constitution.
- b) The interested broking firms must meet the prequalifying criteria to become eligible to participate in bidding process.
- c) The Firms/ Companies should have been in existence in India for a period of at least 7 years as on 31/03/2023, in the area of Insurance broking, i.e. must be registered/ issued license by Insurance Regulatory and Development Authority (IRDA) for the said purpose prior to 1st April 2016.
- d) The Insurance Broking Firms/ Companies with experience in handling Sector Insurance policies for Public Sectors in India would be given preference, in empanelment.
- e) The intending firm must specify the nature of services that the broking firm/ company shall be rendering to the JCI, if assigned the Job.
- f) The Insurance Broker Firms/Companies should meet criteria fixed by the JCI internally, such as experience in handling similar projects, Employee base, Pan-India presence, experienced professionals in its employment etc.
- g) All notices and correspondence to the bidder(s) shall be sent by email only, till finalization of tender takes place. Hence, the bidders are required to ensure that email address provided by them is valid.
- h) Bidders can seek clarification regarding the tender/ insurance policy by writing email at kd2823@jcimail.in. Any clarification on queries raised by any bidder will be communicated to all bidders.
- i) The eligibility of the Broking firms would be decided on the basis of score obtained by them on the parameter as mentioned in **Annexure A**. In case of tie among several bidders, other parameter as mentioned in point no 16 &17 of Annexure – C may be taken into consideration during selection of the Insurance Broker.

II: SCOPE OF WORK

1. The role of the insurance broking firm/company would be advisory in nature in respect of choice of insurance company from whom the insurance policy is to be obtained or the terms, conditions and coverage of insurance policy. The advice of the firm/Company would not be binding on JCI. The strategy of JCI would be maximum risk coverage with minimum premium outgo.
2. The scope of work for the Insurance Broking firms/ companies covers the following:
 - a) Customization, design and placement of Insurance Policy.
 - b) Insurance Broker would be functioning as a Strategic Consultant for JCI and would be assisting JCI in pre-placement, placement and post placement Process of the Insurance program.
 - c) Facilitate Insurer meetings & assist in negotiating the best price from the Insurer/insurers.
 - d) Support for expeditious settlement of claims.
 - e) Claim monitoring & Periodic Review.
 - f) Validation and Forecasting of Additional Coverage Benefits.

However, JCI may enlarge or modify the scope of work at any point of time depending upon its need.

3. JCI may empanel more than one broking firm/company in its panel. Mere empanelment of the broking firm/company shall not entitle them to broking assignment by JCI and JCI shall have the right to assign the Job to any of the empanelled broking firms/companies at its discretion.
4. The Broker firm should confirm that Insurance broking services will be free of cost to JCI.
5. The empanelled Broking firm/ company shall sign an MOU having inter-alia a Non-Disclosure Clause, with JCI.
6. Expression of Interest needs to be submitted in hard copy in a sealed envelope. Proposals received by facsimile shall be treated as invalid and shall be rejected. Only detailed complete proposals in the form indicated, received within the closing time and date, shall be taken as valid.

III. SHORTLISTING OF CONSULTANTS

1. Upon receipt of applications (EOI) the same shall be scrutinized and evaluated by JCI. JCI will shortlist/ select broking firms/companies as per parameters given in **Annexure A (Part A)**.
2. The selection of broking firm is entirely at the discretion of JCI. Mere empanelment shall not entitle the broking firm the right to assignment of business to the firm/ company.
3. JCI also reserves the right to accept or reject any or all applications without assigning any reason whatsoever.
4. Brokers will be empanelled based on overall score obtained by them in parameters mentioned in **Annexure A (Part B)**.
5. During evaluation of the proposals, the JCI may, at its discretion, ask bidders for clarifications on their proposal. The respondents are required to respond within the time frame prescribed by the JCI.
6. Bidders are not permitted to modify, substitute, or withdraw proposals after its submission.
7. The tenure of the empanelment of the Insurance Broking Firm/Firms would be two Policy years, subject to annual review. However, JCI will have discretion to discontinue the services of the selected brokers, if the JCI deemed fit at any point of time during the Policy period.

IV. DISQUALIFICATIONS:

JCI may at its sole discretion and, at any time during the evaluation of proposal, disqualify any bidder, if the bidder has 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 or declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted.

The EOI should be submitted with a covering letter enclosing documents/ information indicated below and the declaration, signed by the authorized Signatory with Seal of the Company. All pages are required to be signed

List of documents/information to be submitted along with Expression of Interest (EOI)

- I. Copy of Certificate of incorporation, Memorandum and articles of association, details of Registered Office, PAN details, GST details, Address for communication, key contact person etc.
- II. Copy of Original license issued by IRDA while granting the license and proof of renewal of license.
- III. Brief write up about the firm/company furnishing the information, on number of years in operation, i.e. License Issuance/ Renewal Date(s).
- IV. A copy each of audited balance sheet of the last three years till 2022-23 (if available) else up to 2020-21.
- V. Number of Corporate Clients along with copies of engagement letters, if any given, by any PSU.
- VI. Details of Premium Placement during last 3 years.
- VII. Declaration as annexure B
- VIII. Copy of resolution authorizing the person to sign the papers on behalf of the company.
- IX. Information on format as annexure A .
- X. Supporting documents for information given in annexure A.
- XI. Any other document in support of the application which the firm/company may deem fit.
- XII. Declaration with respect to point no vi & vii of Part A of Annexure - A

V. SUBMISSION OF EOI

- a. The last date for submission of proposal (bid) is 14:30 hrs on 3rd October' 2023. Proposal received after that may be rejected.
- b. The bid should be signed by the bidder or any person duly authorized to bind the bidder to the contract. The signatory should give a declaration and through authenticated documentary evidence establish that he/she is empowered to sign the tender documents and bind the bidder. All pages of the tender documents except company brochures, if any, are to be signed by the authorized signatory.
- c. The bid should contain no interlineations, erasures or over-writings except as necessary to correct errors made by the bidder. In such cases, the person/s signing the bid should authenticate all such corrections by putting his / her full signature.

- d. The bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Documents. Failure to furnish any information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- e. No columns of the tender should be left blank. Offers with insufficient information and Offers which do not strictly comply with the stipulations given above, are liable for rejection.
- f. Interested insurance broking firms/companies are required to submit their proposal (EOI) giving full particulars about their organization, technical personnel in the organization, competence and experience in this line of business to the following address.

To

The Jute Corporation Of India Ltd

(A Govt.Of India Enterprise)

15N, Nellie Sengupta Sarani,

Hudco Building

7th Floor, New Market, Kolkata- 700087

Contact Person:

Shri Koushik Das,

Deputy Marketing Manager, JCI(HO)

Phone No: 9593163744

email id: kd2823@jcimail.in

PART A: QUALIFYING CRITERIA FOR BECOMING ELIGIBLE TO PARTICIPATE IN BIDDING

- i. The Firm/Company should have been in existence in India for a period of at least 7 years as on 31-03-2023, in the area of Insurance broking, i.e. must be registered/ issued license by Insurance Regulatory and Development Authority (IRDA) for the said purpose prior to 01/04/2016.
- ii. The Insurance Broking Firm should have brokered at least one Fire & Floater Insurance policy on Jute & Jute Bales.
- iii. The Insurance Broking Firm should have brokered Fire & Floater insurance Policy with minimum premium of Rs. 60 lacs during F.Y. 2022-23.
- iv. The Firm/Company should not be a defaulter of any Bank/FIs. **(Audited Certificate to be submitted)**
- v. No Penalties levied on the Firm/Company by IRDA for Corrupt /Fraudulent /Collusive /Coercive Practices towards the service extended to clients by the bidder during last three years from the latest date of submission of Bid. **(Audited Certificate to be submitted)**
- vi. The Firm/Company should not been charge sheeted by any Investigating Agencies of Central/State Government or if any Criminal, Fraud, Corruption Cases or Charges that may be proceeding against them in a Court of Law during last three years from the latest date of submission of Bid. **(Audited Certificate to be submitted)**

PART B: SCORING PARAMETERS

Sl.	Criterion	Score	Total
	GROUP "A"		
1.	Number of years since license given by IRDA as on March 31, 2023		MAX
	Between 3 to 6 Years	1	
	Above 7 & upto 10 years	3	
	Above 10 years	5	5
2.	Number of Qualified employees		
	Upto 20	2	
	More than 20 & upto 50	3	
	More than 50	5	5
3.	Networth as on 31.03.2023		
	upto Rs. 10.00 cr	1	
	Above 10.00 cr and upto Rs. 30.00 cr	3	
	Above 30.00 cr	5	5
4.	Average Net Profit in last three Financial years (i.e. 2020-21, 2021-22 & 2022-23)		
	Upto 1 crores	2	
	Above 1 cr. & upto 3 cr.	3	
	Above 3 cr. and upto 5cr.	4	
	Above 5 Cr.	5	5
5.	Number of States where Firm is having point of presence (office/ employees)		
	Upto 5	2	

Sl.	Criterion	Score	Total
	More than 5 and upto 10	3	
	More than 11 and upto 20	4	
	More than 20	5	5
6.	Average Fire & Floater Insurance Premium placed for Corporate Clients (Rs. in lacs) during last three financial years (i.e. 2020-21, 2021-22 & 2022-23)		
	Upto Rs. 100 lacs	2	
	More than Rs. 100 lacs & Upto Rs. 150 lacs	3	
	More than Rs. 150 lacs & up to 200 lacs	4	
	More than 200 lacs	5	5
7.	Average Fire & Floater Insurance Premium on Jute & Jute bales stock placed for Corporate Clients (Rs. in lacs) during last three financial years (i.e. 2020-21, 2021-22 & 2022-23)		
	Upto Rs. 60 lacs	2	
	More than Rs. 60 lacs & Upto Rs. 85 lacs	3	
	More than Rs. 85 lacs & up to 110 lacs	4	
	More than 110 lacs	5	5
8.	Average number of Fire & Floater Insurance Policy on Jute & Jute bales stock brokered during the last three financial years (2020-21, 2021-22 & 2022-23)		
	Two (2) Policies	2	
	Three (3) Policies	3	
	Four (4) Policies	4	
	Five (5) Policies & above	5	5
9.	Average number of claims got settled under Fire and Perils Floater policy during last three financial years (i.e. 2020-21, 2021-22 & 2022-23)		
	Upto 100	2	
	More than 100 up to 200	3	
	More than 200 up to 400	4	
	More than 400 up to 700	5	5
10.	Average number of claims got settled under Fire and Perils Floater policy on Jute & Jute bales stock during last three financial years (i.e. 2020-21, 2021-22 & 2022-23)		
	Upto 5	2	
	More than 5 up to 10	3	
	More than 10 up to 15	4	
	More than 15 up to 20	5	5
	TOTAL MARKS		50

NOTE: Brokers in descending order of the scores awarded to them under Part 'B' will be Empanelled by the Selection committee of JCI.

DECLARATION CERTIFICATE

DECLARATION / UNDERTAKING:

The following declaration shall be submitted by the bidder, at the time of submission of bid:

"We hereby declare that there is no case with the Police/ Court/ IRDA/ SEBI/Regulatory authorities against the proprietor/ firm/ partners/ company/ Directors. Also, they are not defaulter to JCI or Financial/ Institutions. We have not been suspended/ delisted/ blacklisted by any other Govt. Ministry /Department / Public Sector Undertaking/ IRDA/ SEBI/ Autonomous Body/ Financial Institution/ Court etc. We certify that neither our firm nor any of the partners is involved in any scam or disciplinary proceedings settled or pending adjudication. We also hereby declare that all information, material to the decision of empanelment has been disclosed in this document and nothing has been concealed and/or withheld. We hereby undertake and confirm that we have understood the scope of work properly and shall comply with the terms of engagement."

Sd/-

**Signature of the Authorized Signatory
with Seal"**

ANNEXURE- C

PARTICULARS OF THE INSURANCE BROKING FIRMS

Sl.	Particulars	Responses	Supporting Documents
1.	Name of the Company		Copy of Certificate under Companies Act
2.	Registered Office Address with contact person details (Name, Designation, Mobile No, E-mail ID)		Copy of Certificate under Companies Act and letter
3.	Type of License		Copy of original license issued by IRDA while granting the license and confirmation that the entity can do business
4.	Number of years in operation in India i.e. License Issuance/Renewal Date		License Copies (including renewal)
5.	Employee Strength (As on March 31, 2023)		Auditors' Certificate
6.	Net Worth (As per latest Audited Balance Sheet but not earlier than March 31, 2023)		Audited Balance Sheets
7.	Net profit		Audited Balance Sheets
	2020-21		
	2021-22		
	2022-23		
8.	Paid up Capital (Rs. in Cr.) (As per latest Audited Balance Sheet but not earlier than March 31, 2023)		Audited Balance Sheets
9.	No. of points of presence (As on March 31, 2023)		Auditors' Certificate
10.	Total number of Fire & Floater Insurance Policy on Jute & Jute bales stock brokered during the last three financial years		Auditors' Certificate and other supporting document
11.	No. of Fire & Floater insurance Policies with minimum premium of Rs. 60 lacs during 2022-2023		Auditors' Certificate other supporting document
12.	Total Insurance Premium Placement on Fire & Floater Insurance policy for Corporate Clients During last 3 financial years (in cr.)	2020-21: 2021-22: 2022-23:	Auditors' Certificate
13.	Total Insurance Premium Placement on Fire & Floater Insurance policy on Jute and Jute Bales for Corporate Clients During last 3 financial years (in cr.)	2020-21: 2021-22: 2022-23:	Auditors' Certificate

14	Average number of claims got settled under Fire and Perils Floater policy during last three financial years (i.e. 2020-21, 2021-22 & 2022-23)		Auditors' Certificate
15	Average number of claims got settled under Fire and Perils Floater policy on Jute & Jute Bales during last three financial years (i.e. 2020-21, 2021-22 & 2022-23)		Auditors' Certificate
16	Average amount of claims got lodged under Jute related Insurance Policies during last three financial Years (Rs. in Cr) (i.e. 2020-21, 2021-22 & 2022-23)		Auditors' Certificate
17	Percentage of claims settled to claims lodged (number wise as well as amount wise) during last three financial Years on Jute related Insurance policies (i.e. 2020-21, 2021-22 & 2022-23)		Auditors' Certificate
18.	Details of Public Sector Companies being served as your client		Auditors' Certificate
19.	ITR of last three years, GSTIN, and PAN documents		
20	Letter regarding agree that Insurance Broking services will be free of cost to JCI		Letter