

**Request for Empanelment (RFE)
of
Appointment of General Insurance Intermediaries to assist in
Insurance related matters for
Property and Assets of IREL (India) Limited**



IREL (India) Limited
(A Government of India Undertaking)

Plot No.,1207, Veer Savarkar Marg, ECIL Building,
Prabhadevi, Mumbai-400028,
Tel No : 022-24220230/24211630
Website: www.irel.co.in

CIN No. U15100MH1950GOI008187

**REQUEST FOR EMPANELMENT (RFE)
OF
GENERAL INSURANCE INTERMEDIARIES**

IREL (India) Limited (hereinafter referred to as IREL) invites Request for Empanelment (RFE) through **e-tendering mode** for empanelment of experienced and established General Insurance Intermediaries/ Brokers to manage manage/assist in various matter related to Property and Assets of IREL.

Document No.	IREL/CO/PT/04/2024
Work Description	Appointment of General Insurance Intermediaries to assist in insurance related matters for Property and Assets of IREL (India) Limited
	Interested agencies may view and download the EOI document containing the detailed terms & conditions, free of cost from the website: https://www.irel.co.in and https://www.etenders.gov.in/eprocure/app . The bids are to be submitted as outlined in this EOI document.
Period of contract	For an initial period of 1 year (FY 2025-26) extendable by 1 year at a time for 2 years based on satisfactory performance.
Date of Publication of Tender Notice	22.08.2024
Last Date & Time of submission of Bid	17.09.2024, 15.00 Hrs
Date & Time of opening of Tender	18.09.2024, 16.00 Hrs
Contact Details	Shri S Acharjya, GM – Technical (I/c Purchase) IREL (India) Limited Plot No. 1207, V.S.Marg, ECIL Building, Opp. Siddhi Vinayak Temple, Prabhadevi, Mumbai-400 028 Email: purchase-ho@irel.co.in Phone 022- 24211630 (Ext. No. 266)

I N D E X

Sl. No.	Details	Page No.
1	INSTRUCTION TO BIDDERS	4
2	BIDDER'S ELIGIBILITY/PRE-QUALIFICATION CRITER	4
3	ANNXURE -1 TECHNICAL BID ASSESSMENT CRITERIA	5-9
4	ANNEXURE – 2 SCOPE OF SERVICES	10-11
5	ANNEXURE – 3 TERMS AND CONDITIONS	12
6	ANNEXURE – 4 UNIT LOCATIONS	13
7	ANNEXURE - 5 CHECKLIST	14-15
8	ANNEXURE - 6 UNDERTAKING wrt. CLEAN TRACK RECORD	16
9	ANNEXURE - 7 ETHICS IN TENDERING & OTHER BUSINESS DEALINGS	17
10	ANNEXURE - 8 UNDERTAKING	18
11	ANNEXURE – 9 SECRECY AGREEMENT	19-21
12	GENERAL INSTRUCTIONS TO BIDDERS W.R.T PARTICIPATION IN THE E-TENDERING EVENT	22-24

1. INSTRUCTION TO BIDDERS

Our Organization, IREL (India) Limited (hereinafter referred to as IREL) is a Public Sector undertaking under Dept. of Atomic Energy engaged in mining of atomic minerals and for producing further value added products. Our 4 factories /units and one R&D Centre are situated at Kerala, Tamil Nadu and Odisha states and having Corporate Office at Plot no 1207, VS Marg, Near Siddhivinayak Temple, Prabhadevi, Mumbai-400028. In addition, various greenfield projects are also in pipeline. Further details can be seen from company's website <https://irel.co.in>.

IREL invites 'Request for Empanelment' from General Insurance Intermediaries/Brokers to manage / assist in various matter related to Property and Assets of IREL.

2. **BIDDER'S ELIGIBILITY/PRE-QUALIFICATION CRITERIA (PQC)**

This invitation to respond is open only to reputed and well-established registered companies/ firms that are incorporated or registered under the Indian Companies Act, 2013 and the Bidders should meet the following minimum qualifying criteria:

Sl. No.	Parameters	Documents/Other requirements
1	The Bidder must be in the business of General Insurance Broking at least for a period of 3 years as on 31.07.2024. i.e. IRDAI license must have been prior to 31.07.2021 and should be valid as on date.	Self-certified copies of initial and latest IRDA licenses to be furnished.
2	The Bidder should have clientele of at least 2 (Two) Central Govt./ State Govt./ PSU (s) including its statutory Body/ Corporation having provided insurance intermediary/ brokering services to manage / assist in various matter related to Property and Assets in last (Three) years ending March 2024	Self-certified statement of the bidder duly stamped and signed by their Authorized Signatory giving name of the Clients, address, contact number and whether Central or State Govt/PSU along with Agreement copies / mandate copies.
3	The Bidder should have PAN India presence with mandatory Office in Mumbai.	Self-certified declaration in this regard to be submitted along with Lease agreement/ Electricity Bills/ PAN/GST Registration etc. as per applicability.
4	The Bidder must have a minimum Average turnover of Rs. 2 Cr (Rupees two Crore) (only from Direct Insurance Broking activities) for the last three consecutive financial years ending 31 st March 2024.(in case non availability year ending FY 2022-23 will be considered).	Audited financial statements of the last three financial years supported by turnover certificate from insurance broking activities duly certified by a Chartered Accountant
5	Net worth of the bidder must be positive as at the end of the FY 2023-24.	Audited financial statements duly certified by a Chartered Accountant. In case of non-finalization of accounts for FY 23-24, FY 2022-23 figures will be considered.
6	The average premium placement for the last three financial years ending 31 st March 2024.(in case non availability year ending FY 2022-23 will be considered) should be at least Rs. 3 Cr. From General Insurance business as broker.	Either certificate from the clients or certificates from the Insurance Company or Certificate from CEO/Authorized Person and Statutory Auditors of the Insurance Brokers

3. TECHNICAL BID ASSESSMENT CRITERIA: MARK SHEET

Sl No	Parameter	Documents	Score	Max Point
A	Business Profile			
1.	Nos. of years since direct/ composite license has been given by IRDA as on 31 st July'2024 for General insurance intermediary/ broker	Self-certified copies of initial and all renewed IRDA licenses to be furnished.	3 years to 6 years : 5 6 years to 9 years : 7 10 years and above : 10	10
2.	Handling the insurance portfolio of Central/ State Government Department/ Public Sector Undertaking min. average turnover of Rs.500 Cr for a period of continuous 2 years during last 7 years. The engagement shall be only in Mining cum manufacturing or Process industries. (Health insurance assignments will not be considered)	Self-certified statement certifying <ul style="list-style-type: none"> • Agreement / Mandate copies • The number of clients belonging to Central/ State Govt./PSU • Details of the clients like name, address & contact number • Turnover of the company 	2-3 Clients : 4 points 4-5 Clients : 6 points >5 Clients : 8 points	08
3	Handling the General insurance portfolio for Property & Assets Policies with experience in lodging and setting minimum of 5 claims worth Rs. 25 lakhs and more in the last 3 years completed financial years till 31.03.2024. The engagement shall be in any manufacturing /process / power sector industries .	Self-certified statement certifying <ul style="list-style-type: none"> • Agreement / mandate Copies • Details of the clients like name, address & contact number • Turnover of the company 	Minimum 5 claims – 3 Points 6 to 7 claims – 5 Points More than 7 claims, 1 point for each additional claims maximum up to 9 points	09
4	Handling the General insurance portfolio for Property & Assets Policies of multilocal companies having turnover of Rs.1000 Cr or more in FY 2023-24 or in FY 2022-23 The engagement shall be in Mining cum manufacturing companies during last 7 years.	Self-certified statement certifying (Multilocation Mining cum Manufacturing companies.) <ul style="list-style-type: none"> • Self-certification • Details of the clients like name, address & contact number • Turnover of the company • Year of engagement 	Companies 1-2 nos- 2point >2 nos -5 points	05
5	Experience of the bidder in handling Property and Assets insurance of companies with minimum premium of at least Rs.1.5 Cr during FY 2023-24	A self-certified statement duly signed and stamped by the Authorized Signatory certifying the value of Premium for	One company-2 point 2-3 companies - 6points >3 companies-8 points	08

		Property and Assets under one single policy during last year i.e., FY 2023-24 along with Agreement/Mandate Copies		
6	The bidder must have on-roll regular employees having certificate of passing broker's exam as per IRDA Regulation (related to insurance business) as on bid submission date:	Self-certified statement showing list of employees, name, designation and details of valid IRDA broking license duly stamped and signed by the authorized representative along with license copy.	Certified Employees: ≥ 3 nos : 4 point One additional point for additional regular employee maximum up to 10 Points.	10
7	Do you have Qualified Risk Engineer as your permanent employee with at least 5 years of Risk Inspection experience. (Please mention his name, qualification, no of years he/she is in your continuous employment and no of years he/she was with Insurance co./TAC.	A separate statement of experience of Risk Inspection Self-certification by CEO/MD/Principal Officer)	He/She was employed earlier with Insurance company or TAC for: Between 2-3 years : 5 points ≥ 4 years: 10 points	10
8	Please state how many Risk inspection & Risk evaluation study has been conducted by your organization during last 7 years till 31/03/2024 for Mining or Manufacturing companies with latest published turnover of Rs. 500 crores or above.	Self-certified statement of such inspections & financial proof for turnover of companies	Mining Company – 1 Points Manufacturing Company – 2 Points Mining cum Manufacturing – 5 Points	05
9	Penalties levied by IRDA on the bidder since granting of its License up to the date of submission of the bid.	A self-certified statement by the Authorized Representative of the Bidder duly signed and stamped stating the number of penalties levied by the IRDA on the bidder since granting of the license till 31.03.2023	≥ 1 Penalty : 0 Point NIL Penalty : 10 Points	10
A	Sub Total business profile			75
B	Approach & Methodology	Along with the Offer, Bidders are required to submit the detailed write-up on approach and methodology. IREL at its option, may ask the bidders scoring minimum score in business profile to make ppt. presentation to the designated committee of IREL on the scheduled date.	Marking as per Internal Evaluation Committee	25

		Refer NB (2) below		
Total (maximum)				100

NB:

1	Please submit the followings along with the Annexure to get necessary score: Separate statements giving details and relevant documents/self-certified document wherever necessary as proof of compliance for your claim under Sl. nos. 1 to 9 should be submitted.
2	The approach and methodology need to be submitted/ presented by the bidders defining the scope of services they are offering aligning with our needs and objectives. It should clearly outline the approach in assessing and managing risks related to insurance for Property and Assets of IREL in adherence to relevant insurance regulations and compliance requirements. The detailed plan to customize the services to meet the specific needs and cost effective insurance solution of our organization along with the technology and tools the bidder intends to use in providing insurance brokerage services needs to be submitted. Bidders approach in handling insurance claims ensuring efficiency, transparency, and fairness in the claims process needs to be presented.

B) Method of selection & evaluation:

- i. Insurance intermediary/ Brokers who have qualified in PQ criteria will only be considered for further evaluation and ranking.
- ii. Further evaluation/ selection will be based on Quality Based Selection (QBS).
- iii. Selection shall be made on the total points/marks scored in Business Profile (75 marks) after verification of the documents submitted against each of the criteria along with the marks obtained towards Approach & Methodology out of the allotted 25 marks for the same.
- iv. After assessment of the marks obtained against Business Profile, IREL at its option can ask the bidders to make presentations on their Approach & Methodology for those bidders who have scored 45 or more marks in the business profile out of 75 marks.
- v. The bidder scoring the maximum cumulative score considering Business profile and Approach & Methodology together shall be empaneled as the Insurance Intermediary. In case of a tie in score, intermediaries/Brokers having IRDA registration earlier than the other will be considered for empanelment.
- vi. During the tenancy of the empanelment if the performance of the intermediary is not found satisfactory, IREL at discretion may remove their name from empanelment and the next highest scorer may be considered as replacement for the same.
- vii. The empaneled Intermediary/Broker shall prepare the TOR based on factual data enabling on-boarding of Insurer for managing Property and Assets portfolio and they will be eligible to obtain the IRDA mandated brokerage from Insurer.

Disqualifications:

IREL may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the respondent.

- i Submitted the Proposal documents after the response deadline;
- ii Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- iii Fail to provide related clarifications, in writing when sought

C) Period of Contract: Work order for appointing General Insurance Intermediary shall be released initially for a period of 1 year for carrying out various activities for taking asset and property insurance for the FY 2025-26. It shall be renewed for further period of 1 year at a time upto 2 years with the same terms and conditions at the sole discretion of the IREL. However, IREL reserves the right to terminate the service of the intermediary at any point of time without assigning any reason. However, prior to the commencement of assigned period the empaneled bidder need to do necessary groundwork so that the order can be placed at least one week prior to the assigned FY.

D) Fees: No Service charges, fees or expenses will be paid by IREL. Brokerage, if any, will be paid by the selected insurance company as per IRDA mandated regulation.

E) How to apply :

The intending insurance intermediary is requested to download the tender document available at CPP Portal <https://etenders.gov.in/eprocure/app> and IREL's website (<http://irel.co.in>) and submit the complete document within the due date at <https://etenders.gov.in/eprocure/app>

Following constitutes the tender document (which are required to be duly signed by tenderer as token of acceptance).

- (i) Letter inviting quotation/ tender document
- (ii) Business Profile (Annexure-1)-to be filled by the party and supported with documents
- (iii) Scope of work (Annexure-2)
- (iv) Terms and conditions (Annexure-3)
- (v) Check list (Annexure 5)
- (vi) Clean track record (Annexure 6)
- (vii) Ethics in Tendering & Other business dealings (Annexure 7)
- (viii) Undertaking (Annexure 8)
- (ix) Secrecy Agreement (Annexure 9)

Issuance of Tender Documents will not be construed to mean that the bidders would be automatically considered. IREL reserves the right to accept or reject any bid or all the bids or cancel this tender without assigning any reason thereof.

Encl: as Above.

SCOPE OF WORK COVERS BUT NOT TO BE LIMITED TO

- 1) Risk inspection of all the 7 units and HO. (refer Annex-4 for location of Units.)
- 2) Identifying areas of risk and suggesting methodology to mitigate the risk.
- 3) Responsibility includes assets valuation and incorporating appropriate value for insurance cover to ensure replacement cost.
- 4) Appropriate fixation of sum insured to avoid under insurance.
- 5) Monitoring and assist IREL in preparing claim papers for insurance claim.
- 6) Necessary follow up and early settlement of all insurance claims of present and past.
- 7) In order to complete the above assignment representatives from the intermediary to visit the respective units on a yearly basis.
- 8) Preparation of tender documents for invitation of competitive bids from eligible parties for asset and property insurance.
- 9) Evaluation and finalization of bids in IREL premises for placing the orders.
- 10) Finalization of the policy wording and contract terms & conditions.
- 11) Organizing training programs for selected IREL personnel at various units.
- 12) Probable maximum loss calculations.
- 13) Any other matter relating to general insurance and risk management.
- 14) Review of existing Insurance Policy (ies).
 - a) To take care of Insurance requirement and determination of sum insured under Re-instatement valuation.
 - b) Critical examination of the existing policies which are due for renewal in terms of Risk Coverage, Providing basis of valuation, Clauses, Warranties, Conditions, Excess etc.
 - c) Suggesting improvement thereon and executing the same during renewal of Insurance Policies subject maintaining optimization premium outgo.
 - d) Risk inspection and evaluation study of all units of IREL by their risk engineer and submit report to IREL
- 15) New Insurance Policy (ies).
 - a) Assisting IREL in taking any new Insurance Policies, as and when required and in discussion with IREL.
 - b) Preparing risk notes and framing tender documents and finalizing the terms & conditions thereof including but not limited to Coverage, including add-on coverage, Excess (Monetary/Time), Period of indemnity, Policy wordings, Policy clauses and warranties. This should be in line with laid down procedures of the Company including applicable Govt. Guidelines.
 - i. Assist IREL in preparation of Bid Documents (Drafting of the Techno- commercial Bid & Price Bid)

for floating tender by IREL and/ or inviting bids on behalf of IREL from reputed general insurance companies licensed to operate in India, as may be decided & advised by IREL.

- ii. Preparing comparative statement / evaluation of bids-both Techno-commercial and Price Bids to facilitate for taking decision for placement of Insurance Policy (ies) by IREL.
- c) Negotiation and finalizing the terms & conditions of insurance optimizing cost, cover, security and quality of service in accordance with laid down procedures of IREL.
- d) Assist IREL in placement of insurance policies with minimum premium and with required maximum coverage.
- e) Check/verify/scrutinize the final policy(s) documents and in case of any defect, deficiency/ errors etc. Arrange correction of the defect, deficiency/ errors by the insurance company to protect the interest of IREL with regard to claims and settlement.

16) Claim Management.

- a) Documentation of claims. The insurance intermediary/ broker has to assist IREL on Claim documentation for lodging and timely settlement of claims.
- b) Resolution/ Realization of claims.
 - i. Coordinating and assisting in realization of past claims, if any and Survey as per provisions/ condition of the insurance policy.
 - ii. Coordinating with insurers for immediate intimation of claim and surveyor appointment.
 - iii. Coordinating with Insurance companies, surveyors etc. For prompt settlement of claims.
 - iv. Assist in resolving various queries of insurers, surveyors during claim processing.
 - v. Guidance in relation to interpretation of policy wordings / Conditions, Clauses, Warranties, Deductibles etc. During claim processing.
- c) To arrange for submission of periodical report on claim settlement position and pending issues.
- d) Assisting in speedy realization of premium refund claims/ materialization of claim.

17) Miscellaneous Services.

- a) Provide Technical assistance for any Project Insurance Policies and/or new type of insurance cover as may be required by IREL.
- b) Keeping IREL informed of the latest IRDA/TAC/GI Councils or any other applicable regulations and guidelines.
- c) Any other matter related to insurance and Risk Management, irrespective of the location of insurable assets including insurance matter related to IREL's insurance policies.
- d) Any other Consultation / Advisory services related to the insurance portfolio of IREL.
- e) Advising IREL, from time to time: on developments in the Insurance Industry having impact on the Company.
- f) Visit to IREL Mines / Plants for discussion, claim settlement, advising on new policies & practices etc.

TERMS AND CONDITIONS

- 1. Purchaser**
The Company shall mean IREL (India) Limited. having its registered office at **plot No. 1207, Opp. Siddhivinayak Mandir, Veer Savarkar Marg, Prabhadevi Mumbai-400 028, India.**
- 2. Payment Term:** IREL will not pay any fee or expenses whatsoever to the selected insurance intermediary.
- 3. SUB-LETTING OF CONTRACT :** The insurance intermediary/broker shall not, assign or sub-let this Contract.
- 4. SUBMISSION OF OFFER:** The intending insurance intermediary/broker is required to submit the documents duly signed and stamped by Chief Executive Officer/ Principal Officer/ Authorized person of company so as to submit by the due date for our necessary action. The proposals will be opened on the pre-defined date as per RFP.
- 5. Clean track record :** The bidder would give a self declaration as per enclosed Annexure 5 , that they have not been banned or delisted by any Govt. or Quasi Govt. Agency or any PSU, IRDAI. If a bidder has been banned by any Govt. or Quasi Govt. Agency or any PSU that fact must be clearly stated. If this declaration is not given, the Bid will be rejected as non-responsive.
- 6. LAW GOVERNMENT THE CONTRACT :** The contract shall be governed by the laws of India for the time being in force.
- 7. ARBITRATION:** All disputes or differences whatever arising between the parties and IREL shall be settled by the sole arbitrator appointed by Chairman and Managing Director of IREL and the award of such arbitrator shall be final, conclusive and binding on all parties to the tender. No objection shall be raised on the ground that the arbitrator so appointed is an employee of IREL or is one of the parties to the tender himself or that the persons so appointed had to deal with the matter to which the tender relates in his official capacity. The seat of arbitration will be at Mumbai and the appropriate court coming under is High court of Mumbai, Mumbai will have jurisdiction to entertain any/all matters of litigation.
- 8. Cancellation/Termination :** In cases where the bidder fails either to accept the order or to acknowledge the order with any pre-conditions within the stipulated time or fails to provide required service, IREL reserves the right to cancel/terminate the contract by giving 30 days notice at the cost and risk of the contractor. IREL reserves the right to terminate the contract any time without assigning any reason, if the services are not satisfactory.
- 9. Related Party:** Related parties should not quote for the tender separately. If it is noticed that related parties submitted separate quotation, IREL reserves the right to reject the same. Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial and/ or operating decisions.
- 10. Confidentiality of documents:**
 - a. Successful bidder(s) shall have to sign secrecy agreement wherever called for by IREL. Format for secrecy agreement is attached in Annexure 8.
 - b. Bid documents are non-transferable.
- 11. JURISDICTION**
The contract shall be subject to the Jurisdiction of the courts in Mumbai only.

UNIT LOCATIONS

A	<u>ADMINISTRATIVE OFFICE</u>	Contact No.
1	IREL (India) Limited Plot No.1207, Veer Savarkar Marg, Near Siddhi Vinayak Temple, Prabhadevi, Mumbai 400 028	Tel: 91-22-24382042 /24211630 91-22-24220230 / 24211851 Fax: 91-22-2422 0236
2	IREL (India) Limited 403, Manish Commercial Centre Worli, Mumbai 400030	
B	<u>PRODUCTION UNITS</u>	
1	IREL (India) Limited Minerals Division Chavara – 691 583 Kollam Dist. Kerala State	Tel: (0476) 268070-5 Fax: 91-476-2680 141
2	IREL (India) Limited Minerals Division Manavalakurichi – 629 252 Kanyakumari Dist. Tamil Nadu	Tel: (0651) 237255 Fax: (04651) 237220
3	IREL (India) Limited P.O. Udyogamandal - 683 501 Ernakulam Dist, Kerala State	Tel: (0484)2545062-05 Fax : 2545269
4	IREL (India) Limited Orissa Sand Complex Matikhalo, Ganjam Dist, Odisha	Tel: (06811) 257890-95 Fax: (06811) 257988
5	IREL (India) Limited REPM unit, BARC Vizag campus survey no. 349p,371p, 374p, Mandal Atchuthapuram, Visakhapatnam, Andhra Pradesh, 531011	Tel: 08924-282904 08924-282905
6	IREL (India) Limited RETTP unit, Plot No. 49 M, MSME Acharpura, Bhopal Madhya Pradesh- 462030	Tel: 0755-840151 0755-840152
C	<u>IRE RESEARCH UNIT</u>	
	IREL (India) Limited, Research Centre, Beach Road, Kollam 691001 Kerala State	Tel: (0474) 2742739 Fax: (0474) 2749533
D	<u>GODOWN</u>	
	Unit No. 522, Bharat Industrial Estate., Prakash Industrial Premises CO-OP. Soc. Ltd., Tokershi Jivraj Rd, Sewree, Mumbai 400015	

CHECK LIST

Name of the company :

Sl. No.	Parameters	Compliance
1	PQ1	IRDA licence no.....and date of initial issue..... Business of general insurance for....years and.....months Details of documents submitted.....pg no....
2	PQ2	Name of Central Govt./ State Govt./ PSU (s) including its statutory Body/ Corporations for which provided insurance intermediary/ brokering services to manage / assist in various matter related to Property and Assets in last (Three) years ending March 2024 : 1)..... period (...to....) 2).....period (...to....) 3).....period (...to....) Supporting doc provided at page no....
3	PQ3	Office location details.... Supporting doc provided at page no....
4	PQ4	Average turn over for last 3 FYs.....of Rs....crore Details of supporting doc at page no.....
5	PQ5	Networth for FY 2023-24 or FY 2022-23 Rs..... Supporting doc provided at page no....
6	PQ6	Average premium placed during last 3 FYs.....Cr. Supporting doc provided at page no....

Description	Yes/No
Meeting the PQ criteria	
Furnished relevant documents for meeting the PQ criteria	
Furnished relevant document against each of 9 points mentioned under business profile for claiming necessary score.	
Agreeing to scope of work as indicated in Annexure 2	
Furnished necessary document/information as per general requirement.	
Agreed to all terms and conditions of RFP	

Technical Score	Max	Self-assessment	Total mark (self-assessed 3 A (1) - 3 A (9))
3. A (1)	10		
3. A (2)	08		
3. A (3)	09		
3. A (4)	05		
3. A (5)	08		
3. A (6)	10		
3. A (7)	10		
3. A (8)	05		
3. A (9)	10		

The information furnished under the tender is true. If found otherwise the offer of the party is liable for rejection.

Signed:
Duly Authorized Signatory: (Name)
Name and Title of Signatory: (In the capacity of)
Name of the Firm: (On behalf of)

Undertaking wrt. Clean Track Record

[Bidders are required to submit the declaration letter as given here on their letterhead]

To,

Date:

GM (Technical)
IREL (India) Limited
1207 VS Marg, Prabhadevi,
Mumbai – 400 028, India.

Dear Sir,

This is to certify that (Company Name) _____ having its registered office at (address) _____ and local office in Mumbai at (address) _____ have carefully gone through the terms and conditions contained in the tender document regarding General insurance intermediary/broker service for IREL.

We hereby declare that our company/ consortium **has not** been **banned/blacklisted/ delisted** by any Government, IRDAI or Semi government organization.

We further certify that Mr. /Mrs. /Ms. _____ i
s a competent authority and our Company has Authorized him/her to make this declaration.

Signed:

Duly Authorized Signatory: (Name)

Name and Title of Signatory: (In the capacity of)

Name of the Firm: (On behalf of)

Address of the Firm:

Stamp / Seal of the Firm:

[Strike off whichever is not applicable]

ETHICS IN TENDERING & OTHER BUSINESS DEALINGS:

Dear Sir,

IREL (India) Limited, a Government of India undertaking under the administrative control of Department of Atomic Energy is doing its business as per the rules and regulation of the Public Sector Undertaking and other statutory agencies. The business is done in an ethical, rational & impartial manner with good corporate governance.

In our endeavour to be more transparent in our dealings and to support our ideology all **Vendors, Customers and Business Partners** are requested not to provide any gift and / or inducement to any of our employees for securing / being granted favour in dealings with our Company. In assurance of your commitment to the aforesaid, it will be highly appreciated if you fill up, sign and abide by the attached undertakings.

Report of any gifts and / or inducements sought by any employee of the company should be immediately reported to any one of the following:

Chairman & Managing Director IREL (India) Limited., 1207, V.S. Marg, Prabhadevi Mumbai 400 028. Ph: 022-24225778 Email:cmd@irel.co.in	Chief Vigilance Officer IREL (India) Limited., 1207, V.S. Marg, Prabhadevi Mumbai 400 028 Ph:022-24221068 Email:cvo@irel.co.in
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We assure you that complaints if any made by you on the subject will be kept confidential and fair investigation will be conducted and appropriate action will be taken. Similarly, we expect your commitment to the undertaking and its violation will have consequences as per prevailing rule of the Company.

Thanking you,

For IREL (India) Limited

Name -----

Designation -----

Date

UNDERTAKING:

Date:

To,
M/s IREL (India) Limited.,
1207, V.S. Marg, Prabhadevi
Mumbai 400 028.

I / We am / are a Vendor / Customer
of IREL (India) Limited (now onwards to be referred as Company).

I / We agree and undertake:

Not to provide any gift and / or inducement to any employee of the Company in connection with securing / being granted favour (s) in my / our dealings with the Corporate office of the company and / or its any field units namely MK, Chavara, OSCOM, RED & IRERC.

To immediately report any gift and / or inducement sought by any employee of the Company granting favour(s) to me / us in my / our dealings with the Company and / or its field units.

Signature.....

Name.....

Title.....

Name of the Company and Address (with Seal).....

**(TO BE EXECUTED ON A NON-JUDICIARY STAMP PAPER OF
Rs.200/-)**

SECRECY AGREEMENT

THIS AGREEMENT, made and entered into this th day of _____, 2024 by and between IREL (India) Ltd., a company incorporated under Indian Companies Act having its registered office at Plot No.1207, , Opp. to Siddhivinayak Temple, Veer Savarkar Marg, Prabhadevi, Mumbai – 400 028, India (hereinafter called “IREL”) on one part and -----
-----, a company duly incorporated under, with its registered office (hereinafter called (.....)includes its successors and permitted assigns, on the other part.

WITNESSETH:

WHEREAS:

IREL is having certain proprietary information and intends to appoint a insurance intermediary/broker for IREL. Accordingly, IREL awarded contract for consultancy service for due diligence vide order no..... dated

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein contained, the parties hereto agree as follows:

1. The term “Confidential Information” means:

- (1) All details supplied by IREL on technical, commercial and other information and data on the Process.
- (2) All details supplied by IREL on technical, commercial and other information and data relating to the products.

2. Each party hereto shall keep secret and confidential any and all Confidential information it receives from any other party or parties hereto under this Agreement, and shall not use such Confidential Information for any purposes except for the said tender purpose hereunder. The obligations under this Article shall not apply to any information or data that :

- (i) at the time of its disclosure hereunder is in the public domain,
- (ii) after disclosure hereunder becomes part of the public domain by publication or otherwise through no fault of the party to whom such information or data is disclosed hereunder (“Receiving party”) (but only after it is published or otherwise becomes part of the public domain),
- (iii) the Receiving Party can show in its possession at the time of disclosure hereunder and which the Receiving party, without breach or any obligation is free to disclose to others, or
- (iv) was received by the Receiving Party after the time of disclosure by a party hereto (“Disclosing Party”) hereunder from a third party who did not acquire it, directly or indirectly, from the Disclosing Party under an obligation of confidence and

which the Receiving party, without breach of any obligation, is free to disclose to others.

For the purpose of this Article 2, information or data which is specific, e.g., those on operating conditions or equipment, shall not be deemed to be within the foregoing exceptions merely because it is embraced by general information or data in the public domain or in the possession of Receiving Party. In addition, any combination of features shall not be deemed to be within the foregoing exceptions merely because individual features are in the public domain or in the possession of the Receiving Party, but only if the combination itself and its principle of operation are in the public domain or in the possession of the Receiving Party.

3. The Receiving Party shall limit the access to the Confidential Information received hereunder to its directors, officers and employees, who (i) need to have access with such Confidential Information, (ii) have been informed of the confidential nature thereof and (iii) have agreed to undertake the obligations of non-disclosure and non-use of such Confidential Information.
4. Upon request of IREL, prospective bidder shall, free of charge, promptly return to IREL all the Confidential information received from IREL hereunder.
5. Each party hereto shall not, without the other party's prior express written consents, disclose or allow the disclosure of the existence of this Agreement.
6. It is mutually understood and agreed that no license or other rights are granted to any party hereto under this Agreement, by implication or otherwise, for any of the patents or patents applications of any other party hereto or as to any information and data disclosed by any other party or parties hereto under this Agreement.
7. None of the parties may assign its rights or obligations hereunder without the prior written consent of the other parties.
8. The obligation of non-disclosure and non-use of the Confidential information under this Agreement shall remain in effect after the date hereof and shall terminate upon completion of contract.
9. This Agreement shall be governed by and construed in accordance with Indian laws.
10. Each party hereto acknowledges and agrees that monetary damages for any breach or threat of breach of this Agreement are inadequate. Each party hereto shall, therefore, be entitled to seek and obtain temporary and injunctive relief for any breach or threat of breach of this Agreement relating to its Confidential Information, in addition to any other remedy.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate by their duly authorized representatives on the day and year first above written. The original shall remain with IREL and the duplicate with M/s.

1. For

Witness :

(Name)
Designation

1. (Name)
Designation
2. (Name)
Designation

Witness:

2. For IREL(India) Limited.

(Name)
Designation

1. (Name)
Designation
2. (Name)
Designation

GENERAL INSTRUCTIONS TO BIDDERS W.R.T PARTICIPATION IN THE E-TENDERING EVENT

1.0 INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <https://etenders.gov.in/eprocure/app>.

2.0 REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

3.0 SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

4.0 PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the

number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

5.0 SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

Contact person of tendering Authority IREL (India) Limited, Corporate Office, Mumbai

NAME	email-id	Mobile No./Landline No.
Shri Rohan Dalvi, DM-T (TS)	purchase-ho@irel.co.in	8104997193