

**HIMACHAL PRADESH POWER CORPORATION LIMITED (HPPCL)**  
(A State Govt. Undertaking)

**DETAILED NOTICE INVITING TENDER (NIT)**  
(E-Tender Mode only)

1.0 HPPCL invites tender through e-tendering process from Insurance brokers for “**Hiring of Services of Insurance Brokers for Insurance Policy of HPPCL Generating stations as well as Settlement of Insurance Claims and other Insurance related Matters.**” on Open Tender basis.

**2.0 BID DATA**

Sl. No.	Description	Particulars
1.	Bid No.:	HPPCL/EC/Insurance Broker-I/2021
2.	Bid Title:	Hiring of Services of Insurance Brokers for Insurance Policy of HPPCL Generating stations as well as Settlement of Insurance Claims and other Insurance related matters.
3.	Bidding Procedure:	Single-Stage: Two-Envelope
4.	Estimated Cost:	NA
5.	Bid Security (Earnest Money Deposit):	INR 4,50,000/-
6.	Cost of Bid/Tender Document(s):	INR 2,000/- (inclusive of GST)
7.	Start Date & Time of Sale of Bid/Tender Document(s):	10.02.2021 & 1000 Hrs.
8.	Start Date & Time of Download of Bid/Tender Document(s):	10.02.2021 & 1001 Hrs.
9.	Last Date & Time of Download of Bid/Tender Document(s):	24.03.2021 & 1400 Hrs.
10.	Last Date & Time of Bid submission:	24.03.2021 & 1430 Hrs.
11.	Date & Time of Bid Opening:	24.03.2021 & 1500 Hrs.

The detailed tender notification can be viewed/downloaded free of cost from the HPPCL E-Tendering web Portal <https://www.tenderwizard.com/HPPCL> or HPPCL website [www.hppcl.in](http://www.hppcl.in). Bidders/Vendors shall register themselves on the HPPCL E-Tendering web Portal to download Bid/Tender Documents and to submit their bids. Subsequent amendments shall be posted only on the above Portal; hence Bidders are advised to visit the said Portal regularly.

**3.0 MINIMUM QUALIFYING REQUIREMENT (MQR)**

3.1 Proposal from only those Insurance brokers (bidders) shall be considered who has a valid license as a Composite Broker, issued by IRDA.

3.2 Bidders are required to submit the Copy of Insurance Policy(ies) / details along with documentary evidence to support the appointment of Insurance Broker by the client (in case the same is not evident from the policy(ies) / details) for fulfillment of following requirements as 'Insurance Broker' in last seven (7) years ending last day of the month previous to the Bid submission date:

i. The Bidder must have been appointed as an 'Insurance Broker' for at least Single Industrial All Risk/Mega Policy or any other insurance Cover (excluding Employee Benefit, Motor Vehicle, Health and Life Insurance) during operation stage of any plant/industry, having minimum premium of Rs 10 Crore.

**Or**

ii. The Bidder must have been appointed as an 'Insurance Broker' for at least two Industrial All Risk/Mega Policies or any other insurance Cover (excluding Employee Benefit, Motor Vehicle, Health and Life Insurance) during operation stage of any plant/Industry, each policy having minimum premium of Rs 7 Crore.

**Or**

iii. The Bidder must have been appointed as an 'Insurance Broker' for at least three Industrial All Risk/Mega Policies or any other insurance Cover (excluding Employee Benefit, Motor Vehicle, Health and Life Insurance) during operation stage of any plant/Industry, each policy having minimum premium of Rs 5 Crore.

3.3 Bidder's Net Worth should be positive as on 31st March, 2020. Supporting Documents viz. Audited Balance Sheet and Profit and Loss Account along with Notes, other financial statements etc. establishing positive Net Worth be furnished along with the Bid.

3.4 Average Annual Financial Turnover for the last three financial years, ending 31st March, 2020, should be at least Rs 7 Crore. Supporting Documents viz. Audited Balance Sheet and Profit and Loss Account along with Notes, other financial statements etc. establishing Average Annual Financial Turnover be furnished along with the Bid.

**Note:**

- In case Bidder is unable to furnish the documentary evidence in support of above-mentioned qualifying requirements, its Bid will be liable for rejection.
- All financial figures are exclusive of GST/Service Tax.

## 4.0 ASSESSMENT CRITERIA

Sr. No.	Parameters	Weightage	Scores	Documents required
1.	Continuous Validity of the valid license (granted by IRDA) of the bidder as a composite Insurance broker as on Bid submission date: Upto 3 years More than 3 years upto 5 years More than 5 years upto 7 years More than 7 years	5	2 3 4 5	Copy of License granted by IRDA.
2.	Number of PSU/ Government entity/Government Department /Government Undertaking clients handled in India as an insurance broker by the Bidder during the last seven (7) years ending last day of the month previous to the Bid submission date. 1-3 4-6 7-9 10 and above	7	4 5 6 7	Copy of Insurance Policy(ies) /details along with documentary evidence to support the appointment of Insurance Broker by the client (in case the same is not evident from the policy(ies) / details)
3.	Experience of person heading the Insurance claim wing as on date ending last day of the month previous to the Bid submission date. Upto 5 years More than 5 years upto 10 years More than 10 years upto 15 years Above 15 years	7	1 3 5 7	Brief profile of the person.
4.	Experienced people, having worked in Nationalised Insurance PSU companies (at the level of Divisional Manager and above) on Regular rolls of Bidder as on date ending last day of the month previous to the Bid submission date: 1-2 3-4 5-6 7 and above	7	1 3 5 7	Brief profile of the person along with experience certificate of the respective organisation.

5.	<p>Total number of full time employees, having certificate of passing Insurance Broker's exam as per IRDA regulation (related to Insurance Business) in India as on date ending last day of the month previous to the Bid submission date.</p> <p>Upto 10 11 - 25 26 -50 Above 50</p>	7	4 5 6 7	Valid certificate of passing broker's exam issued by IRDA.
6.	<p>Average Annual Turnover during last 3 financial years, ending 31<sup>st</sup> March, 2020 as per the Turnover appearing under Profit and Loss Account of the Bidder.</p> <p>Rs 7 Cr. to Rs 10 Cr. More than Rs 10 Cr. upto Rs 15 Cr. More than Rs 15 Cr. upto Rs 30 Cr. Above Rs 30 Cr.</p>	7	4 5 6 7	Audited Balance Sheet and Profit and Loss Account along with Notes, other financial statements etc.
7.	<p>Sum Insured handled in a single insurance policy (excluding Employee Benefit, Motor Vehicle, Health and Life Insurance) in India as an insurance broker during the last seven (7) years ending last day of the month previous to the Bid submission date.</p> <p>Upto Rs 2500 Cr More than Rs 2500 Cr upto Rs 4000 Cr More than Rs 4000 Cr upto Rs 5000 Cr Above Rs 5000 Cr</p>	10	1 4 7 10	Copy of Insurance Policy(ies) /details along with documentary evidence to support the appointment of Insurance Broker by the client (in case the same is not evident from the policy(ies) / details).
8.	<p>Sum insured handled in power sector PSU/ Government entities/Government Department /Government Undertakings in a single insurance policy (excluding Employee Benefit, Motor Vehicle, Health and Life Insurance) in India as an insurance broker during the last seven (7) years ending last day of the month previous to the Bid submission date.</p>	10		Copy of Insurance Policy(ies) /details along with documentary evidence to support the appointment of Insurance Broker by the client (in case the same is not

	Upto Rs1500 Cr More than Rs 1500 Cr upto Rs 2500 Cr More than Rs 2500 Cr upto Rs 4000 Cr Above Rs 4000 Cr		1 4 7 10	evident from the policy(ies) / details).
9.	Sum Insured handled in Hydro power sector in a single insurance policy (excluding Employee Benefit, Motor Vehicle, Health and Life Insurance) in India as an insurance broker during the last seven (7) years ending last day of the month previous to the Bid submission date. Upto Rs 1000 Cr More than Rs 1000 Cr upto Rs 2000 Cr More than Rs 2000 Cr upto Rs 3000 Cr Above Rs 3000 Cr	10	1 4 7 10	Copy of Insurance Policy(ies) /details along with documentary evidence to support the appointment of Insurance Broker by the client (in case the same is not evident from the policy(ies) / details).
10.	Remuneration/Brokerage/ Commission as declared by the Bidder as a percentage of Premium offered for Insurance policies of HPPCL's generating stations. upto 0.5% More than 0.5 % upto 1.0% More than 1.0 % upto 1.5% More than 1.5 % upto 2.0% More than 2.0 % upto 2.5% More than 2.5 % upto 3.0% More than 3.0 % upto 3.5% More than 3.5 % upto 4.0% More than 4.0 % upto 4.5% More than 4.5 % upto 5.0% More than 5.0 % upto 5.5% More than 5.5 % upto 6.0% Above 6%	30	30 27 24 21 18 15 13 11 9 7 5 3 1	As per the percentage declared under Schedule -3
	<b>Total Weightage</b>	100		

**Note:**

1. A job executed by a bidder for its own Group company/Plant(s)/project(s) shall not be considered as experience for the purpose of meeting requirement of this tender.
2. The above experience/capability shall only be related to the bidder's company and not to the subsidiary companies or JV Companies.

3. Maximum Remuneration/Brokerage/Commission as declared by the Bidder should not be more than the ceiling limit as specified by Insurance Regulatory and Development Authority (IRDA); in that case, same shall be restricted to the ceiling fixed by IRDA.

## **5.0 SUBMISSION / UPLOADING / OPENING OF BIDS**

- 5.1 Bid shall be submitted under “**Single Stage-Two Part**” and shall be submitted / uploaded in two modes as per procedure detailed below:

### **I. In e-tendering / e-bid Mode:**

Authorized signatory with his/her digital signature on behalf of the bidder shall upload / fill in the bid as listed below only on the website <https://www.tenderwizard.com/HPPCL>. before the last date & time set for submission/uploading as mentioned in this NIT:

#### **(a) List of Documents to be uploaded in Minimum Qualifying Requirement (MQR) Part**

- Scanned copy of necessary certificates / documents complete in all respect in support of “**Minimum Qualifying Requirement (MQR)**” duly signed by Authorized Signatory.
- Scanned copy of EMD, if submitted in the form of Bank guarantee as per Annexure-I.
- Scanned copy of ‘Authorization’ as per Clause No. 11.0 “**FORMAT AND SIGNING OF BID**” of IITB.

#### **(b) List of Documents to be uploaded in “Assessment Criteria” Part**

- Scanned copy of necessary certificates / documents complete in all respect in support of “**Assessment Criteria**” duly signed by Authorized Signatory.

**The readability and good quality of scanned documents shall be ensured by the bidder while uploading the bid.**

### **Note:**

- a) **Schedules -1 to 3** are to be duly filled-in on the web page of above e-tendering website (All schedules of this section are created dynamically at the web page itself).
- b) No Hard copy in reference to MQR part / Assessment Criteria part of the Bid shall be accepted. **In case any hard copy has been found submitted, the bid shall be liable for rejection.**
- c) MQR part of the Bid must not contain any information/document relating to Assessment criteria part of the Bid. **In case any information/document has been found revealed along with the MQR part, the bid shall be liable for rejection.**

### **II. In Hard Copy/Physical Form:**

Only following documents are to be submitted in hard copy alongwith the bid:

- (i) 'Authorization' as per Clause No. 11.0 "FORMAT AND SIGNING OF BID" of IITB.
- (ii) EMD, in the form of Bank guarantee as per Annexure-I or in the form of Demand Draft.

The envelopes containing above shall be sealed and super-scribed as "**Hiring of Services of Insurance Brokers for Insurance Policy of Generating stations as well as Settlement of Insurance claims and other insurance related Matters.**"

The bidder has the option for sending the hard copy of the bid by registered post / courier or submitting the same in person, so as to ensure that the same are received in the specified office of the owner by the date and time indicated in this NIT. HPPCL shall not take any responsibility, whatsoever for any postal/courier delay.

## 5.2 BID OPENING PRODECURE

The Minimum Qualifying Requirement (MQR) part of Bids will be opened on the date and time as mentioned above at the address given at **Clause 13.0**, in presence of Bidder's representatives who wish to be present (not more than two persons).

The Assessment Criteria Part of bid of those bidders whose Bids (MQR Part) have been found to be meeting Minimum Qualifying Requirement shall be opened in presence of Bidder's representatives who wish to be present at the address/venue given at **Clause 13.0** on a subsequent date for which the separate intimation will be sent to such qualified bidders.

In case the day (for opening of MQR part of Bids & Assessment Criteria Part of bids) happens to be a holiday in HPPCL, the Bids will be opened at the same specified time on next working day. Further in case of any change of venue, date & time the same will be intimated/uploaded on website separately.

Bidder's representatives shall sign a register only as proof of their attendance.

- 5.3 HPPCL further, reserves the right to reject any bid which is not submitted according to the instructions stipulated above.

## 6.0 INSTRUCTIONS FOR REGISTRATION OF BIDDERS:

- i) Before registration, the bidders must read the important information available at Register Page of HPPCL E-Tendering web Portal <https://www.tenderwizard.com/HPPCL>.
- ii) Bidders are required to register on HPPCL E-Tendering web Portal <https://www.tenderwizard.com/HPPCL> by using Register option on the Portal and after making following payment:

DESCRIPTION OF PAYMENT	MODE OF PAYMENT
Total Annual Registration Charges of INR 2000/- (Rupees Two Thousand Only) + applicable GST to be paid to the Tender Wizard (Non-Refundable) in the form of E-payment.	E-Payment applicable on web portal, only after that Bidder's account will be enabled.

- iii) As part of the registration process, the bidder(s) will be required to choose a unique username and assign a password for their accounts.
- iv) Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for all communications from the HPPCL E-Tendering web Portal directly with the bidder(s).
- v) Upon registration, the bidder(s) will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA (Controller of Certifying Authority), India.
- vi) 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 DSCs to others which may lead to misuse.
- vii) After registration, Bidder can log in to the Portal through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

**Note: Bidder/Vendor Registration is valid for one (01) year. The bidders have to re-register themselves for subsequent year and so on.**

**A. SEARCHING FOR TENDER DOCUMENTS:**

- i) The bidders shall search for various tenders published on the Portal, by using “Tender Free View” option under “E-Tenders” Tab of the Portal.

**B. REQUEST FOR TENDER(S) AND DOWNLOADING OF BID/TENDER DOCUMENT(S):**

- i) Read carefully the ‘Bidder Tender Manual’ under ‘Help Manuals’ Option of the Portal.
- ii) After registration, bidders have to submit request electronically through their I login User ID on the Portal.
- iii) The bid/tender Documents can be downloaded after making following prescribed payments:-

DESCRIPTION OF PAYMENT	MODE OF PAYMENT
Tender Processing fee shall be as indicated on the e-tender web portal, and is to be paid to the Tender Wizard (Non-Refundable) in the form of e-payment.	E-payment, only after that bid/tender document(s) will be released for viewing /downloading.
2. Cost of Bid/Tender document for Rs. 2000/- (inclusive 18% GST) (Non-Refundable) shall be paid by the bidder through electronic mode only. Tender document shall be released after production of UTR/ Transaction number slip of payment. Upload the Scanned Copy of the UTR/ Transaction number slip in E-Tender Portal, after that tender document will be released for viewing /downloading.	Through Electronic mode Bank Detail are as given below: - Account Holder: HPPCL, IKHEP A/C No. : - Account No:-50100342178105 IFSC: - HDFC0002447, HDFC Bank, BCS, New Shimla.  UTR/Transaction number slip (in Original) of cost of bid



	should be submitted at HPPCL Office before the bid closing date & time.
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**C. PREPARATION OF BIDS:**

- i) For preparation of the bid(s), the bidder(s) should take into account the corrigenda (if any) published on the tender document before submitting their bids.
- ii) Bidder(s) is advised to 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.
- iii) Bidder(s), in advance, should prepare the bids & documents to be submitted, as indicated in the tender document/schedule. The documents should be in PDF/XLS /RAR/JPG formats.
- iv) 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, GST Certificate, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “Doc Library” option available to them to upload such documents.

**Note:**

- 1. *Doc Library is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in Doc Library, this does not automatically ensure these Documents being part of Technical Bid.*
- 2. *For more detail, Read carefully the ‘Bidder Tender Manual’ under ‘Help Manuals’ Option of the Portal.*

**D. SUBMISSION OF BIDS:**

- i) Bidder should log into the Portal 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.
- ii) The bidder’s authorized representative has to digitally sign and upload the required bid/Tender documents one by one as indicated in the bid/tender document(s).
- iii) The bidder(s), along with its bid, should submit/upload Notarized Power of Attorney supported with necessary supporting documents in respect of its

authorized representative, as written confirmation of authorization to digitally sign on behalf of the Bidder.

- iv) Bidder has to select the payment option as “offline” to pay the Bid/Tender Document fee/Bid Security i.e. Earnest Money Deposit (EMD) as applicable and enter details of the instrument i.e. DD/BG etc.
- v) Bidder should prepare the EMD as per the instructions specified in the bid/tender document and upload the Scanned Copy of EMD in E-Tender Portal. The original EMD should be posted/couriered/given in person to the concerned office well in time, to reach at HPPCL Office before the bid closing date & time or as specified in the Bid/tender documents. The details of the DD/BG or any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- vi) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the Price Bid file is found to be modified by the bidder, the bid will be rejected.
- vii) 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.

**Note:**

1. ***For more detail, Read carefully the ‘Bidder Tender Manual’ under ‘Help Manuals’ Option of the Portal.***

**E. ASSISTANCE TO BIDDERS:**

- i) Any queries relating to the bid/tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii) Any queries relating to the process of online bid submission or queries relating to HPPCL E-Tendering web Portal in general may be directed to the 24x7 Portal Helpdesk.

**F. OTHER TERMS & CONDITIONS:**

- i) All amounts mentioned above, except EMD, are non refundable. EMD deposited against other procurement(s) shall not be transferable to this tender and vice versa.
- ii) The Bid/Tender Document Cost (UTR/transaction number slip) and EMD (in Original) must reach at HPPCL Office before the bid closing date & time. Bids without earnest money and UTR/transaction number slip will not be entertained and shall be rejected out rightly.
- iii) HPPCL will not be responsible for costs or expenses incurred by bidders in connection with the preparation or submission of bids and site visit etc.

- v) In case the Scheduled date happens to be a holiday, the tenders will be opened on next working day.
- vi) Telegraphic Tenders/ Conditional Tenders/ Tenders through other than prescribed mode will not be entertained.
- vii) Bids will be accepted only through e-mode and not through Hard Copies.
- viii) HPPCL reserves the right to reject any or all tenders without assigning any reason thereof.
- ix) The bid documents are not transferable and cost of bid document is not refundable under any circumstances.
- x) The bidder/ vendor must submit their bids with the same name in which it was registered on the HPPCL E-Tendering web Portal.
- xi) Bids after due date & time will not be accepted under any circumstance.
- xii) HPPCL shall not be responsible for delay/failure due to network problem.
- xiii) Detailed Terms & Conditions can be seen in the Bid/Tender Document.

#### **7.0 PRE BID CLARIFICATIONS**

The bidders shall disclose/ submit their queries in writing or by e-mail to reach the owner at the address indicated below at Clause 13.0 preferably not later than 07 (seven) days before the bid submission date enabling HPPCL to clarify/resolve them well before last date specified bid submission in order to avoid taking of unscrupulous deviations by the bidders while submitting/uploading the bid.

The clarifications sought by bidders, shall be summarized and amendments, if required, shall be prepared accordingly. Amendments to the bid documents, if any, shall be hosted on HPPCL's e-tendering portal: <https://www.tenderwizard.com/HPPCL>.

- 8.0** Non-submission of EMD in requisite format / requisite 'Authorization' may result into rejection of bid.
- 9.0** HPPCL reserves the right to extend the last date & time for submission of filled in Bids / opening of bids. HPPCL also reserves the right to cancel / withdraw the Invitation for Bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.
- 10.0** In case of any change of venue, date & time the same will be intimated / uploaded on website separately.
- 11.0** Notwithstanding anything stated above, HPPCL reserves the right to assess the bidder's capability and capacity to perform the contract satisfactorily, should the circumstances warrant such assessment in the overall interest of HPPCL.
- 12.0** For any assistance/clarification for registration, submission of bid and any other information regarding e-Tendering, bidder may contact to the following persons:

**Mr. Prakash – Ph-+91-8261922200. Or the help desk phone nos. provided on Tender Wizard site.**

- 13.0** For any enquiry/clarification and all correspondence with regard to this tender shall be made at the following address:

**-Sd/-**  
**Deputy General Manager**  
**Electrical Contracts Cell, HPPCL**  
**Himfed Building, Corporate Head Quarters,**  
**BCS, Shimla-171009 (H.P.)**  
**Ph. No.: +91-177-2671737 & 2671899; E-mail: dgm\_elect@hppcl.in**  
**Visit us at: [www.hppcl.in](http://www.hppcl.in) & <https://www.tenderwizard.com/HPPCL>**