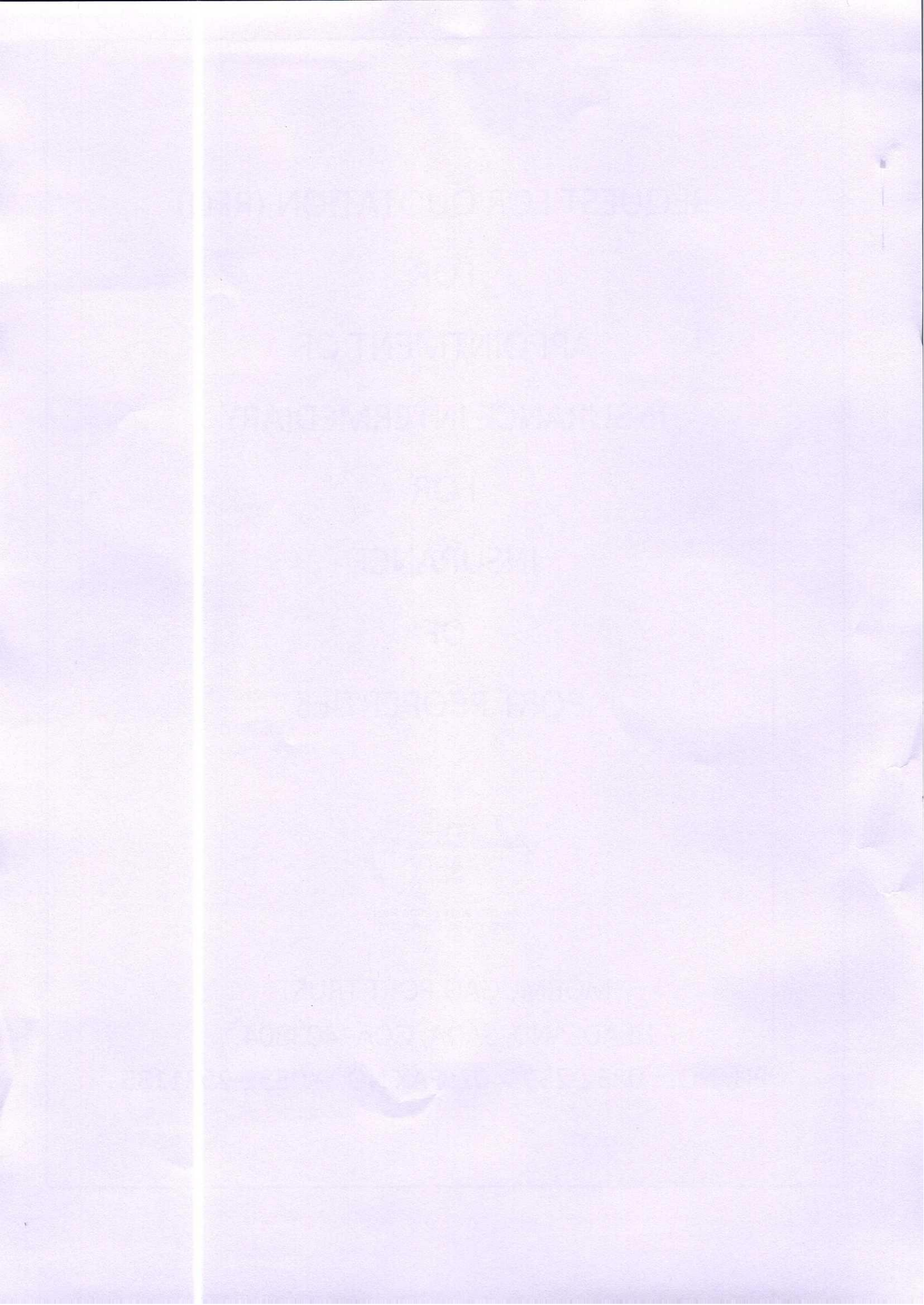


REQUEST FOR QUOTATION (RFQ)
FOR
APPOINTMENT OF
INSURANCE INTERMEDIARY
FOR
INSURANCE
OF
PORT PROPERTIES



An ISO 9001 : 2008 Port
ISPS CODE Compliant

MORMUGAO PORT TRUST
HEADLAND, SADA, GOA- 403804.
PH. NO. :-0832-2594402; FAX NO. :- 0832-2521135



MORMUGAO PORT TRUST

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1. Request for Quotation for Brokerage from Insurance Intermediary – Mormugao Port Trust

To,

- a. Unison Insurance Broking Services Pvt. Ltd.
B-501/502, Lotus Corporate Park, Near jogeshwari Flyover,
Off. Western Express Highway, Goregaon (East),
Mumbai-400 063.
- b. Sun Risk Management & Insurance Broking Services Pvt. Ltd.
504, Trade World, 5th Floor, C-Wing, Kamala City,
Senapati Bapat Marg, Lower Parel (W),
Mumbai-400 013
- c. Marsh India Insurance Brokers Pvt. Ltd.
1201-02, Tower2, One Indiabulls Centre,
S.B Marg, Elphinstone Road (W),
Mumbai- 400 013
- d. J.B. Boda Insurance Brokers Pvt. Ltd.
Office No:105, Anand Towers-1,
1st Floor, Airport road, Chicalim,
Goa- 403 711.
- e. Worldwide Insurance Brokers Ltd.
B-42, Sector-63, Noida,
Delhi NCR (U.P-)201 307.
- f. Global Insurance Brokers Ltd.
One Forbes, 5th Floor, Dr. V.B Gandhi Marg,
Kala Ghoda, Fort, Mumbai- 400 001.
- g. Prudent Insurance Brokers
101, Tower B,
Peninsula Business Park,
Lower Parel, Mumbai-400 013.

Sub:- Invitation to quote on competitive basis for managing the insurance portfolios of the Port and assisting in various insurance related matters from intending experienced and established Insurance brokers.

Dear Sirs,

We are pleased to inform you that Mormugao Port Trust intends to appoint Insurance Intermediary for managing the insurance portfolios of the Port and assisting in various insurance related matters.

In view of the above, we invite your best quote in a two cover system viz. technical bid and price bid clearly superscribing Technical Cover/ Price Cover. Both technical cover and price cover to be submitted under one outer envelope. Price cover strictly for the Brokerage in accordance with the Annexures – "A" (Price Bid Document) enclosed herewith. It is expected that the brokerage quoted shall be clear and contains no ambiguity about scope of work. The quotation should clearly indicate the brokerage for Insurance Intermediary Services to the Port. Any Deviations / exceptions shall be mentioned separately. In case any clarification is required by the bidder, request such information / clarification from Port, on or before 21.02.2019. All such queries would be responded by Port provided the same is sought in writing (including electronic mails). In case of any queries, please contact:

Shri Anant V. P. Chodnekar
Sr. Dy. Chief Accounts Officer,
Finance Department,
Mormugao Port Trust,
Head Land Sada, Goa – 403804.
Email Id: facao@mptgoa.com

In case you are interested, the RFQ along with supporting documents / credentials / certificates etc. must reach us at the following address in a sealed cover on or before 3.00 PM on 28.02.2019. The bids so received will be opened at 3.30 PM on the same day in the presence of authorized representatives of the bidders.

Financial Advisor & Chief Accounts Officer
Mormugao Port Trust
Administrative Office, Finance Department,
Headland Sada, Mormugao,
Goa – 403 804
Tel: 0832-2521130
E-mail: facao@mptgoa.com

To accept or reject the offer / quote of any / all of the Bidder agency/ies shall be at the sole and absolute discretion of MPT without assigning any reason/s.

We request you to prepare your quote in accordance with the Price Bid Document and the terms and conditions and submit your sealed offer with necessary undertakings and declarations so as to reach us before 3.00 P.M. on 28.02.2019 positively.

The late Offers / Quotes received after the deadline will not be entertained.

Thanking you.

For Mormugoa Port Trust

Sd/-
Financial Advisor & Chief Accounts Officer

MORMUGAO PORT TRUST

NOTICE INVITING TENDER

MORMUGAO PORT TRUST invites sealed Price Bid from eligible insurers, who meet the qualification requirements for the Insurance Brokers for managing the insurance portfolios of the Port and assisting in various insurance related matters as stated in the Invitation to Bid.

Tender No:

Important Dates regard to Bid Submission –

Tender paper download	: From 14.02.2019
Receipt of Queries	: Upto 21.02.2019
Clarification to Queries	: By 25.02.2019
Date of receipt of Bid	: up to 3.00 p.m. of 28.02.2019
Bid Opening Date	: at 3.30 p.m. of 28.02.2019

For details of the tender documents, terms & conditions etc. please visit / refer our website

<http://www.mptgoa.gov.in>

For Mormugoa Port Trust

Sd/-

Financial Advisor and Chief Accounts Officer

2. Instructions to Bidders

INVITATION TO BID

Bids are invited by MORMUGOA PORT TRUST from Insurance Brokers for managing the insurance portfolios of the Port and assisting in various insurance related matters.

Brief History

Mormugao Port, one of the oldest ports on the west coast of India, with a fine natural harbour, has been relentlessly serving the nation in its economic development for over a century. The port was commissioned in 1885 and is one amongst the 12 major ports of the country. The port is mainly an iron ore port and handling largest quantum of ore exports amongst all the Indian Ports. Though ore is the predominant cargo, there has been a steady increase in liquid bulk and general cargo traffic ever since its joining the ranks of the Major Ports of India. Excellent facilities, high productivity, streamlined administration and a dedicated workforce all go towards making this Port one of the most efficient Port in the Indian subcontinent.

It is an open type harbour protected by a breakwater and a mole built from the outer end of the breakwater and running parallel to the quay.

The Port, through this Request for Quotation invites applications from intending, experienced and established Insurance brokers to manage the insurance portfolios of the Port and assist in various insurance related matters at no cost to the Port.

Please strictly comply with the parameters of Price Bid and also the modalities for submission of quotation as enumerated below:

Instructions to Bidders:

Bid shall be submitted in two cover system viz. technical bid and price bid clearly superscribing Technical Cover/Price Cover. Both technical cover and price cover to be submitted under one outer envelope. The bid shall be typed in indelible ink and signed by the authorized signatory of the Bidder, who shall also initial each page. The bidder shall provide all the information required to be provided for fulfilling eligibility and assessment criteria. If all the necessary information and valid supporting documents are not provided, the bid shall be summarily rejected.

The brokerage percentage should be indicate only in the price cover. Indication of percentage of brokerage in technical cover, the bid shall be summarily rejected.

3. Scope of work of the Insurance Broker will be as detailed below:

- I. Review of all existing Insurance Policies:
 - a. Carrying out Risk Inspections and survey required to understand Ports insurance requirements and determination of sum assured.
 - b. Critical examination of the existing policies which are due for renewal in terms of a) Risk Coverage, b) Valuation / fixation of sum assured, c) Rating, d) 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 & conditions thereof including but not limited to a) Coverage, including add-on coverage b) Excess (Monetary / Time) c) Period of indemnity d) Policy workings, e) Policy clauses and warranties. This should be in line with laid down procedures of the company including applicable CVO/CVC guidelines.
 - e. Inviting bids from Government insurance companies licensed to operate in India and evaluation of qualified bidders.
 - f. Negotiating and finalizing the Terms & Conditions of insurance optimizing cost, cover, security and quality of service in accordance with laid down procedures of Port.
 - g. Scrutinizing the wording of the final policy document to protect Port's interests in regards to claim settlement.
 - h. Assisting Port, in placement of Insurance Policies with reduced premium and required cover.
 - i. Preparing comparative financial statement of bids-both Technical and Commercial.

- II. Claims Management:
 - a. Coordinating and ensuring realization of all claims.
 - b. Assisting in speedy realization of premium refund claims.
 - c. Coordinating with Insurance Companies, Surveyors etc. for prompt settlement of claims.
 - d. Coordinating with Insurers for immediate intimation and survey.
 - e. Documentation of claim. The broker has to arrange all documentation from Port Office for lodging claims.
 - f. Resolving various queries of insurers / surveyors during claim processing.
 - g. Guidance in relation to interpretation of policy wordings/conditions, warranties, deductibles etc. during claims processing.
 - h. To arrange for submission of monthly report on claim settlement position and pending issues.

III. Miscellaneous Services:

- a. Assisting Port in taking any new Insurance Policies.
- b. Technical assistance in any Project Insurance Policies, including but not limited to Port Policies as and when required.
- c. Keeping Port informed of the latest IRDA regulations and guidelines.
- d. Advising Port from time to time, on developments in the insurance industry having impact on the company.
- e. Any other Consultation / Advisory services related to the Insurance Portfolio of Port both in India and overseas.
- f. Any other matter related to Insurance and Risk Management, irrespective of the location of the Insurable assets, including insurance matters related to Port's employees.

A. Eligibility Criteria :

- a. The bidder must have valid accreditation with the IRDA and must have completed 3 consecutive years of service as on 31.03.2018.
- b. The bidder must have experience of operating as a licensed direct insurance broker. (3 consecutive years of service as on 31.03.2018)
- c. The bidder must have a minimum turnover of ₹ 2.5 Crores (only from insurance broking activities) consecutively for the last 3 completed financial years i.e. 2015-16, 2016-17 and 2017-18 as per duly audited financial statements to be submitted along with the bid.
- d. The agency must have handled the insurance portfolio of minimum 3 CPSUs/State PSUs or any Major Port during the last 3 completed financial years i.e. 2015-16, 2016-17 and 2017-18 as Advisor / Broker.
- e. The bidder should have handled at least a total of ₹ 25 Crores of premium in the past 3 financial years from General Insurance Business as Advisor / Broker.
- f. Net worth of the bidder must be positive consecutively for the last 3 completed financial years upto 31.03.2018.
- g. The selected broker shall visit Port's headquarters as and when required by the Port.

Note: Valid Documentary evidence in support of the above, duly attested by the authorized signatory / principal officer of the broker is to be attached, failing which the offer shall be summarily rejected.

B. Assessment Criteria :

Parameter	Documents Required	Weightage	Score
EXPERIENCE			
<p><u>The bidder should be holding a broking licence granted by IRDA for a period of 3 consecutive financial years upto 31.03.2018.</u></p> <p>3 Years to Less than 6 Years 6 Years to Less than 9 Years 9 Years to Less than 12 Years 12 Years and above.</p>	Attach proof of accreditation with IRDA.	10	3 Points 6 Points 9 Points 10 Points
<p>Experience in managing complete Insurance portfolio of any large Sea Port under Comprehensive Port Package policy for at least 3 years with sum assured of ₹ 500 Crores.</p> <p>1 Year 2 Years 3 Years and above</p>	Attach experience letter from the client	15	5 Points 10 Points 15 Points
<p>Total Premium handled in the last 3 financial years sourced from insurance of assets only.</p> <p>Below ₹ 25 Cr. ₹ 25 Cr. to Less than ₹ 50 Cr. ₹ 50 Cr. to Less than ₹ 100 Cr. ₹ 100 Cr. To Less than ₹ 200 Cr. ₹ 200 Cr. and above.</p>	Attach a self-attested declaration to this effect	10	Nil 3 Points 5 Points 7 Points 10 Points
<p>Total Insurance claim settled by you as Insurance Intermediary of your clients during last 3 Financial Years (Excluding Health Insurance)</p> <p>Less than 1 Cr. 1 Cr. To less than 5 Cr. 5 Cr. To less than 10 Cr. 10 Cr. To less than 15 Cr. 15 Cr. To less than 20 Cr. 20 Cr. and above.</p>	Attach Documentary Evidence (Client Certification required).	10	Nil 2 Points 4 Points 6 Points 8 Points 10 Points
<p>Experience in handling claims in Port in the last 3 completed Financial Years.</p> <p>Claims cumulative value: Less than 1 Cr. 1 Cr. To less than 5 Cr. 5 Cr. To less than 10 Cr.</p>	Attach Documentary Evidence (Client Certification required).	10	Nil 2 Points 4 Points

10 Cr. To less than 15 Cr. 15 Cr. To less than 20 Cr. 20 Cr. and above.			6 Points 8 Points 10 Points
CAPABILITY:			
Dedicated Team handling Port Business in India. No Yes	Attach Names, Qualifications and Experience of the core Team duly attested by Authorized Signatory/Principal Officer.	5	Nil 5 Points.
In-house Ex-TAC Risk Engineering team of the broker with experience of surveys in Port Sector No Yes	Attach Names, Qualification and Experience of the core Team duly attested by Authorized Signatory/Principal Officer.	10	Nil 10 Points.
No penalties levied by IRDA during the last 3 consecutive Financial Years	Attach an undertaking duly signed by the Authorized Signatory/Principal Officer.	5	5 Points.
Experience as an exclusive insurance intermediary of any PSU Company for at least 3 consecutive years with Insured Asset coverage of: 1000 Cr. To less than 2000 Cr. 2000 Cr. To less than 2500 Cr. 2500 Cr. And above.		10	3 Points 5 Points 10 Points
Have you covered Terrorism Risk of an organization for Asset Insured of at least ₹ 1000 Cr.		5	5 Points.
FINANCIAL STRENGTH:			
Turnover (only from insurance broking activities) for the last Financial Year. Less than 2.5 Cr. 2.5 Cr. To Less than 10 Cr. 10 Cr. To Less than 20 Cr. 20 Cr. To Less than 30 Cr. 30 Cr. To Less than 40 Cr. 40 Cr. & above.	Copies of audited balance sheet for the last 3 completed financial years supported by IT Returns and turnover certificate certified by a Chartered Accountant.	10	Nil 2 Points 4 Points 6 Points 8 Points 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 / Authorized 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.**

C. Bid Evaluation :

The bid will be evaluated on the basis of points obtained by the bidders as per the assessment criteria above. The bidder is considered to be qualified for opening price bid, if the score under the assessment criteria is not less than 60. Among those qualified for opening of price bid, bidder who has quoted the lowest percentage of brokerage will be selected.

D. Duration of Consultancy :

The contract will be initially awarded for 1 years. In case, the Port is not satisfied with the performance of the broker, Port has option to terminate the Contract with a 30 days notice.

4. Format of Offer:

ANNEXURE - A



MORMUGAO PORT TRUST
HEADLAND SADA - 403 804

PRICE COVER

FA/B/60/2018/

Sl. No.	Description	Price quoted (in percentage on insurance premium payable)
1	Brokerage to be payable by Insurance Company to Intermediary for the purpose of risk assessment study and for completing the process of insurance of its Properties on the base premium exclusive of GST.	_____ %

Signature

Name of the Bidder

Seal

Date:

