

BEML LIMITED

(A Govt. of India Mini Ratna Company under Ministry of Defence)
Corporate Office,

BEML Soudha, 23/1, 4th Main, SR Nagar,
Bangalore – 560027

**APPOINTMENT OF INTERMEDIATORY SERVICE PROVIDER FOR ALL
GENERAL INSURANCE MATTERS INCLUDING RISK
ASSESSMENT/MANAGEMENT AND CLAIM SERVICING.**

Reference: CPC/FIN/INSU/21-22

Date: 08 September 2021

Closing date: 11.10.2021

Time: 17.00 Hrs

**All responses to be submitted through email only to : bemleoi@beml.co.in mentioning
reference no. & date in Subject of email.**

Providing advisory services to BEML Ltd for all general insurance matters including Risk Assessment/Management and Claim Servicing.

1) Brief about Company:

BEML Limited, incorporated in 1964, is a Mini-Ratna (Category-1) Public Sector Undertaking, under the Ministry of Defence engaged in the design, development, manufacturing and after-sales service of a wide range of products for core sectors of economy such as coal, mining, steel, cement, power, irrigation, construction, road building, Defence, Railway and Metro transportation system & Aerospace. BEML is a listed Company and Government of India holds about 54% of the total paid up capital of the Company. BEML operates in three business segments- Mining & Construction, Defence & Aerospace, Rail & Metro and International Business Division for export activities.

The company has four manufacturing complexes located at Bengaluru, Kolar Gold Fields, Mysuru and Palakkad and a subsidiary steel foundry functioning in Tarikere, Shimoga District. All the manufacturing divisions of BEML have been accredited with ISO 9001-2000 certification. BEML has its own world-class Composite R&D establishment for Design and Development of products. The company has nationwide Marketing Network and International Business Division.

Details of the BEML Ltd is available on www.bemlindia.in

2) Background :

BEML is actively seeking service provider with well established and reputed Insurance Broking Firms which are registered under IRDA .It is important to note that no fees nor any expenditure will be reimbursed for said services by BEML Ltd.

Any other insurance related services that may be included during the service period. The tenure of the Insurance Broking Firm would be for two years and may be extended / renewed thereafter depending on the performance .However, the appointment can be cancelled by BEML Ltd any time during the currency of contract, if performance is not found satisfactory.

3) Scope of work:

Service provider shall deliver advisory services to BEML Ltd. for all general insurance matters including Risk Assessment/Management and Claim Servicing.

Scope of work shall include but not limited to the following:

A. Review of existing Insurance Policies

- 1) To carry and report on Risk inspection & Risk Evaluation Study of the plants/production/manufacturing units in India.
- 2) To identify areas of risk including Terrorism Risk and suggesting methodology to minimize the risk as well as suggesting optimum insurance coverage.
- 3) Probable maximum loss calculations, if asked by the Company.
- 4) To determine Risk features in Liability segment viz, (Directors & Officers Liability, Third Party Liability, Product Liability, Employee Compensation Liability – erstwhile WC Act Liability, Cyber Liability etc. and suggest any insurance cover(s), if required.
- 5) To design the Insurance program to the optimization of the Risk Profile of the Unit/Assets including appropriate policy clauses/add on covers etc.
- 6) To design Project Insurance policies as and when these could be required by BEML and implementation and complete management of same.
- 7) To examine and redesign if necessary and manage all employee benefit insurance covers like Group Health Insurance, Group Personal Accident Cover etc.
- 8) To prepare tender documents for BEML to invite competitive bids from eligible insurers.
- 9) To liaise with the Insurers in the pre-bid meetings.
- 10) To assist in negotiating and finalizing the terms and condition of insurance optimizing cost, cover, security and quality of service in accordance with the laid down procedure of BEML.
- 11) Assisting BEML in evaluation and finalization of the bids for placing insurance.
- 12) Finalization of the policy wording and contract terms & conditions.
- 13) Examining Insurance Policy documents to protect BEML's interest in regards to proper risk coverage and claim settlement before handing over of same to BEML.
- 14) To interact with and guide/advise BEML in any change in risk quality, addition / deletion in assets and any other support.

15) To guide /advise BEML for intimating to the Insurer about the material under Transit policies.

16) To assist in preparation of the stock declaration statements for the Insurer as per the Stock Insurance policy clause. Prepare the approval document with necessary follow up with the Insurer, for premium to be paid on additional sum insured, if the stock value intimated for the month as per the policy clause crosses the Stock policy sum Insured limit.

17) To follow up with the Insurer for past and on-going policies premium refund/payment arising due to policy clause or due to any addition or deletion in the asset data which is done after the previous financial year closing.

B.Claim Management:

1) Co-ordinating and ensuring realization of past claims. It has to follow up on going claims till the time of settlement.

2) In case of claim situation, taking up with Insurer, overseeing surveyor appointment and provide all assistance, technical or otherwise to client for completing claim documents.

3) Assist in preparation and verification of documentation for lodging of claim and for follow up of settlement of claim.

4) Resolving various queries of Insurers/Surveyors during claim processing.

5) Necessary follow up and early settlement of all insurance claims.

6) Continuous co-ordination with surveyor and insurer for smooth settlement of claims.

7) Guidance in relation to interpretation of policy, wording/conditions, warrant times, deductibles etc. during claims processing.

8) To arrange for submission of monthly report on claim settlement status and pending issues.

C. Other Miscellaneous Services:

1) Assisting BEML in taking any new Insurance Policies.

2) Technical assistance in any Project Insurance Policies, as and when required and managing and monitoring the same all through.

- 3) Keeping BEML informed of the latest IRDA/TAC regulations and guidelines concerning insured's interest.
- 4) Assisting BEML, from time to time, on developments in the insurance industry having impact on the company.
- 5) Any other matter related to Insurance and Risk Management, irrespective of the location of the Insurable assets, including insurance matters related to BEML's employees.
- 6) To assist in resolving BEML's Internal auditor's/statutory auditor's/ Govt. auditor's queries related to insurance.
- 7) To conduct training programs/Workshop once a year for nominated executives of BEML to explain in detail about the Covers taken, insurance administration, claims, risk improvement and "Dos & Don'ts" in claim situation etc.
- 8) To assist BEML in placing prudent Insurance terms in contracts with BEML's clients/vendors to minimise risk for the Company.
- 9) To assist BEML in developing an effective mechanism to ensure all claims are made in time and for monitoring the same.

4) Submission of the Responses

The responses shall be submitted **on or before 17:00 hours of 11.10.2021** with all the formats duly filled. should be sent by e mail only to **bemleoi@beml.co.in**

For all clarifications please contact the following official:

Name : Mr.SHASHI KANT PATHAK

Designation : DGM(Finance)

E mail ID : dgmfs@beml.co.in

Mobile no : 92347 74513

5) Eligibility criteria (Pre-Qualification Criteria):

Sl no.	Pre-Qualification Criteria	Documents Required
1	The Insurance Broking Agency must be registered / issued License by IRDAI and have valid license as on date of submission of Bid.	IRDA Licence No., Validity and category.
2	The insurance Intermediary should hold valid GST registration and PAN.	Copy of GST registration certificate and PAN card
3	The Insurance Broking Agency should have been in existence in India for a period at least 5 years as on 31-03-2020.	Copy of Licence issued by IRDA for 5 consecutive years as on date.
4	The Insurance Broking Agency should have average revenue of minimum Rs. 5 crores during immediate preceding 3 (three) financial years.	Audited Accounts or certificate from Chartered accountant to be submitted .
5	The Insurance Broking Agency should have all India presence with branches preferably Bangalore.	Self certification
6	The Insurance Broking Agency should have handled insurance portfolio as referred in scope of work of <u>minimum 3 Manufacturing Indian Companies</u> with Property sum insured of at least Rs. 1000 Crore consecutively for last 3 financial years	Proof to be attached by way of certificate from concerned policy holder by mentioning sum insured amount in case of property.
7	Net worth of the Insurance Broking Agency must be positive consecutively for the last 3 completed financial years.	Copy of audited Balance sheet for last 3 years to be attached./ certificate from Chartered Accountant
8	Neither the Insurance Broking Agency nor any of the partners/members/directors etc of the consortium should have been blacklisted/kept on holiday list by any Central Government Department/State Government Department/Central or State PSU or indicted/fined by IRDA.	No penalties levied by IRDAI/Govt./other organization during the last 3 consecutive financial years up to date of submission of bid (Declaration as per Annexure 1 format)

The shortlisted Bidders will be required to make a presentation to the Company and the Company will evaluate as per the Evaluation Criteria.

The appointed Service provider shall be required to sign a Non-Disclosure Agreement with the BEML Ltd.

6) Process adopted for evaluation

1. The responses will be evaluated on the basis of the points scored in Business Profile submitted as per the Evaluation Criteria **Annexure –2**. The bidder (only shortlisted Bidders as per pre-qualification criteria) scoring highest point in the Evaluation Criteria will be appointed as Service provider.
2. In case of multiple bidders scoring the highest points (score), the bid would be termed as tied bid. Then the bid would be awarded to the bidder from the tied bids, who has handled more number of PSUs.

Annexure 1

DECLARATION CERTIFICATE

I/We/any of Director/Promoter have not been blacklisted/kept on holiday list by Central/State Govt. Ministry /Department/PSU/IRDA/SEBI/Financial Institution/Court and also not indicted/fined by IRDA of India. I/We hereby undertake and confirm that I/we have understood the scope of work properly and shall carry out the work as mentioned in this document.

Name of the Firm / Company

Signature of the Authorised Signatory with seal

Annexure –2.

Business Profile Section A

Sr no.	Particulars	Document Required
1	Name and Address of the Company:	
2	No.of branches with address, phone no. (Please use separate sheet if required)	Self-attested details of each branch 1)Address of Branch 2) Phone no. 3) Name of Head of Branch
3	Name of promoters, their qualification	Self-attested
4	IRDAI License no. and date	IRDAI License Certificate
5	GST Registration no. PAN	GST Regn Certificate, PAN Card

Section B

Sl no.	Particulars	Minimum Requirement	Supporting Doc	Evaluation of Marks	Maximum Marks
1	Year of Experience	5 years	Copy of Registration	5 years = 5 Every year plus 1	10
2	Office establishment in different cities in India	Preferable in Bangalore	Self-attested details Address of HO and Branches , name and phone no of contact person.	Bangalore =4 2 other places than X =+2	10
3	Number of client serviced in India in last three years consecutively	Property Sum Insured at least Rs. 1000 Crore minimum 3 Indian Company	Mandate copies of last completed 3 years.	3 number = 6 4 to 5 number =8 More than 5 = 10	10
4	Insurance Product Handled(Marine,Property, Health/PA, Project, Liability)	--	Self Declaration duly signed by Authorised Signatory	Property 5 Marine 4 Health 3 Project 2 Liability 1	15
5	Average Turnover in last 3 preceding FY from Insurance Broking Services	5 crores	Attach copies of last 3 years Audited Financial statement Balance Sheet. CA certificate is required incase Turnover out of Insurance Broking is not shown separately in Audited Balance Sheet	Rs5 -10 Cr =4 Rs10 -20 Cr= 6 Rs20.01 -50 Cr = 8 Above Rs50.01 Cr =10	10

Sl no.	Particulars	Minimum Requirement	Supporting Doc	Evaluation of Marks	Maximum Marks
6	Experience of having handled Group Health insurance Program of a Company as exclusive Insurance Intermediary having insured serving/retired employees other than BEML LTD.	5000 and above	Mandate copies	yes 10 No 0	10
7	Do you have own qualified Risk Engineer	one	Self declaration, Name. No of Years Experience	Yes = 5 NO 0	5
8	Total number of full time employees in India as on date of application with minimum 15 years of Insurance domain experience the		Give details certified by CEO or Principal Officer.	Less than 10 = 5 10 or more than 10 =10	10
9	Have you conducted Risk inspection study of any Manufacturing Industry (Turnover more than Rs. 2000 crore)by your own Risk engineer for at least 3 years.		If yes, give Details certified by CEO or Principal Officer.	Yes 5 No 0	5
10	Experience in settling one single Property damage claim in India in the last five completed years.		Attach documentary evidence from the client or Copies of discharge voucher duly attested/certified by CEO / Principal Officer.	Less than 2 crs = 5 Rs. 2crs - 5crs = 8 More than Rs.8crs=10	10
11	Presentation–Presence, Strength and Process flow	One hour	-		5
	Total Marks				100