



# **INDIAN PORTS ASSOCIATION**

## **REQUEST FOR PROPOSAL (RFP)**

### **FOR**

### **EMPANELMENT OF INSURANCE**

### **BROKERS FOR INSURANCE OF**

### **PORT PROPERTIES**

**E-RFP NO: IPA/FA/INSU/2025**

**Dated: 29.05.2025**

**1<sup>st</sup> Floor, South Tower, NBCC Place  
Bhisham Pitamah Marg, Lodhi Road  
New Delhi – 110 003  
Phone: 011-24369061**

**May, 2025**

# Contents

<b>Chapter</b>	<b>Content Details</b>	<b>Page No.</b>
	Disclaimer	1
	RFP Notice	2 – 3
1	Introduction	4
2	Glossary	4 – 5
3	Instructions to Applicants	5 – 14
4	Evaluation Process	15 – 17
5	Scope of Work for	17 – 19
6	Assessment Criteria	19 – 22
7	RFP Evaluation & Duration of Consultancy	22
8	Annexures and Forms	23
	Annexure – A	24 – 25
	Form – 1	26 – 28
	Form – 2	29
	Form – 3	30
	Form – 4	31
	Form – 5	32
	Form – 6	33
	Form – 7	34
	Form – 8	35
	Form - 8A	36
	Form – 8B	37
	Form – 9	38
	Form – 10	39 – 40
	Form – 11	41
	Form – 12	42

## **Disclaimer**

This RFP is being issued by the Indian Ports Association (IPA) to the interested and eligible agencies for the Empanelment of Insurance Brokers, on such terms and conditions and for the achievement of objectives of the assignment set forth in this RFP or that may subsequently be provided to Applicant(s) whether verbally or in documentary form by or on behalf of IPA or any of its authorized employees or advisors.

It is hereby clarified that this RFP is not an agreement and is not an offer or invitation by IPA to any parties hereunder. The purpose of this RFP is to provide the Applicant(s) with information to assist in the formulation of their proposals. While, the IPA has taken due care in the preparation of information contained herein and believes it to be accurate, neither the IPA or any of its representatives, officers, employees, agents or advisors gives any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive and interested parties are required to make their own inquiries that it may require in order to submit the RFP. The information is provided on the basis that it is non-binding on the IPA, any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

IPA reserves the right not to proceed with the process at any stage without assigning any reasons thereof, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the RFP further with any party submitting a RFP.

No reimbursement of cost of any type will be paid to persons or entities submitting the RFP.

**Managing Director,  
Indian Ports Association**

## RFP Notice

### Notice for the empanelment insurance brokers for insurance of properties of Major Ports from FY 2025-26 onwards

Indian Ports Association(IPA) invites Request for Proposal (RFP) from interested and eligible agencies for empanelment as insurance brokers to handle and manage all matters related to insurance of Port properties of Major Ports as per the scope of work defined in the RFP at no cost to the Port(s) and/ or IPA.

The RFP document providing the Term of Reference (ToR), pre-qualification criteria, terms and conditions including evaluation criteria and application fee are available on the web site <http://ipa.nic.in> and <https://eprocure.gov.in/eprocure/app> . Reputed and interested agencies may download the RFP from the above websites.

The details of RFP are as follows:

Name of work	e-RFP for empanelment of insurance brokers for insurance of properties of Major Ports from FY 2025-26 onward
RFP Notice No.	RFP NO: IPA/FA/INSU/2025 Dated: 28.05.2025
Cost of RFP Document	Rs. 10,000/- (Rs. Ten Thousand Only) (Non-refundable)
EMD	Rs. 2,00,000/- (Rs. Two Lakhs Only)
Period of Empanelment	3 years
RFP availability Date	29.05.2025 from 1500Hrs onwards
Last Date of receiving queries	06.06.2025 upto 1700Hrs
Pre-RFP Meeting Date	11.06.2025 at 1100Hrs
Response to Queries	16.06.2025
Last date of submission / Proposal Due Date	30.06.2025 upto 1500Hrs
Opening of Technical RFP	30.06.2025 at 1530 Hrs
Technical Presentation	To be notified
Opening of Financial RFP	Not Applicable
Contact Details	<ol style="list-style-type: none"> <li>1. Mr. Prem Pillai (Head Procurement) Mobile- +91-9822388841 E-mail- <a href="mailto:prem.mpt@gmail.com">prem.mpt@gmail.com</a></li> <li>2. Mr. Amit Kumar Sethi (Manager-Civil) Mobile- +91-83355056653 Email- <a href="mailto:amitsethi.ipa@gmail.com">amitsethi.ipa@gmail.com</a></li> <li>3. Mr. Sudesh Kumar Tikku Mobile: 9818694355 E-mail: <a href="mailto:fao.ipa@gov.in">fao.ipa@gov.in</a></li> </ol>

Communication Address	The Managing Director, Indian Ports Association, 1 <sup>st</sup> floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodhi Road, New Delhi – 110 003. Tel. No.011-24369061/63, 24368334 FAX: 011-24365866 Email: <a href="mailto:prem.mpt@gmail.com">prem.mpt@gmail.com</a> / <a href="mailto:amitsethi.ipa@gmail.com">amitsethi.ipa@gmail.com</a>
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**Managing Director,  
Indian Ports Association**

## 1. Introduction

Presently, there are 12 operating Major Ports in India, under the Ministry of Shipping, Ports and Waterways, 6 nos on the west coast and 6 nos on the east coast. All the 12 ports put together handle about 750 million tons of cargo per annum and contributes significantly to the economy of the country. Ports have large assets in the form of berths, channels, warehouses, equipment, etc and these assets needs to be insured. To assist the Major Ports for insuring these assets, IPA is in the process of empanelling eligible and experienced Licensed insurance brokers who can manage all matters related to insurance of port properties of Major Ports. There will be no cost either to the ports or IPA in this empanelment exercise.

Details of eligibility conditions and evaluation criteria has been explained in subsequent chapters. The Applications are to be submitted in accordance with the conditions stipulated in this RFP document.

## 2. Glossary

In this RFP document unless the context otherwise requires:

- i) “Authorized representative” means any Officer of IPA authorized by the Competent Authority, who is responsible for this empanelment exercise.
- ii) “Application” or ‘proposal’ means an offer for rendering services in accordance with the terms and conditions set out in this document for empanelment of insurance intermediaries.
- iii) “Applicant” means any person (in the form of sole proprietor) or firm or company or any other legal entity (registered under the Companies Act, Societies Registration Act, etc), participating in the empanelment exercise.
- iv) “Registration document” means a document issued by IPA, including any amendment thereto, that sets out the terms and conditions of registration proceedings and includes the invitation to register for the e-RFP;
- v) “Competent authority” means the Managing Director or any officer(s) authorized by the Managing Director of Indian Ports Association, New Delhi which is registered in Delhi under the Societies Registration Act, 1860.
- vi) “Empanelment Period” a period up of 3 years from the date of empanelment of eligible firms, provided that this period can be extended by IPA solely on its own dissection.
- vii) “Day” means a day of 24 hours from midnight to the next midnight irrespective of the number of hours worked in that day.
- viii) e-RFP” means conducting of empanelment processes by IPA with Applicants for the acquisition of services using information and communication technology (specially the internet) with the aim of open, non-discriminatory, and efficient empanelment through transparent procedures.
- ix) “Earnest Money Deposit’(EMD)” means a security from a Applicant securing obligations.
- x) “Head of the Department” means Executive Director / Chief Administrative

Officer / Head Officer (Procurement) or any other officer assigned such duties by Managing Director of the Indian Ports Association.

- xi) “Head of the Organization” means Managing Director of the Indian Ports Association.
- xii) “Month” means a month according to Christian calendar.
- xiii) “Notice inviting Applications” (including the term ‘Invitation to Applications’ or ‘request for proposals’ in certain contexts) means a document and any amendment thereto published or notified by IPA, which informs the potential Applicants that it intends to procure services.
- xiv) “Pre-qualification document” means the document including any amendment thereto issued by IPA, which sets out the terms and conditions of the pre-qualification and includes the invitation to pre-qualify;
- xv) “Responsive Application”, in relation to a Applicant, means an Application submitted by a Applicant that conforms to all material aspects and conditions specified in the RFP document. If any requirements specified in the RFP document are not complied with or changes are made by the Applicant or if there is non-usage of the prescribed forms stipulated in the RFP document, the Application shall be considered as non-responsive and shall be summarily rejected.
- xvi) “Week” means seven days without regard to the number of hours worked in any day in that week.

### **3. Instructions to the Applicants**

#### **A. General:**

- i) Electronic Applications (Online) are invited by **INDIAN PORTS ASSOCIATION (IPA)** from eligible Applicants who are Licensed Insurance brokers for empanelment as insurance brokers under IPA”.
- ii) The RFP document containing the entire details is available at the E-RFP Portal [www.ipa.nic.in](http://www.ipa.nic.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in) for downloading during the period specified in the RFP Notice.
- iii) The Applicants must fulfil the criteria for and other requirements stipulated in the RFP document to be considered for empanelment.
- iv) The empanelment will be in force initially up to 3 years from the date of issue of the empanelment Order which may be extendable for further period on the requirement of IPA.

#### **B. Application Processing Fee**

RFP document will be issued by IPA. Applicants shall have to furnish a non-refundable document fee amounting to Rs. 10,000/- (Rupees Ten Thousand only) pledged in favour of Indian Ports Association through NEFT.

#### **C. Pre Application Meeting**

A pre-application meeting will be conducted on the date, time and place as specified in

**RFP Notice** at Indian Ports Association, New Delhi. Interested Applicants can send their queries to the designated e-mails' by [prem.mpt@gmail.com](mailto:prem.mpt@gmail.com)/[amitsethi.ipa@gmail.com](mailto:amitsethi.ipa@gmail.com) and may participate in the pre-application meeting. The meeting can be attended physically at IPA office or through Video Conference. The replies to queries will be published on the website, which shall form part and parcel of the RFP document. Any queries received after the due date shall not be considered and no reply to such queries will be given.

## **D. Registration of Applicants on the Portal**

The intending Applicants are required to register in the website <https://eprocure.gov.in/eprocure/app> by clicking "**Online Applicant Enrolment**" option in order to obtain user-id and password at first and then to activate their respective user-id by using Digital Signature Certificate (Class III).

## **E. Applicant's Responsibility**

- i) The Applicant, at their own responsibility and risk are encouraged to examine the requirements of IPA and obtain all information that may be necessary for preparing the Application.
- ii) Applicants must read carefully the conditions of eligibility provided in this document. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered.
- iii) It is implied that on submission of the Application, the Applicant is deemed to have clearly understood and satisfied himself regarding the work and all conditions likely to be encountered during the execution of the work thereof.
- iv) The Applicant shall furnish a certificate of Acceptance on technical terms and conditions in the enclosed Form - 10.
- v) Payment of EMD and processing fee is compulsory and there will be no exemption.
- vi) The Applicant shall submit a declaration as provided in the Form - 10 of the RFP document that they have no litigation or arbitration proceedings against IPA and have not been blacklisted or debarred as on the date of submission of Application from providing service by any of the Central / State Government / Nationalized Banks/ Autonomous bodies / PSEs/PSUs and any other organizations in India prior to the submission date of Application and the same shall be uploaded along with the RFP document in the E-RFP portal.
- vii) The Applicant should submit a Power of Attorney as per the format at Form – 4 provided, however, that such Power of Attorney would not be required if the Application is signed by the proprietor of the company.

## **F. Number of Proposals**

No Applicant shall submit more than one Application.

## **G. Cost of Proposal**

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to IPA. IPA will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

## **H. Acknowledgement by Applicant**

It shall be deemed that by submitting the Proposal, the Applicant has:

- a) made a complete and careful examination of the RFP;
- b) received all relevant information requested from IPA;
- c) accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of IPA or relating to any of the matters referred to in the RFP document;
- d) satisfied itself about all matters, things and information, necessary and required for submitting an informed Application and performance of all of its obligations there under;
- e) acknowledged that it does not have a Conflict of Interest; and
- f) agreed to be bound by the undertaking provided by it under and in terms hereof.

IPA shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by IPA.

## **I. Declaration by the Applicant**

The Applicant, shall furnish a declaration to the effect, that he has completely read the RFP documents and found himself to be eligible before submission of the Application as specified in **Form - 9**.

## **J. History of Litigation**

A consistent history of litigation or arbitration awards against the applicant may result in disqualification.

## **K. Right to reject any or all Proposals**

Notwithstanding anything contained in this RFP, IPA reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.

Without prejudice to the generality of the Clause, the IPA reserves the right to reject any Proposal if:

- a. at any time, a material misrepresentation is made or discovered, or
- b. the Applicant does not provide, within the time specified by IPA, the supplemental information sought by IPA for evaluation of the Proposal.

Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant/cancellation of the empanelment

IPA may reject any or all applications received without assigning any reason, whatsoever. Applications in which any of the particulars and prescribed information is inadequate or incomplete in any respect and / or prescribed conditions are not fulfilled, such Applications are liable to be rejected. Canvassing in any form by the Applicants shall result in their Application being rejected.

## **L. Fraud And Corrupt Practices**

The Applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the IPA shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process.

Without prejudice to the rights of the IPA hereinabove and the rights and remedies which the IPA may have if an Applicant is found by the IPA to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the empanelment order, such Applicant shall not be eligible to participate in any RFP issued by the IPA during a period of 2 (two) years from the date such Applicant is found by the IPA to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- a) “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the IPA who is or has been associated in any manner, directly or indirectly with the Selection Process prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the IPA, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the empanelment order, as the case may be, any person in respect of any matter relating to the assignment who at any time has been or is a legal, financial or technical agency/ adviser of the IPA in relation to any matter concerning the assignment;
- b) “Fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- c) “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
- d) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the IPA with the objective of canvassing, lobbying or in any manner influencing or attempting to

- influence the Selection Process; or (ii) having a Conflict of Interest; and
- e) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## **M. Amendments of RFP**

At any time prior to the deadline for submission of Proposal, IPA may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the Website/portal.

All such amendments will be notified in writing through e-mail to all Applicants who have purchased the RFP document. The amendments will also be posted on the IPA Website and CPP Portal and will be binding on all Applicants.

In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, IPA may, in its sole discretion, extend the Proposal Due Date.

Addenda/Corrigenda/clarification, if any to the RFP documents will be issued by the IPA only in the E-RFP portal and IPA’s website, prior to the date of opening of the Applications.

## **N. Clarifications**

Applicants requiring any clarification on the RFP may email their queries to IPA before the date mentioned in the Schedule of Selection Process. IPA will reply to all such queries at its own discretion.

IPA reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this document shall be construed as obliging IPA to respond to any question or to provide any clarification.

## **O. Language**

The Proposal with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of all the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

## **P. Format and Signing of Proposal**

The Applicant shall provide all the information sought under this RFP. IPA would evaluate only those Proposals that are received in the specified forms and complete in all respects.

The Proposal shall be typed or written in indelible ink and signed by the authorised signatory of the Applicant who shall initial each page. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialled by the person(s) signing the Proposal. The Proposals must be properly signed by the authorised representative (the “Authorised Representative”) as detailed below:

a. by a partner, in case of a partnership firm and/ or a limited liability partnership;

or

b. by an authorized representative possessing a valid Power of Attorney, in the case of a company or corporation, or by the owner in the case of a proprietorship firm

**A copy of the Power of Attorney certified by a notary public in the Form - 4 shall accompany the Proposal.**

Applicants should note the Proposal Due Date, as specified in the RFP document, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by IPA, and that evaluation will be carried out only based on documents received by the closing time of Proposal Due Date. Applicants will ordinarily not be asked to provide additional material information or documents after the date of submission, and unsolicited material if submitted will be summarily rejected.

## **Q. Correction / Variation**

- a) All corrections and alterations in the entries of the RFP documents shall be attested with full signature of the applicant with date. No erasures or over-writings shall be made.
- b) The applicants should not upload any revised or amended documents. If any such document is found, the same shall be rejected.
- c) Applications should be complete in all respects for taking a decision immediately on opening of the Applications.

## **R. Conflict of Interest**

- i) An Applicant shall not have a conflict of interest that may affect the Selection Process (the “Conflict of Interest”). Any Applicant found to have a Conflict of Interest shall be disqualified.
- ii) IPA requires that the Agency provides professional, objective, and impartial advice and always hold IPA’s interest paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Agency shall not accept or engage in any assignment that would conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of IPA.
- iii) An Applicant shall be deemed to have a Conflict of Interest affecting the Selection Process, if:
  - a) the Applicant or Associates (or any constituent thereof) and any other Applicant or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Applicant or Associate (or any

shareholder thereof having a shareholding of more than 5 per cent of the paid up and subscribed share capital of such Applicant or Associate, as the case may be) in the other Applicant or Associate is less than 5% (five per cent) of the subscribed and paid up equity share capital thereof. For the purposes of this Clause (a), indirect shareholding held through one or more intermediate persons shall be computed as follows:

- aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the “Subject Person”) shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and subject always to Sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this if the shareholding of such person in the intermediary is less than 26% (twenty six per cent) of the subscribed and paid up equity shareholding of such intermediary; or
- b) a constituent of such Applicant is also a constituent of another Applicant;
- c) such Applicant or its Associate receives or has received any direct or indirect subsidy or grant from any other Applicant or its Associate; or
- d) such Applicant has the same legal representative for purposes of this Application as any other Applicant; or
- e) such Applicant has a relationship with another Applicant, directly or through common third parties, that puts them in a position to have access to each other’s information about, or to influence the Application of either or each of the other Applicant; or
- f) there is a conflict among this and other assignments of the Applicant (including its personnel and other members, if any) and any subsidiaries or entities controlled by such Applicant or having common controlling shareholders. The duties of the will depend on the circumstances of each case. While providing goods or services to IPA for this particular assignment, the Agency shall not take up any assignment that by its nature will result in conflict with the present assignment; or
- g) the Applicant or Associate (or any constituent thereof), and the Applicant or concessionaire if any, for the Project,(or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Applicant or Associate (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Applicant or Associate, as the case may be,) in the Applicant or concessionaire, if any, or its contractor(s) or sub-contractor(s) is less than 5% (five per cent) of the paid up and subscribed share capital of such concessionaire or its contractor(s) or sub- contractor(s); provided further that this disqualification shall not apply to ownership by a bank, insurance company, pension fund or a Public Financial Institution referred to in section 2 (72) of the Companies Act 2013. For the purposes of this Sub-clause (h), indirect shareholding shall be computed in accordance with the provisions of Sub-clause (a) above.

For purposes of this RFP, Associate means, in relation to the Applicant, a person who controls, is controlled by, or is under the common control with such Applicant, or is deemed or published as an “Associate Office”; or has a formal arrangement such as tie up for client referral or technology sharing, with the Applicant (the “Associate”); As used in this

definition, the expression “control” means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person by operation of law or by contract.

If the Agency, its Associates or affiliates are auditors or financial advisers to any of the Applicants for this assignment, they shall make a disclosure to IPA as soon as any potential conflict comes to their notice but in no case later than 7 (seven) days from the opening of the RFP applications and any breach of this obligation of disclosure shall be construed as Conflict of Interest. IPA shall, upon being notified by the Agency under this Clause, decide whether it wishes to terminate this assignment or otherwise, and convey its decision to the firm within a period not exceeding 15 (fifteen) days.

## **S. Signing of the RFP Documents**

All pages of the RFP documents and the documents submitted in support of the eligibility of the Applicant pre-qualifying in the Application as stated in **Annexure - A**) to be uploaded by the Applicant, which shall be originally signed with date and seal at the lower right hand corner and shall be serially numbered, wherever required by the Applicant himself or a person holding power of attorney duly authorized and competent to do so on behalf of the Applicant, as furnished in **Form – 4** of the RFP document, before submission of the RFP.

## **T. Submission of Applications**

- i) Applicants who intend to submit their applications, are required to download and print out the RFP document along with its Annexures and forms and fill up the same. A scanned copy of such filled up RFP document shall be submitted online through the CPP Portal using their respective user-id and password in order for their applications to be considered. The Applicants shall also upload the scanned copies of the supporting documents in the form and manner as mentioned in the "Qualification and Responsiveness Information of Annexure - A" of the RFP document.
- ii) The Applicants shall submit the Proposal with all pages numbered serially and by giving an index of submissions only in the CPP Portal. There will be no hard copy submissions.
- iii) The Technical Proposal shall be signed by the Authorised Representative of the Applicant. All pages of the original Technical Proposal must be numbered and initialled by the person or persons signing the Proposal.
- iv) The completed Proposal must be submitted on the CPP Portal before the specified due date. Proposals submitted in any other form shall not be entertained.
- v) The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include copies of the relevant pages of printed documents. No separate documents like printed annual statements, firm profiles, copy of contracts etc. will be entertained.

## U. Proposal Due Date

Proposal should be submitted by the due date specified in RFP Notice in the manner and form as detailed in this RFP.

IPA may, in its sole discretion, extend the due date by issuing an Addendum uniformly for all Applicants.

## V. Late Proposals

Proposals received by IPA after the specified due date shall not be eligible for consideration and shall be summarily rejected.

## W. Earnest Money Deposit (EMD)/RFP Processing Fee

In order to be considered for the RFP, the Applicant shall make payment of EMD of Rs. 2,00,000/- (Rupees Two Lakhs only) through RTGS/NEFT to the account whose details are provided as below:

Payments for the RFP processing fee is to be submitted through NEFT.

A	Name and address of the bank	Indian Overseas Bank, Lok Kala Manch, Lodhi Colony, New Delhi- 110003.
B	Name of the branch	Lok Kala Manch Branch.
C	IFSC code	IOBA0001498
D	Account Number	149801000002360
E	Type of Account	Savings Account
F	Contact Details	<a href="mailto:prem.mpt@gmail.com">prem.mpt@gmail.com/</a> <a href="mailto:amitsethi.ipa@gmail.com">amitsethi.ipa@gmail.com</a>

- i) While submitting their Application the Applicant shall upload the scanned Unique Transaction Reference (UTR) number details or any other electronic transaction details in the **Form - 6** towards the successful remittance of the RFP Processing Fee/ Earnest Money Deposit (EMD). The Earnest Money Deposit (EMD) / RFP processing fee remitted in any other form will not be considered and such RFPs will be summarily rejected
- ii) The Earnest Money Deposit (EMD) furnished by all unsuccessful Applicants will be returned through an e-payment system, after the empanelment list is finalised. The Earnest Money Deposit (EMD) of the successful Applicants shall be throughout the empanelment period.
- iii) The EMD will be forfeited under the following circumstances: -
  - a. In case a false declaration is submitted leading to the disqualification of the applicant at any stage
  - b. In case after securing a assignment at IPA/Major port, the applicant defaults in discharging the roles and responsibilities as specified by IPA/Ports.
  - c. In case at any time, an applicant wishes to withdraw from the empanelment for genuine reasons to be approved by IPA, IPA at its discretion can return the EMD

## **X. Expenses incurred by the Applicant**

IPA shall not be responsible for any direct or indirect expenses incurred by the Applicants in preparing, submitting and/or personally attending at the time of opening RFP or any other time.

## **Y. Uploading of Documents**

- i) The Applicant shall on its own responsibility have to download and upload the document in the provided E-RFP portal. The Applicant has to make his own arrangements to overcome the internet, electricity or other connectivity failures to complete the RFP filling online at his own risk and cost and IPA will not be responsible for such failures or shall not be liable to extend or accept such delayed or incomplete application, for reasons whatsoever.
- ii) The terms of the schedule, conditions or any other documents attached to the RFP document shall not be defaced or detached from it and the same has to be uploaded in whole as per the instructions provided in the RFP document or in the E-RFP portal or format for Application Acceptance letter is attached **Form – 5**.

## **Z. Opening of Applications**

**Applications** containing the completed RFP documents listed in the **Qualification and Responsiveness Information** in **Annexure - A** and any other documents uploaded by the Applicants will be opened through online on the scheduled date and time as indicated in the NIT.

## **AA. Communication for Information**

All communications should contain the following information at the top in bold letters:

**REQUEST FOR PROPOSAL (RFP) for selection of Insurance brokers under IPA”**

All communications including the submission of Proposal should be addressed to;

Managing Director,  
Indian Ports Association,  
1<sup>st</sup> Floor, South Tower, NBCC Place,  
Bhisham Pitamah Marg, Lodhi Road,  
New Delhi - 110003.  
Tel. No. 0091-011-24369061/63, 24368334

## 4. Evaluation Process

The evaluation process will be based on the evaluation framework defined in the document.

### 4.1 Technical Proposal

Applicants shall submit the technical proposal in the formats as specified at **Annexure – A**. While submitting the Technical Proposal, the Applicant shall ensure that:

- a. all forms are submitted in the prescribed formats and signed by the prescribed signatories;
- b. power of attorney, if applicable, is executed as per Applicable Laws;
- c. The RFP document duly signed on all pages is submitted;

Failure to comply with the requirements spelt out above shall make the Proposal liable to be rejected.

IPA reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the RFP. Any such verification or the lack of such verification by IPA to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of IPA there under.

In case it is found during the evaluation or at any time after evaluation that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith and removed from the empanelment list if already empanelled.

### 4.2 Pre-Qualification (PQ) Criteria

Pre-Qualification (PQ) criteria ensure that the vendor possesses the necessary qualifications to undertake the assignment.

S. No.	Basic Criteria	Description	Documents Required
1	Statutory Requirements	<ul style="list-style-type: none"><li>• The applicant must be an Indian entity registered under applicable laws and has been in existence for more than five years.</li><li>• The applicant must have a valid GST Number and PAN Card in India.</li><li>• The applicant must have completed balance sheets for the past three years, and any other financial statements that demonstrate its financial stability and compliance.</li></ul>	<ul style="list-style-type: none"><li>• Copy of Certificate of Incorporation/ Registration.</li><li>• Copy of the work orders / completion certificates</li><li>• Valid GSTIN and copy of GST Registration Certificate.</li><li>• Valid PAN Card.</li><li>• Copy of audited Profit &amp; Loss Statement OR Certificate from the Statutory Auditor.</li></ul>

2	Blacklisting	The applicant shall not be under declaration of ineligibility for corrupt or fraudulent practices with any Central / State Government Organization and should not have been blacklisted as on the date of submission of application.	Undertaking to this effect on company's letter head signed by company's authorized signatory
3	Litigations	The applicant should not have any pending litigation or disputes that could adversely impact its performance and should disclose pending litigation or disputes against him before any court of law or tribunal or arbitrator or any other institution / organisation.	Undertaking to this effect on company's letter head signed by company's authorized signatory
4	Past performance of the Applicant	An applicant or its Associate should not have been imposed any penalty by an arbitral or judicial authority through a judicial pronouncement or arbitration award.	Undertaking to this effect on company's letter head signed by company's authorized signatory.
5	IRDA Licensed Broker	The Applicant must be an IRDA licensed broker with at least 7 years in continuous operations in India as on the date of RFP.	Provide documents as evidence
6	Works undertaken	Total Non- Health premium handled in last three financial years (2022-23, 2023-24 & 2024-25) should be INR 100 crores or above.	Documentary evidence to be provided
7	Experience	Should have been functioning as a broker during the last 7 years as on the date of this RFP, holding/having handled mandate of at least one Sea port, /Shipyard/Offshore facilities/maritime properties – offshore and onshore having covered insured assets worth INR 500 crores or above.	Provide documentary evidence
8	Experience in Govt. sector	Should have handled at least 3 PSUs/Government Organizations each with assets worth INR 500 crores and above covered by insurance/reinsurance, other than ports, during the last 7 years as on date of RFP	Provide documentary evidence
9	Turnover	The Applicant must have total turnover of more than INR 10 Crores (only from insurance broking activities) for any three completed financial years of the following four years, 2022-23, 2023-24 & 2024-25	Provide documentary evidence like audited financial statements/chartered accountant's certificate

**Note:**

Valid Documentary evidence in support of the above viz. copies of the policy documents. In case, policies do not mention the name of brokers, letter from the client; certificate from insurance company signed and stamped by the authorized signatory, RI slips issued by the re-insurer mentioning the name of Applicant, amount of assets insured, policy number, period of policy covers etc., duly attested by the authorized signatory / principal officer of the broker is to be attached along with the RFP, failing which the RFP shall be summarily rejected. The authorized signatory(ies) should be authorized vide a Resolution of the Board in case of companies (Pvt. Ltd/Ltd./ LLPs), and through partnership deed in case of firms. Documentary evidence to be submitted in support of it.

**5. Scope of work****Pre- Placement Activities: -****1. Review of all existing Insurance Policies:**

- a) Carrying out Risk Inspections/Risk Engineering and survey required to understand Ports insurance requirements and determination of sum to be insured. Insurance broker to arrange Risk Inspection and to advise ports where the risk improvements are required.
- b) Collection of Insurance details from Major Ports w.r.t. Insurance policies, last 3 years claim details/claim ratio, Asset details & other underwriting details etc.
- c) 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, & ascertaining gap analysis of current policy wordings.
- d) Designing of Risk Matrix by Assessing probable maximum loss (PML of all ports) in order to opt for a policy with loss limits with the objective of minimizing insurance premium.
- e) Gap Analysis – Key coverage & Recommendations.
- f) Management presentations.
- g) Suggesting improvement thereon and executing the same during renewal of Insurance Policies.
- h) Appropriate Valuation of Assets of the Ports on Reinstatement Value basis through registered valuer in consultation with Port shall be within the scope of insurance broker to ensure that the valuation of the properties to be insured is/are appropriate i.e. neither less nor more to ensure optimization of the premium.

**Placement Activities: -**

- a) Preparing risk notes and framing insurance 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 wordings, (e) Policy clauses and warranties. This should be in line with laid down procedures of the Port(s) including applicable CVC guidelines and in consultation with Port officials.

Broker to arrange more of facultative reinsurance placement with a minor combination of proportional reinsurance. Broker should ensure the best facultative methods.

- b) Inviting RFPs from Government insurance (PSU) companies licensed to operate in India and evaluation of qualified Applicants.
- c) Preparing comparative financial statement of insurance RFPs-both Technical and Commercial.
- d) Providing assistance in negotiating and finalizing the Terms & Conditions of insurance contract by optimizing cost, cover, security and quality of service in accordance with laid down procedures of Port(s).
- e) Scrutinizing the wordings of the final policy document in line with the best International practices, to protect Port's interests in regards to claim settlement.

The empanelled broker shall associate the port/concerned officials of the port in the discussions/workshops/meetings with insurer as well as with reinsurer. Broker shall also arrange workshop for the port officials handling insurance regularly.

The empanelled broker shall also explore the possibility of taking a single Master Policy for all the Major Ports under it, which can specify assets, property details of each port separately under one policy.

### **Post Placement Activities: -**

1. Assisting in issuance of Insurance Policies to Ports with reduced premium and sufficient required cover.
2. Ensure that insurance coverage of residential areas is covered under separate policy in order to minimize insurance premium without reducing the scope of cover.

### **2. Claims Management:**

- a. Coordinating with port officials, insurer / reinsurer and ensuring timely 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. Coordinating with Insurers for immediate intimation and survey.
- d. Designing of Risk Matrix by assessing probable maximum loss (PML of all ports) in order to opt for a policy with loss limits with the objective of optimizing the insurance cover and minimizing insurance premium.
- e. Documentation of claim. The broker has to arrange all documentation from Port's 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.

### **3. Miscellaneous Services:**

- a) Assisting Port(s) in taking any new Insurance Policy(ies), if required, with the objective of reducing overall premium and comprehensive coverage of Port Assets.
- b) Technical assistance in any Project Insurance Policy(ies), including but not limited to Port(s) Policies as and when required.
- c) Keeping Port(s) /IPA, informed of the latest IRDA regulations and guidelines.
- d) Advising Port(s), IPA, from time to time, on developments in the insurance industry having impact on the Port(s).

- e) Any other Consultation / Advisory services related to the Insurance Portfolio of Port(s) 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.

## B. Assessment Criteria:

Name of the Organization	
Address of the Corporate Office	
Name of the CEO/Principal Officer/Authorized signatory	
Phone Number	
Email id	
Category of License issued by IRDA (specify)	Direct General / Composite
No. of Offices in India	
Office address at Delhi, if any	

Detail of Port Policies managed and expertise in handling such policies including re insurance. (Domestic/International/Parent company's overseas experience)	All signed by CEO/Principal officer/ Authorized signatory(ies)
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Note: All the documents to be signed by CEO/Authorized signatory. Authorization letter to be furnished

S.N.	Parameter	Documents Required	Maximum Weightage	Scoring pattern
1.	The Applicant should be holding a valid Direct/Composite broking license granted by IRDA.	Attach proof of accreditation with IRDA. Attach IRDA License Copy(ies).	5	
	7 years			2
	Above 7 years up to 10 Years			3
	Above 10 years			5
2.	Total Non- Health Premium handled in the last three financial years ending F.Y. 31.03.2025 by the insurance Broker.	Attach Chartered Accountant certificate with UDIN No. along With undertaking signed by the CEO/Authorized Signatory.	10	
	INR 100 crores to less than INR 150 crores.			5
	INR 150 crores to less than INR 200 crores .			7
	INR 200 crores & above			10
3.	Number of Sea ports/Shipyard/ Offshore facilities/maritime properties – offshore and onshore with insured assets of at least INR 500 crores or	Attach copies of the policy documents; Letter from the client; certificate from insurance company signed and stamped by	10	

	more, handled by the Direct/Composite broker in the last 7 years. Give details Domestic/International.	the authorized signatory, RI issued by the reinsurer mentioning the name of applicant, amount of assets insured, policy number, period of policy cover etc.		
	1 Number			5
	2 Numbers			7
	Above 2 Numbers			10
4.	No of PSUs or Central/State Govt. Undertakings/Government Organizations with assets worth INR 500 crores or above covered by insurance/reinsurance, serviced as a mandated Direct/composite Broker as on the date of RFP.	Attach copies of the policy documents; In case, policies do not mention the brokers name, letter from the client; certificate from insurance company signed and stamped by the authorized signatory, RI slips issued by the re-insurer mentioning the name of applicant, amount of assets insured, policy number, period of policy covers etc.	5	
	3			2
	Between 4-5			3
	6 and above			5
5.	Total Turnover of the Applicant (only from insurance broking activities) for any of the four completed financial years 2022-23, 2023-24 & 2024-25 as per audited Balance Sheet /Chartered Accountant's certificate.	Copies of audited Balance Sheet for the last 3 financial year failing which Chartered Accountant's certificate with UDIN number.	5	
	INR 10 crores to less than INR 25 crores.			3
	Above INR 25 crores.			5
6.	Experience as Insurance Broker.	Copies of the insurance policies mentioning the name of broker, sum insured, period of insurance, assets insured etc. In case, policies do not mention the brokers name, letter from the client; certificate from insurance company signed and stamped by the authorized signatory, RI slips issued by the re-insurer mentioning the name of applicant Applicant, amount of assets insured, policy number, period of policy covers etc.	10	
	Direct			5
	Composite			10
7.	Total number of full time executives with at least 10 years of insurance/broking company experience.	Attach list with names and background- duly signed by the CEO/Authorized Signatory.	5	

	2-4			2
	5-7			3
	8 and above			5
8.	Dedicated In-house Risk Engineers.	Attach Names qualifications & experience of the serving team duly attested by the authorized signatory.	10	
	1			5
	2			7
	Above 2			10
9.	Risk Inspection and/or Risk Assessment conducted by Broker's own Risk Management or through any agency by Broker for any Sea Port/Shipyard/ Offshore facilities/maritime properties-offshore and onshore with insured assets of at least INR 500 crores are more during the last 7 years.	Attach details with an undertaking of & duly signed by the CEO/Authorized Signatory	10	
	1 Number			5
	2 Numbers			7
	Above 2 Numbers			10
10.	Have you settled any Material Damage (MD) and Business Interruption(BI) claim of Ports/PSUs Please provide a brief note on the nature of the MD & BI claims settled Domestic and /or International.	Attach documentary evidence (Along with a self- declaration of & duly signed by the CEO/Authorized Signatory.	10	
	Up to INR 10 crores.			5
	More than INR 10 crores.			10
11.	Have you ever been penalized by IRDA/ Ports.	Please provide a declaration signed by the authorized signatory.	5	
	Yes (Please provide details)			0
	No			5
12.	Presentation, Approach and Methodology	At IPA, New Delhi	15	
		<b>TOTAL</b>	<b>100</b>	

**Note:**

1. In case of tie in the marks, the preference will be given on the basis of strength of the company in number of years of experience in Port Insurance as mandated broker. IPA reserves the right to empanel more than one Insurance brokers.
2. Documentary evidence in support of the above mentioned selection criteria is to be submitted along with the RFP 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 RFP documents.
3. Selected insurance brokers shall not take up re-insurance broking of the same Port for which they have been engaged as direct broker. An undertaking shall be submitted to the effect that the selected

insurance Broker shall not participate either directly or indirectly in the re-insurance of Port package and Marine Hull insurance of the same Port for which they have been engaged as direct broker. In case any declaration made is found to be incorrect, the agreement will be terminated forthwith without prejudice to any other legal/penal action.

#### **D. RFP Evaluation:**

The selection of Insurance brokers will be strictly based on the points obtained by the applicant(s) as per the assessment criteria above. An applicant scoring less than 70 marks shall not be considered for empanelment.

#### **E. Duration of Consultancy:**

The engagement/empanelment of insurance brokers by IPA will be initially for 3 years and extendable by 2 years on mutual consent. In case, the Port(s) is/are not satisfied with the performance of the broker, Port(s) has/have the option to terminate the Contract with a 30 days' notice and intimate the facts to other Major Ports and Insurance Regulatory Development Authority (IRDA).

Applications duly signed by the authorized signatory of the Board in case of the companies, and partners in case of partnership firms, who shall also initial each page of the RFP, be submitted in a separate cover super scribing "Applications/RFPs for Engagement of Insurance brokers for insurance of Major Port's properties", within RFP submission date & time. The Applicant shall provide all the information required to be provided as per Points B & C above. If all the necessary information and valid supporting documents are not provided, the RFP shall be summarily rejected.

The panel will be valid for a period of 3 years and extendable by 2 years.

The panel may be used by Major Ports/IPA for Insurance related activities as defined in scope of work above. The detailed terms and conditions including evaluation criteria are available in the website [www.ipa.nic.in](http://www.ipa.nic.in). & also on CPP Portal.

Interested Insurance brokers download the RFP from the CPP Portal or IPA website. Submission of RFP will be through the CPP Portal only before the submission date and time and no hard copy submission will be accepted.

# **Annexures and Forms**

**Qualification and Responsiveness Information**  
**(List of Documents to be enclosed)**

The Applicants shall upload necessary documents to determine their qualification and responsiveness of Technical RFP by using their user-id and password in the E-RFP portal on or before the last date of submission of RFP as mentioned in the RFP Notice. All documents mentioned in the check list of **Annexure – A** shall be uploaded with the proposal. If some document is not applicable for any Applicant, then that document shall be strike through as “**Not Applicable**” and then uploaded with other documents. If any Applicant wants to attach any supplementary document / information other than that is mentioned in **Annexure – A**, the same may be uploaded in the last after uploading all documents as per checklist. All Applicants shall upload the following documents and other necessary information with their RFPs by scanning the relevant documents after being filled, signed with seal and serially numbered by the Applicant:

S. No.	Documents detail	Document Reference	Uploaded Page Ref No.
1	Applicant’s RFP cover letter	Form -1	
2	Particulars of the Applicant	Form -2	
3	Statement of Legal Capacity	Form -3	
4	Power of Attorney	Form -4	
5	Declaration of Authorised Representative	Form -5	
6	Transaction details for remittance of Earnest Money Deposit (EMD)	Form -6	
8	Financial Capability of the Applicant	Form -7	
9	Past Experience of the Applicant	Form -8	
10	Experience / Completion / Performance Certificate	Form -8A	
11	Details of TDS certificate	Form -8B	
12	Declaration by the Applicant	Form -9	
13	RFP Acceptance and Declaration on Litigation & Blacklisting	Form -10	
14	Bank Mandate Form	Form -11	
15	Copies of original registration certificate documents incorporating the legal entity and defining the constitution or legal status, place of registration and principal place of business		
16	Copy of GST registration certificate		
17	Copy of PAN Card		
18	Total number of the pages uploaded by the Applicant (mention the page no. starting from to end)		
	1. Starting page no.		

	2. Ending page no.		
	3. Total number of pages		

**(Fill the page numbers where the documents have been uploaded in the table provided above)**

\*The above qualification documents to be uploaded list is subject to changes as per the requirement of the concerned department

Place: .....

Date: .....

Signature and seal of the Authorized Representative of Applicant

**Applicant's RFP Cover Letter**

(To be provided on the Applicant's company letter head with signature and seal)

(Date and Reference)

1. Registered Business Name :
2. Registered Business Address :
3. Name of the Contract person to whom all references shall be made regarding this RFP:
4. Description and address of the person to whom all references shall be made regarding this RFP:
5. Telephone :
6. Mobile :
7. E-Mail :

To,  
The Managing Director  
Indian Ports Association  
1<sup>st</sup> Floor, South Tower  
NBCC Place, Bisham Pitamah Marg  
Lodhi Road, New Delhi 110003

**Sub: Proposal for Insurance Broker**

Dear Sir,

With reference to your RFP Document dated ....., after having examined all relevant documents and understood their contents, I/We hereby submit our Proposal for the subject assignment Further That,

1. I/We acknowledge that the IPA will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Agency, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of selection as the Agency for the aforesaid Project.
3. I/We shall make available to the IPA any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of the IPA to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We hereby give our consent to the IPA or its authorized Representatives to conduct any investigations to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this application. For this, we hereby authorize (any Public Official, Engineer, Bank, Depository, Manufacturer, Distributor, etc.) or any other person or firm to furnish pertinent information deemed necessary and requested by the IPA to verify statements and information provided in this application or regarding our competence and standing.

6. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial Board or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public Board nor have had any contract terminated by any public Board for breach on our part.
7. I/We declare that:
  - a. I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the IPA;
  - b. I/We do not have any conflict of interest in accordance with the provisions mentioned in the RFP Document;
  - c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any RFP or request for proposal issued by or any agreement entered into with the IPA or any other public sector enterprise or any government, Central or State; and
  - d. I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/ We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the agency, without incurring any liability to the Applicants in accordance with provisions of the RFP document.
9. I/ We declare that we are not a Sub-Agency in any other Proposal applying for Selection as an Agency under this RFP.
10. I/ We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory Board which would cast a doubt on our ability to undertake the Publication Services for the Project or which relates to a grave offence that outrages the moral sense of the community.
11. I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
12. I/ We further certify that no investigation by a regulatory Board is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers / employees.
13. I/ We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by IPA [and/ or the Government of India] in connection with the selection of agency or in connection with the Selection Process itself in respect of the above mentioned Project.
14. I/ We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Publication Services for the Project is not awarded to me/us or our proposal is not opened or rejected.
15. I/ We agree to keep this offer valid for 90 (Ninety) days from the Proposal Due Date specified in the RFP.
16. A Power of Attorney in favour of the authorised signatory to sign and submit this Proposal and documents is attached herewith in **Form - 4**.

17. In the event of my/our firm being selected as the Agency, I/ we agree to enter into an Agreement with IPA. We agree not to seek any changes in the form and agree to adhere by the same.
18. I/ We have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by IPA or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Publication Services.
19. The Financial Proposal is being submitted in the CPP Portal. This Technical Proposal shall constitute the Application which shall be binding on us.
20. I/ We agree and undertake to abide by all the terms and conditions of the RFP Document.

In witness thereof, I/ we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal/ stamp of the Applicant)

**Particulars of the Applicant**

(To be provided on the Applicant’s company letter head with signature and seal)

S.No.	Particulars	Details
i.	Name of Firm:	
ii.	Country of incorporation:	
iii.	Registered address:	
iv.	Year of Incorporation:	
v.	Year of commencement of business:	
vi.	Principal place of business:	
vii.	Name, designation, address and phone numbers of authorized signatory of the Applicant:	
viii.	Name:	
ix.	Designation:	
x.	Company:	
xi.	Address:	
xii.	Phone No.:	
xiii.	Fax No.:	
xiv.	E-mail address:	
<p>(Signature, name and designation of the authorized signatory)                      For and on behalf of                      .....</p>		

**Statement of Legal Capacity**

(To be provided on the Applicant's company letter head with signature and seal)

(Date and Reference)

To,

The Managing Director  
Indian Ports Association  
1<sup>st</sup> Floor, South Tower  
NBCC Place, Bisham Pitamah Marg  
Lodhi Road  
New Delhi 110003

Sub: Proposal for insurance broker

Dear Sir,

I/ We hereby confirm that we, the Applicant, satisfy the terms and conditions laid down in the RFP document.

I/ We have agreed that (insert individual's name) will act as our authorized Representative and has been duly authorized to submit our Proposal. Further, the authorized signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorized signatory)  
For and on behalf of .....

**Power of Attorney**

Know all men by these presents, We, (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr/Ms..... son/daughter/wife and presently residing at....., who is presently employed with/ retained by us and holding the position of .....as our true and lawful attorney (hereinafter referred to as the “Authorised Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection, as the Agency, to work as agency Indian Ports Association, New Delhi, ” including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-RFP and other conferences and providing information/ responses to IPA, representing us in all matters before IPA, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with IPA in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with IPA.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,.....THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ,2025

For .....

(Signature, name, designation and address)

Witnesses:

- 1
- 2

Notarized Accepted

.....

(Signature, name, designation and address of the Attorney)

Note:

- (i) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal/ stamp affixed in accordance with the required procedure.
- (ii) For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.

**Declaration of Authorised Representative**

(To be provided in Rs.100 /- non-judicial stamp paper)

(Separate Forms to be submitted for each Signatory with details of Proprietor or Partner or Managing Director)

I/We..... (Name) being the (Proprietor/Partners/Karta/Managing Directors and whole time Director/Members of Managing Committee of Associations/Board of Trustees etc.) of ..... (Name of the Applicant), hereby solemnly affirm and declare that the (Authorized Signatory) is hereby authorized, vide resolution No. (Resolution Number) dated. (Resolution Date) (copy submitted herewith), to act as an authorized signatory for the business (Name of the Applicant) for which submission of RFP is being filed under the RFP. All his actions in relation to this RFP will be binding on me/us.

Signature of the person competent to sign

Name:.....

Description:.....

Name of the Business Entity:.....

**Acceptance as an Authorized Signatory**

I (Authorized Signatory) hereby solemnly accord my acceptance to act as authorized signatory for the above referred business and all my acts shall be binding on the business.

Signature of Authorized Signatory

Name:.....

Description: .....

Place: .....

Date: .....

**Note:**

1. For the purpose of this RFP and the Agreement, the RFP, forms, Agreement and other documents shall be signed only by the persons, who are themselves in a position to undertake the work and possessing all other resources required for the purpose. The RFP shall contain the name, residence and place of business of the person or persons submitting the RFP and shall be signed by the Applicant with his usual Authorized representatives followed by the name and Description of the person signing the document along with a copy of the partnership deed. A copy of the constitution of the firm with the names and addresses of all the partners shall be furnished.
2. RFP by a corporation shall be signed in the name of the corporation by a duly authorized representative, and a power of attorney in that behalf shall accompany the RFP. In the case of company, a copy of the Memorandum and Articles of Association shall be furnished.
3. RFPs may be submitted by agents on behalf of their principals, but in such cases the Board reserves the right to enter into contract with the principals, Director, with the principals and agents jointly as deemed appropriate.

**Transaction details for remittance of Earnest Money Deposit (EMD)**

The Applicant shall provide the details of remittance of Earnest Money Deposit (EMD) as per the RFP document as follows:

<b>S.No.</b>	<b>Unique Transaction Reference (UTR) No.</b>	<b>Date of transfer</b>	<b>Amount (in INR)</b>	<b>Uploaded page No. reference</b>
1				

(Signature, name and designation of the authorized signatory)  
For and on behalf of .....

**Financial Capability of the Applicant**

The details of Summary of Annual Turnover of the Applicant on the basis of the Audited Balance Sheet/Chartered Accountant’s Certificate with UDI No. for the last four financial years shall be given as under

S.No.	Financial year	Total Turnover (in INR)	Uploaded page no. reference
01	Year 2021-22	Rs.....	
02	Year 2022-23	Rs.....	
03	Year 2023-24	Rs.....	
04	Year 2024-25	Rs.....	

Note: The Profit & Loss statement and Balance sheet to be uploaded shall be duly certified by the Chartered Accountant.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of .....

Place: .....

Name .....

Date: .....

Designation .....

Business Address:

.....

Seal .....

**Past Experience of the Applicant**

The Applicant’s experience in similar work carried out each in any Central / State Government / Autonomous bodies / PSEs/PSUs / Nationalized Banks / Public Limited or Private Limited Companies, etc., for evaluating the Eligibility Criteria for pre-qualification to be provided using the format as below in compliance with the RFP document as on (date):

**Details of Similar Past Experience**

S. No.	Name of work	Value of work executed (in Rs.)	Work order reference No.	Contract period		Date of completion certificate	Name and address of the Client	Uploaded page no. reference
				Commencement	Completion			
1								
2								
3								

**Note:**

1. The copies of the documents containing above information like work order and completion certificate in the format attached Form IV (A) have to be uploaded duly self-attested.
2. In case of experience other than Central / State Government / Autonomous bodies / PSEs/PSUs/ Nationalized Banks / Public Limited Companies, the Applicant has to submit TDS certificate for the past experience to be uploaded, as provided in form IV (B), only then the experience will be considered.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of .....

Place: .....

Date: .....

Name .....

Designation .....

Business Address:

.....

Seal .....

**Experience / Completion / Performance Certificate**

*(To be issued in the Company’s official letter head, sealed and signed by the Official who had issued the work order / his equivalent or his superiors)*

This is to certify that M/s ----- awarded the contract----- and executed in this organization as per the details furnished below:

1. Name of the work:
2. Work order number/ agreement number and date:
3. Date of commencement of execution of Contract:
4. Date of completion of Contract:
5. Date of extension, if any:
6. Value of the Work:
7. Scope of Work:
8. Executed value:
9. Period of contract:
10. Performance of the Contractor: Satisfactory/ Not Satisfactory
11. Whether any penalty is imposed:
12. Actual payment made:

(Signature)

Place: .....

Name .....

Date: .....

Designation .....

Organization with Address.....

..... Seal .....

**Note:**

- (i) Furnishing the information in the format is preferable.
- (ii) However, certificate(s) submitted in any other format should contain all the required information as in the Form.

**Details of TDS Certificate**

In case of experience in organization other than Central / State Government / Autonomous bodies / PSEs/PSUs/ Nationalized Banks / Public Limited Companies, the Applicant has to provide the details of the TDS certificate in the form provided below and shall submit TDS certificate for the past experience to be uploaded, only then the experience will be considered.

S.No.	Name of work	Value of work executed (In Rs.)	Work order reference No.	TDS Certificate		Name and address of the Client	Uploaded page no. reference
				No.	Amount		
1							

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of .....

Place: .....

Date: .....

Name .....

Designation .....

Business Address:

.....

Seal .....

**Declaration by the Applicant**

(To be provided in Rs.100 /- non-judicial stamp paper)

To

The Head of the Organization.

I/We M/s. represented by its Proprietor / Managing Partner /Managing Director having its Registered Office at and do declare that I/We have carefully read all the conditions of RFP with NIT No....., dated..... , and accepts all conditions of the RFP including amendments/corrigendum subsequently issued by the RFP inviting authority, if any. Further I/we confirm our eligibility for this RFP and quoted as per the RFP condition and Governing laws of India, in case of typographical error found in submitted documents/affidavits/declarations, in this case we accept all the Terms and conditions of RFP documents and hereby confirm as under.

1. I/We have not made any counter conditions stipulation and conditions and I/We agree that in the event of any such counter conditions my/our RFP will be summarily rejected and such offer will not be evaluated and considered at all by you.
2. I/We do hereby declare that we have not been blacklisted/ debarred by any Central / State Government / Autonomous bodies / PSEs/PSUs / Nationalized Banks / Public Limited or Private Limited Companies, etc., from taking part in the RFP process.
3. I/We do hereby declare that we have not been imposed any penalty by an arbitral or judicial authority through a judicial pronouncement or arbitration award.
4. I/We have not made any payment or illegal gratification to any person/authority connected with the RFP process so as to influence the RFP process and have not committed any offence under the Prevention of Corruption Act in connection with the RFP.
5. I/We hereby declare that, all information furnished by me/us with this RFP is true to best of my/our knowledge, belief and in case, if it is found that, the information furnished is not true or partially true or incorrect, I/We agree that my/our RFP shall be summarily rejected without prejudice to the right of the board of Trustees of Indian Ports Association to take further action in to the matter.

**Witness's Signature**

Name:

Address:

Tel. /Mobile No:

Date:

**Applicant's Signature**

Name:

Address:

Tel./Mobile No:

Date:

**RFP Acceptance and Declaration on Litigation & Blacklisting**  
**(To be provided on the Applicant's company letter head with signature and seal)**

To  
The Managing Director  
Indian Ports Association  
1<sup>st</sup> Floor, South Tower  
NBCC Place, Bisham Pitamah Marg  
Lodhi Road  
New Delhi 110003

Sub: Proposal for Insurance broker

Sir,

WE DECLARE THAT:

1. I/We have not been involved in any litigation as on the date of submission of the RFP that may have an impact of affecting or compromising the delivery of service as required under this RFP.
2. Information regarding any litigation and arbitration against the IPA as on the date of submission of the RFP, the parties concerned and disputed amount is as given below:
  - (i) \_\_\_\_\_
  - (ii) \_\_\_\_\_
3. I/We am / are not blacklisted or debarred as on the date of submission of RFP from providing service by any Central / State Government / Autonomous bodies / PSEs / PSUs /Nationalized Banks / Public Limited or Private Limited Companies, etc., in India.
4. I/We have downloaded / obtained the RFP document(s) for the above mentioned RFP / work from the website(s) namely: as per your advertisement, given in the above mentioned website(s).
5. I/We hereby certify that I/we have read the entire terms and conditions of the RFP documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall aRFPe hereby and agree the terms / conditions / clauses contained therein.
6. The corrigendum(s) issued from time to time by Indian Ports Association for the above subject work has also been taken into consideration, while submitting this acceptance letter.
7. I/ We hereby certify that there is no deviation from the RFP conditions either technical or commercial or RFP enquiry.
8. I / We hereby unconditionally accept the RFP conditions of above mentioned RFP document(s)/ corrigendum(s) in its totality / entirety.
9. I / We certify that all information furnished by me / us is true & correct and in the event that the information is found to be incorrect / untrue or found violated, then Indian Ports Association shall without giving any notice or reason therefore, summarily reject the RFP or terminate the contract,

without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Yours faithfully,

(Signature of the Applicant, with Official seal)

Witness with signature

1) Name & Address

\_\_\_\_\_  
\_\_\_\_\_

2) Name & Address

\_\_\_\_\_  
\_\_\_\_\_

**Bank Mandate Form**  
(Bank account details of the Applicant)

1. Name of the company:
2. Status:
3. Bank Name, Address & Branch:
4. IFSC Code:
5. MICR Code:
6. Account No.:
7. Branch Code:
8. Name of the Authorized Person:
9. Signature of the Authorized person as per Bank:
10. E-Mail ID of Authorized Person:
11. Contact No. Landline/Mobile:

Copy of cancelled cheque may be enclosed if Bank signature not obtained.

Name & Seal of the Bank with Date

Pre RFP Query Form (in word format)

S.No.	Page No/ Clause No.	Clause	Query
1			

(Signature, name and designation of the authorized signatory)

For and on behalf of .....