



राष्ट्रीय समुद्र प्रौद्योगिकी संस्थान
NATIONAL INSTITUTE OF OCEAN TECHNOLOGY
(पृथ्वी विज्ञान मंत्रालय, भारत सरकार)

(Ministry of Earth Sciences, Government of India)

NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai-600 100
Phone : 91-44-6678 3300 / Fax : 91-44-6678 3571

दिनांक/ Date : 14.12.2023

EoINo.NIOT/E&P/07 & 08/2023 (Insurance Mgmt.)

National Institute of Ocean Technology (NIOT), Chennai proposes to engage Insurance Brokers licensed by **IRDAI** for handling Insurance Management services of NIOT. The details about "**EXPRESSION OF INTEREST (EoI)**" for (1) Marine Insurance and (2) Personnel & Property Insurance with the scope of work, terms & conditions, submission of EoI, etc. are available in the link https://www.niot.res.in/recruitment_details.php. Insurance Brokers fulfilling the conditions shall submit their "**EoI**" together with requisite documents to "The Director, NIOT, Velachery-Tambaram Main Road, Pallikaranai, Chennai-600 100 **on or before 03.01.2024, 3.00 P.M.** in a sealed envelope **separately** for **(1) Marine Insurance** and **(2) Personnel & Property Insurance**."

राष्ट्रीय समुद्र प्रौद्योगिकी संस्थान (रासप्रौसं), चेन्नई का प्रस्ताव है कि आईआरडीएआई द्वारा लाइसेंस प्राप्त बीमा ब्रोकरों को रासप्रौसं की विभिन्न बीमा प्रबंधन सेवाओं को संभालने के लिए लाइसेंस प्रदान किया जाए। (1) समुद्री बीमा और (2) कार्मिक और संपत्ति बीमा के लिए कार्य के दायरे, नियम और शर्तों, ईओआई जमा करने आदि के साथ "रुचि की अभिव्यक्ति (ईओआई)" के बारे में विवरण लिंक https://www.niot.res.in/recruitment_details.php पर उपलब्ध है। शर्तों को पूरा करने वाले बीमा ब्रोकरों को (1) समुद्री बीमा और (2) कार्मिक एवं संपत्ति बीमा के लिए अलग से एक सीलबंद लिफाफे में **03.01.2024**, दोपहर 3.00 बजे तक या उससे पहले आवश्यक दस्तावेजों के साथ अपना "ईओआई" "निदेशक, एनआईओटी, वेलाचेरी-तांबरम मेन रोड, पल्लिकरणे, चेन्नई - 600 100" को भेजना होगा।

निदेशक

MARINE INSURANCE

I. SCOPE OF WORK:

1. To provide assistance and provide strategic consultancy service in entering Marine Hull Insurance and Deployment Insurance in Research Activities in Indian coastal, Sea /Ocean /Polar Regions and Protection & Indemnity (P&I) Insurance with IG and Fixed Clubs.
2. To appear, assist and defend interest of the Institute in insurance companies at all levels i.e., Division /Region /Head Offices and also interact /negotiate technically with Surveyor /Adjuster / any other entity in India in the insurance claims preferred by NIOT for the early settlement of the claim. Submission of periodic Reports on Claim monitoring & Periodic Review.
3. Subject key personnel with requisite expertise and qualification shall visit the Institute at regular intervals and on call / on advice and shall tender advice on all Insurance matters and Risks Management Activities of R&D activities of our Institute.
4. To follow-up the renewal of insurances / policies at least two months before the expiry dates and submits recommendations with valid reasons for decision by NIOT.
5. Selected insurance service provider shall invite "Expression of Interest (EoI)" from PSU INSURANCE Companies' as per NIOT's advice and requirements. NIOT's decision regarding the selection of Insurance Company shall be the final. NIOT reserves right in accepting the Claim Settlements.
6. Critical examination of existing policies which are due for renewal in terms of (i) Risk coverage (ii) Value to be insured (iii) clauses, warranties, conditions, etc.,
7. Suggesting changes which will bring about qualitative improvements and executing the same during renewal of insurance policies, with the consent of NIOT.
8. Scrutinizing the wordings of the final policy documents as well as to ensure that NIOT's interests are protected.



II. QUALIFYING REQUIREMENT:

1. The Insurance Broker should be a legal entity and approved by IRDAI to undertake functions as stated in IRDAI Regulations and as amended from time to time.
2. The Insurance Broker should have at least 5 years experience as on 1.1.2024 in the field of Marine handling H&M,P&I, deployment insurance, Polar Trading insurance and Offshore Deployment Insurances.
3. The Insurance broker should have experience of handling large claims of not less than 1 crore and also should have assisted/handled liaison with P&I IG and Fixed clubs in the field of P&I Insurance of vessels and in subject liability claims.
4. The Insurance Broker shall have Registered Office in Chennai. Key men with Insurance Industry experience for 5 years in Maritime Industry.
5. The Insurance Broker satisfying the above requirements with Documentary evidences may indicate their "Expression of Interest" to NIOT.

III. GENERAL TERMS & CONDITIONS:

1. The initial engagement term will be for a period of 3 Policy years extendable by another 2 Policy years, on year to year basis, subject to periodical review of performance by NIOT.
2. NIOT reserves the right to terminate the service of Insurance Broker at any time without assigning any reason.
3. NIOT reserves the right to accept or reject any or all the EoI in part or full without assigning any reason.
4. The Insurance broking services and handling claims will be free of cost to NIOT.
5. The Broking firm/ company shall sign a Non- Disclosure agreement with NIOT as per the prescribed format of NIOT.

IV. SUBMISSION OF E.O.I:

1. The EoI is to be submitted in a sealed cover along with the particulars relating to the qualifying requirements and all requisite documents, in hard copies by RPAD to – The Director, National Institute of Ocean Technology, Velachery - Tambaram Main Road, Chennai 600 100, superscribing on the envelope "Expression of

Interest for providing Marine Insurance". FAX / Email offers shall be treated invalid and liable for rejection.

2. EoI reaching after 3.00 p.m. on 3.1.2024 shall not be considered under any circumstances. Bidders are not permitted to modify, substitute, or withdraw proposals after its submission.
3. The EoI will be opened by NIOT on 4.1.2024 and the same will be evaluated with reference to the parameters as indicated in the evaluation sheet by awarding scores for each of the scope of work.

V. LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ALONG WITH EXPRESSION OF INTEREST (EOI)

- i. Copy of Certificate of incorporation, Memorandum and Articles of Association, details of Registered Office, Address for communication, key contact person etc.
- ii. Copy of Original license issued by IRDA at the time of inception and renewal of license
- iii. Brief write up about the firm/company furnishing the information, on number of years in operation, i.e. License Issuance /Renewal Date(s)
- iv. A copy each of audited balance sheet of the last three years (2020-2021, 2021-2022 & 2022-2023)
- v. Number of Corporate Clients along with copies of engagement letters
- vi. Details of Premium Placement during last 3 years (2020-2021, 2021-2022 & 2022-2023)
- vii. Declaration as per Annexure A
- viii. Copy of resolution authorizing the person to sign the papers on behalf of the company.
- ix. Information on format as per Annexure B
- x. Supporting documents for information given in Annexure B



Annexure A

The following declaration shall be submitted by the bidder, at the time of submission of bid.

DECLARATION /UNDERTAKING:

"DECLARATION CERTIFICATE"

I /We have not been suspended /delisted /blacklisted by Central /State Govt. /Ministry /Department /Public Sector Undertaking /IRDA/SEBI /Autonomous Body /Financial Institution /Court. 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 EoI.

**Signature of the Authorised Signatory
with Seal**



VI. EVALUATION CRITERIA / QUALIFYING REQUIREMENT TO STATE
.....Yes/No

1. **Having IRDAI Valid License** : Yes/No
2. **Experience in handling by Key personnel of Broking Company to be interacting with Institute on day to day basis (Please enclose supporting documents)**

Type	Experience	Maximum Insurance value handled.
Marine Hull	Yes/No	
P&I	Yes/No	
Deployment of Scientific Instruments for trials at sea / Polar Trading	Yes/No	

3. **Key Person Industry aggregate Experience in Policy terms /Insurance Slip**, Technical and Financial Bids drafting and In issue and assistance of policies on Liability Insurances, Marine Hull Insurances, Deployment Projects Insurances, Special Contingency Insurances, deployment at Sea, etc. And also in handling claims for Marine Insurance. **Please enclose supporting documents).**

4.

Type	No of years of Experience
Marine Hull	
P&I	
Deployment of Scientific Instruments for trials at Sea / Polar Trading	

5. **Client Base — corporate clients in industry experience of Key Person**

W

6. Please specify the details of Ten major clients and the nature of insurance handled along with the value of insurance. **Please enclose supporting documents)**

Sl No	Client details	Insurance company	Insurance value	Insurance type (please specify)	Any other remarks

7. Claims handled and settled.

Please specify the details of Ten major marine insurance claims handled and settled through you along with the kind of insurance, details of clients, Insurance company involved.

Sl No	Client details	Insurance company	Claim amount Involved /year	Settlement Made/year	Insurance type (please specify)	Any other remarks

PERSONNEL AND PROPERTY INSURANCE:

I. SCOPE OF WORK:

1. Group Mediclaim Policy Insurance of Employees for approximately 200 staff with Cashless Facility and Direct settlement by Insurer without involving Third Party Agency for hospitalization claims and admissible in any of the hospitals in India with Add-on covers and NO SUB-LIMITS application in any of the hospitalization claims.
2. Group Personal Accident Insurance and Workmen Compensation Insurance for Employees.
3. Property Insurance, Scientific Instruments Insurance, Fire & Burglary Insurance, Automobile Insurance or any other Insurance as desired by NIOT from time to time.
4. To appear, assist and defend interest of the Institute in insurance companies at all levels i.e., Division /Region /Head Offices and also interact /negotiate technically with Surveyor/Adjuster in India in the insurance claims preferred by NIOT for the early settlement of the claim.
5. Subject key personnel with requisite expertise and qualification shall visit the Institute at regular intervals and on call /on advice and shall tender advice on all Insurance matters and Risks Management Activities of R&D activities of our Institute.
6. To follow-up the renewal of insurances /policies at least two months before the expiry dates and submits recommendations with valid reasons for decision of our Institute.
7. Selected Insurance service provider shall invite "Expression of Interest (EoI)" from PSU INSURANCE Companies' as per NIOT'S advice and requirements. NIOT's decision regarding the selection of Insurance Company shall be the final. NIOT reserves right in accepting the Claim Settlements.
8. Critical examination of existing policies which are due for renewal in terms of (i) Risk coverage (ii) Value to be insured (iii) clauses, warranties, conditions, etc.,
9. Suggesting changes which will bring about qualitative improvements and executing the same during renewal of insurance policies, with the consent of NIOT.

10. Scrutinizing the wordings of the final policy documents as well as to ensure that NIOT's interests are protected.

II. QUALIFYING REQUIREMENT:

1. The Insurance Broker should be a legal entity and approved by IRDAI to undertake functions as stated in IRDAI Regulations and as amended from time to time.
2. The Insurance Broker should have at least 5 years experience as on 1.1.2024 in the field of General Insurance.
3. The Insurance Broker should have experience of handling large claims dealing with scientific instruments/machineries.
4. The Insurance Broker shall have Registered Office in Chennai.
5. The Insurance Broker satisfying the above requirements with documentary evidences may indicate their "Expression of Interest" to NIOT.

III. GENERAL TERMS & CONDITIONS:

1. The initial engagement term will be for a period of 3 Policy years extendable by another 2 Policy years, on year to year basis, subject to periodical review of performance by NIOT.
2. NIOT reserves the right to terminate the service of Insurance Broker at any time without assigning any reason.
3. NIOT reserves the right to accept or reject any or all the EoI in part or full without assigning any reason.
4. The Insurance broking services (handling claims) will be free of cost to NIOT
5. The Broking firm / company shall sign a Non- Disclosure agreement with NIOT as per the prescribed format of NIOT.

IV. SUBMISSION OF EoI

1. The EoI is to be submitted in a sealed cover along with the particulars relating to the qualifying requirements and all requisite documents, in hard copies by RPAD to – The Director, National Institute of Ocean Technology, Velachery - Tambaram Main Road, Chennai 600 100, superscribing on the envelope "Expression of

Interest for providing Personnel and Property Insurance". FAX / Email offers shall be treated invalid and liable for rejection.

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V. LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ALONG WITH EOI

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- ii. Copy of Original license issued by IRDAI at the time of inception and renewal of license
- iii. Brief write up about the firm/company furnishing the information, on number of years in operation, i.e. License Issuance/ Renewal Date(s)
- iv. A copy each of audited Balance Sheet of the last three years (2020-2021, 2021-2022 & 2022-2023)
- v. Number of Corporate Clients along with copies of engagement letters
- vi. Details of Premium Placement during last 3 years (2020-2021, 2021-2022 & 2022-2023)
- vii. Declaration as per Annexure A
- viii. Copy of resolution authorizing the person to sign the papers on behalf of the company.
- ix. Information on format as per Annexure B
- x. Supporting documents for information given in annexure B

Annexure A

The following declaration shall be submitted by the bidder, at the time of submission of Eol (bid).

DECLARATION /UNDERTAKING:

"DECLARATION CERTIFICATE"

I /We have not been suspended /delisted /blacklisted by Central /State Govt. /Ministry /Department /Public Sector Undertaking /IRDAI /SEBI /Autonomous Body /Financial Institution /Court. 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 Eol.

**Signature of the Authorised Signatory
with Seal**



I. EVALUATION CRITERIA /QUALIFYING REQUIREMENT TO STATEYes/No

1. **Having IRDAI Valid License** : Yes/No
2. **Experience in handling by key personnel of broking company to be interacting with Institute on day to day basis (Please enclose supporting documents)**

Type	Experience	Maximum Insurance value handled
Property Insurance for all the Assets and Equipments	Yes/No	
Motor Insurance for all vehicles	Yes/No	
All liability / workmen compensation, health & personal accident insurances	Yes/No	
Burglary insurance / fire insurance – equipments, machineries & accessories, stocks – NIOT and HF radar stations and accessories	Yes/No	
Other insurance	Yes/No	

3. **Key person industry aggregate experience in policy terms /insurance slip, Technical and Financial Bids drafting and in issue and assistance of policies on Fire Insurance, Liability Insurances, Marine Hull Insurances, Deployment Projects Insurances, Special Contingency Insurances etc. And also in handling claims in Property Insurance. (Please enclose supporting documents).**

4.

Type	No of years of Experience
Property Insurance for all the Assets and Equipments	
Motor Insurance for all vehicles	
All liability / workmen compensation, health & personal accident insurances	
Burglary insurance / fire insurance – equipments, machineries & accessories, stocks – NIOT and HF radar stations and accessories	
Other insurance	

5. Client Base — corporate clients in industry experience of Key Person

6. Please specify the details of Ten major clients and the nature of insurance handled along with the value of insurance. **(Please enclose supporting documents)**

Sl No	Client details	Insurance company	Insurance value	Insurance type (please specify)	Any other remarks

7. Claims handled and settled

Please specify the details of Ten major insurance claims handled and settled through you along with the kind of insurance, details of clients, Insurance company involved.

Sl No	Client details	Insurance company	Claim amount Involved/year	Settlement Made /year	Insurance type (please specify)	Any other remarks