



ISO: 9001, 14001,
& 45001

नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड

(भारत सरकार का उद्यम)

NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED

(A Government of India Enterprise)

मिनीरत्न : श्रेणी-I Miniratna : Category-I

एनटीपीसी लिमिटेड की पूर्ण स्वामित्व वाली सहायक कंपनी A Wholly Owned Subsidiary of NTPC Ltd.

Office of the Executive Director, Contracts & Procurement

Brookland Compound, Lower New Colony, Shillong-793 003, Meghalaya, India

Ph: 0364-2227784, E-mail: contract@neepco.co.in,

Website: www.neepco.co.in; CIN – U40101ML1976GOI001658



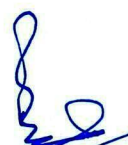
NIB NO. 468 DATED 03.12.2024.

SHORT NOTICE INVITING BIDS

**FOR EMPANELMENT OF INSURANCE BROKERS IN NEEPCO TO PROVIDE SERVICES FOR MANAGING
INSURANCE PORTFOLIO OF NEEPCO AS INSURANCE INTERMEDIARY**

North Eastern Electric Power Corporation Limited (NEEPCO Ltd.), a leading Miniratna Category-I Public Sector Enterprise under the Ministry of Power, Government of India, invites online Bids at e-procurement portal <https://etenders.gov.in> from Insurance brokers for "Empanelment of Insurance Brokers in NEEPCO to provide Services for managing insurance portfolio of NEEPCO as Insurance Intermediary".

For details, refer the detail NIB available at the websites <https://etenders.gov.in> & www.neepco.co.in. Any subsequent Amendment/ Corrigendum/ Clarification/ Time extension etc. of the tender shall be updated/ published only on the website mentioned above. **Last date & time for online submission of bid is 02.01.2025 by 14:00 Hours.**


3.12.24
Executive Director
Contracts & Procurement



नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड

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NIB NO. 468 DATED 03.12.2024

SECTION-I
DETAIL NOTICE INVITING BIDS
FOR

**EMPANELMENT OF INSURANCE BROKERS IN NEEPCO TO PROVIDE SERVICES FOR MANAGING INSURANCE
 PORTFOLIO OF NEEPCO AS INSURANCE INTERMEDIARY**

North Eastern Electric Power Corporation Limited (NEEPCO Ltd.), a leading Miniratna Category-I Public Sector Enterprise under the Ministry of Power, Government of India, invites online Bids at e-procurement portal <https://etenders.gov.in> from Insurance brokers for "Empanelment of Insurance Brokers in NEEPCO to provide Services for managing insurance portfolio of NEEPCO as Insurance Intermediary".

Interested Bidders, may download the detailed bid document from <https://etenders.gov.in> with effect from 11:00 Hours of 04.12.2024.

1. Scope of Services

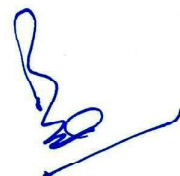
- 1.1 NEEPCO Intends to empanel 3 (three) Composite Brokers to act as Direct Insurance Broker. The services to be offered by Insurance Brokers shall be regulated by Insurance Regulatory and Development Authority of India (IRDAI) (Insurance Brokers) Regulations, 2018 and subsequent Amendments thereto.
- 1.2 The Empanelled Insurer Broker shall provide professional services relating to selection, procurement and placement of appropriate insurance cover at competitive premium.
- 1.3 Advice on Insurance requirements of NEEPCO and easements of Risk.
- 1.4 Clause 2, Section-III: Instruction to Bidders of this Bid document may be referred for details of scope.
- 1.5 Payment of Fees/ Brokerage/ Remuneration to the Insurance Brokers shall be regulated by IRDAI (Insurance Brokers) Regulations, 2018, Insurance Regulatory and Development Authority of India (Payment of Commission or Remuneration or Reward to Insurance Agents and Insurance Intermediaries) Regulations, 2016 and subsequent Amendments thereto. No payment against Fees/ Brokerage/ Remuneration shall be made by NEEPCO to the Insurance Brokers for the services mandated in IRDAI (Insurance Brokers) Regulations, 2018. NEEPCO shall not bear any expenses including travel, accommodation, subsistence, etc. incurred by the Empanelled Brokers while discharging their services during the period of engagement.

2. Bidding Procedure:

The Bidder shall submit online bids under Single-Stage Single-Envelope bidding system.

3. Duration of Appointment

- 3.1 Based on the evaluation of the bids, NEEPCO shall empanel 3(three) Insurance Brokers. The Initial period of Empanelment shall be for 1(one) year only, which may be extended on yearly basis for another 2(two) years subject to satisfactory performance of Brokers. The total period of engagement of brokers including extension(s), if any, shall



be for a maximum period of 3(three) years. The performance of the brokers shall be evaluated based on their services offered, decision on extension of service period shall be solely at the discretion of NEEPCO.

4. Qualifying Requirements

4.1 General Qualifying Requirements

- i) A bidder shall be a registered entity in India.
- ii) The bidder must be a Composite Broker bearing a valid certificate of Registration issued by Insurance Regulatory and Development Authority of India (IRDAI) in terms of IRDAI (Insurance Brokers) Regulations, 2018 and subsequent Amendments thereto.

Valid Documentary evidence in support of the above duly attested by CEO / Head of Company of the Broker is to be submitted along with the bid, failing which the proposal shall be summarily rejected.

5. Bids by Consortium /Joint-Venture Companies:

Formation of Consortium /Joint-Venture for participation in the instant tender is not allowed.

6. Participation in Bids

6.1 E-Tendering / E-Procurement:

This tender is being processed through e-tendering/e-procurement system. The bidding documents are to be downloaded from <https://etenders.gov.in> and bids are to be submitted/ uploaded through above e-tendering system. Guidelines for e- tendering system are available on e-tender portal.

6.2 Registration for Participation in Bids

- (a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- (b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- (e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- (f) Bidder can then log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

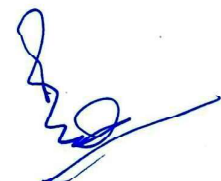
Bidders are requested to get themselves enrolled on the e-Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) well in advance and no extra time will be considered for submission of bids for the delay in enrolling on the e-Procurement portal.

For Registration and other e-procurement portal related queries, bidders may contact NIC at

Mr Lastbornson Pynrope
 Rollout Support Engineer, GePNIC,
 National Informatics Centre, Meghalaya State Centre, Shillong
 Mobile No. 9774764136
 Email ID: l.pynrope29@gmail.com

7. Submission and opening of Bids

- 7.1 Bidders shall prepare and submit their bids online in <https://etenders.gov.in>. Submission of online bids is mandatory for consideration of the bids by NEEPCO.



7.2 The bidder shall refer to the Instruction for online bid submission given at Section-III of the bid document.

7.3 The bids shall be opened at the date & time mentioned below.

7.4 Besides online submission, the following document are required to be compulsorily submitted physically (**offline mode**) as stipulated at Clause 10 under Section-III (Instruction to Bidders) of Bid Document:

- a) Form F-4: Power of Attorney (under Section-V of this Bid Document), in original. (Notarised Power of attorney to be provided in Non-Judicial Stamp Paper of appropriate value in respect of the person signing the bid on behalf of the bidder).

The above mentioned document shall be submitted by hand or by registered Post/ Courier in a sealed envelope superscripted as **"Hard Copy of documents against NIB No. 468 Dated 03.12.2024 for Empanelment of Insurance Brokers in NEEPCO to provide Services for managing insurance portfolio of NEEPCO as Insurance Intermediary"** at the following address within the scheduled date and time mentioned under Clause 9 below.

The Executive Director,
Contracts & Procurement, NEEPCO Ltd.,
Brookland Compound, Lower New Colony,
Shillong – 793 003, Meghalaya, India.
Tel: 0364-2227784, E-mail: contract@neepco.co.in

8. **Bid validity:** 180 (one hundred and eighty) days from the date of opening of Bid proposal.

9. **Tender timeline:**

- (a) Date of commencement of downloading of bid document from <https://etender.gov.in>: **w.e.f. 11:00 Hours on 04.12.2024.**

- (b) Last date of receipt of bid queries: **14:00 Hours on 18.12.2024.**

Any queries received after expiry of last date of receipt of bid queries shall not be entertained by NEEPCO.

- (c) End date & time for downloading of bid document: **14:00 Hours on 02.01.2025.**

- (d) Last date & time for receipt of online bids: **Upto 14:00 Hours on 02.01.2025.**

- (e) Last date & time for receipt of **Offline bids: Within 7(seven) days from the date of opening of Bids.**

- (f) Date & time for opening of bids online: **At 14:00 Hours onwards on 03.01.2025.**

In the event the date at serial (f) above is declared as a closed holiday for NEEPCO then opening of Bids will stand postponed to the following working day at the appointed times.

10. Bidders are requested to visit e-tendering portal <https://etenders.gov.in> and NEEPCO website <https://www.neepco.co.in> regularly for any Corrigendum/Addendum/Modification/Clarification of the bid document.

11. For any clarification related to terms and conditions of Bid Document, bidders are requested to forward e-mail clearly stating their queries to tendering authority at Email ID: contract@neepco.co.in on or before the date indicated at clause 9(b) above.

12. NEEPCO reserves the right to reject any or all bids, or to annul the bidding process and reject all the bids for any justified and genuine grounds without thereby incurring any liability to the affected bidders, nor does it have any obligation to inform the bidders of the ground for the action of NEEPCO.


Executive Director
Contracts & Procurement

3.12.24