

EXPRESSION OF INTEREST (EOI)

**EMPANELMENT OF INSURANCE
Companies FOR
GROUP HEALTH INSURANCE POLICY FOR Registered
Construction Workers of UKBOCW Board**

EOI REFERENCE NO. UKBOCW/Group Insurance

DATE: 13-03-2024

**The Building and Other Construction Workers,
Uttarakhand Head Office UKBOCW, 74/1, GMVN, Rajpur
Road,
Dehradun, Uttarakhand,
248001 E-mail –
ukbocw@gmail.com**

EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF INSURANCE BROKERS

I: Introduction & Instructions

Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (BOCW Act) and Building And Other Construction Workers' Welfare Cess Act, 1996 (Cess Act) was passed to address the concerns regarding safety, health & welfare of larger number of labour force employed in the building and other construction sector.

UKBOCW Board, adopted proactive approach and initiated necessary steps to implement the provisions of the BOCW Act through Uttarakhand Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2005.

Further, Uttarakhand Government constituted the Building and Other Construction Workers Welfare Board (Board) in October 2005 to carry out welfare schemes for construction workers. As per the provision of the BOCW Act, Cess Act and Uttarakhand Rules, establishments which had employed on any day of the preceding twelve months, 10 or more building workers in any building or other construction work are required to pay cess at a rate of 1% of the total cost of construction incurred by an employer. The cess collected is required to be spent for the welfare of building and other construction workers. The functions of the Board are: -

1. Provide immediate assistance to a beneficiary in case of accident.
2. Make payment of pension to the beneficiaries who have completed the age of sixty years.
3. Sanction loans and advances to a beneficiary for construction of a house not exceeding such amount and, on such terms, and conditions as may be prescribed.
4. Pay such amount in connection with premier for Group Insurance Scheme of the beneficiaries as it may deem fit.
5. Give such financial assistance for the education of children of the beneficiaries as may be prescribed.
6. Meet such medical expenses for treatment of major ailments of a beneficiary or, such dependent, as may be prescribed.
7. Make payment of maternity benefits to the female beneficiaries.
8. Make provision and improvement of such other welfare measures and facilities as may be prescribed.
9. The Details function may be obtained from Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (BOCW Act) and Building And Other Construction Workers' Welfare Cess Act, 1996 (Cess Act) & The Building and Other Construction Workers Welfare Cess Rules, 1998 and Uttarakhand Building and Other Construction Workers

(Regulation Of Employment And Conditions Of Service) Rules, 2005.

Insurance Company who fulfill the Pre-qualification criteria as given below per **Annexure A (Part A)** are eligible to participate in this tender. Insurance Company are also required to submit detailed information about the firm as per **Annexure C**.

The “Expression of Interest (EOI) is available on the UKBOCW Board website (www.ukbocw.uk.gov.in). Interested bidders are requested to refer to the said EOI. They have to submit the required documents strictly as per the provisions of the EOI document. The schedule of the bidding process is as follows:

1.	Date of commencement of bidding process	13/03/2024
2.	Last date for submission of EOI	4:30 hrs on 16 th MARCH 2024
3.	Tentative date for Presentation by shortlisted brokers, based on scores	Last week of MARCH, 2024
4.	Date for final empanelment of broker/s	First week of April, 2024

To be considered for empanelment by the UKBOCW, the Insurance broking Firms/ Companies should meet the following criteria:

- a) This invitation is open only to well-established and reputed registered Insurance Companies that are incorporated or registered under the Companies Act / Partnership Act as per their constitution.
- b) The interested Insurance Company must meet the prequalifying criteria to become eligible to participate in the bidding process.
- c) Insurance Companies should have been in existence in India for a period of at least 5 years as of 29-02-2024, in the area of Insurance, i.e. must be registered/ issued license by Insurance Regulatory and Development Authority (IRDA).
- d) **The Annual Turnover of the Insurance / Companies shall be Rs. 500 (Five Hundred) Crore in the financial years only in the field of similar services**
- e) The Insurance / Companies with experience in handling Insurance policies for Govt./Public Sector undertakings in India would be given preference, in empanelment.
- f) The intending firm must specify the nature of services that the Insurance Company shall be rendering to the UKBOCW Board if assigned the Job.
- g) The Insurance Companies should meet criteria fixed by the UKBOCW Board internally, such as experience in handling similar projects, Employee base, Pan-India presence, experienced professionals in its employment etc.

h) All notices and correspondence to the bidder(s) shall be sent by email only, till finalization of tender takes place. Hence, the bidders are required to ensure that email address provided by them is valid.

i) Interested Insurance companies can seek clarification regarding the EOI/ insurance policy by writing email at ukbocw@gmail.com Any clarification on queries raised will be communicated there only.

j) The eligibility of the Insurance Company would be decided based on the score obtained by them on the parameter as mentioned in **Annexure A**.

II: SCOPE OF WORK

1. The role of the insurance broking firm/company would be advisory in nature in respect of choice of insurance company from whom the group health insurance policy is to be obtained or the terms, conditions and coverage of insurance policy. The advice of the firm/Company would not be binding on the UKBOCW Board. UKBOCW Board interested at getting maximum coverage with minimum premium outgo.

2. The scope of work for the Insurance companies covers the following:

- a) Customization, design and placement of Insurance Policy.
- b) Insurance Company would be functioning as a Strategic Consultant for UKBOCW Board and would be assisting the UKBOCW Board in pre-placement, placement and post placement Process of the Insurance program.
- c) Facilitate Insurer meetings & assist in negotiating the best price from the Insurer/insurers.
- d) Support for expeditious settlement of claims.
- e) Claim monitoring & Periodic Review.
- f) Validation and Forecasting of Additional Coverage Benefits.
- g) Provide Servicing Support in Designing the Service Level Agreement to be signed between the Insurance Company and **SBI highlighting** the scope of services and timeline.

However, UKBOCW Board may enlarge or modify the scope of work at any point of time depending upon its need.

3. UKBOCW Board may Select more than one Insurance Company. Mere empanelment of the Insurance Company shall not entitle them to broking assignment by the UKBOCW Board and UKBOCW Board shall have the right to assign the Job to any of the Insurance Company at its discretion.

4. The Insurance Company should confirm that Insurance services will be free of cost to the UKBOCW Board.
5. The Insurance Company shall sign an MOU having inter-alia a Non- Disclosure Clause, with the UKBOCW Board.
6. Expression of Interest needs to be submitted in hard copy in a sealed envelope. Proposals received by facsimile shall be treated as invalid and shall be rejected. Only detailed complete proposals in the form indicated, received within the closing time and date, shall be taken as valid.

III. SHORTLISTING OF CONSULTANTS

1. Upon receipt of applications (EOI) the same shall be scrutinized and evaluated by the UKBOCW Board. UKBOCW Board will shortlist Insurance Company as per the parameters given in **Annexure A (Part A)**.
2. The Insurance Company qualifying under **Part (A)** only will be eligible for evaluation under **(Part B)**.
3. The selection of Insurance Company is entirely at the basis of the lowest premium.
4. UKBOCW Board also reserves the right to accept or reject any or all applications without assigning any reason whatsoever.
5. The shortlisted Insurance Company will be required to make a presentation before the Secretary, UKBOCW Board, who will recommend for engagement/ empanelment after taking overall view on them.
6. During pre-qualification and evaluation of the proposals, UKBOCW Board may, at its discretion, ask bidders for clarifications on their proposal. The respondents are required to respond with in the time frame prescribed by the Secretary, UKBOCW Board.
7. Bidders are not permitted to modify, substitute, or withdraw proposals after its submission.
8. The tenure of the Insurance Company would be for one Policy year, subject to annual review. However, Secretary, UKBOCW Board will have discretion to discontinue the services of the selected Insurance Company, if deemed unfit at any point of time during the Policy period.

IV. DISQUALIFICATIONS:

UKBOCW Board may at its sole discretion and, at any time during the evaluation of proposal, disqualify any bidder, if the bidder has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements, failed to provide related clarifications, when sought or declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted.

The EOI should be submitted with a covering letter enclosing documents/ information indicated below and the declaration, signed by the authorized Signatory with Seal of the Company. All pages are required to be signed.

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 while granting the license and proof of renewal of license.
- iii. Brief write-up about the firm/company furnishing the information, on the number of years in operation, i.e. License Issuance/ Renewal Date(s).
- iv. A copy of each of the audited balance sheets of the last three years.
- v. Number of Corporate Clients along with copies of engagement letters, if any given, by CPSU or SPSUs.
- vi. Details of Premium Placement during last 3 years.
- vii. Copies of PAN, GST and similar documents.
- viii. Declaration as annexure B.
- ix. Copy of resolution authorizing the person to sign the papers on behalf of the company.
- x. Information on format as annexure A.
- xi. Supporting documents for information given in Annexure A.
- xii. Any other document in support of the application which the Insurance Company may deem fit.

V. SUBMISSION OF EOI

- a. Proposal Submission Deadline: 4:30 hrs on 16th MARCH 2024. Late submissions may be rejected.
- b. EOI must be signed by an authorized person with a declaration and authenticated evidence of empowerment. All pages, except brochures, require the authorized signatory's signature.
- c. EOI should have no interlineations, erasures, or over-writings, except corrections authenticated by the signatory's full signature.
- d. Insurance Company must thoroughly review and comply with all instructions, forms, terms, and specifications. Non-compliance may lead to bid rejection.
- e. Complete all EOI columns; incomplete or non-compliant submissions are subject to rejection.
- f. Insurance Company s should submit EOIs with organizational details, technical personnel, and relevant experience to the specified address as follows.

Secretary (UKBOCW),

PART A: QUALIFYING CRITERIA FOR BECOMING ELIGIBLE TO PARTICIPATE IN EOI

- i. The Insurance Company must be in existence in India for at least 5 years as of 29/02/2024, registered/licensed by IRDA for insurance service.
- ii. The Insurance Company must have secured health insurance policies of not less than Rs. 500 crore in the last three financial years in terms of premium.
- iii. The Insurance Company must have covered at least one Group Health Insurance Policy covering a minimum of 5,000 lives in FY 2023-24.
- iv. The Insurance Company should not be a defaulter of any Bank/FIs.
- v. Insurance Company have to score a minimum 30 marks to qualify for consideration of empanelment.

PART B: SCORING PARAMETERS

Sl.	Criterion			Score	Total
1.	Average Group Health Insurance Premium Placed for Corporate/Institutional Clients (Rs. in crore) during the last three financial years				
	Premium Amount	2021-22	2022-23	2023-24	
	Upto Rs. 500 crore				0
	Rs. 500 crore to Rs. 1000 crore				5
	Rs. 1000 cr & above				10
2.	Average number of Corporate/Institutional Group Health Insurance Policy covered during the last three financial years				
	Nos. of policies	2021-22	2022-23	2023-24	
	Three (3)				3
	Five (5)				5
	Ten (10) & above				10
3.	Worked in Govt. or PSU companies				
	No				0
	Yes (Provide names)				10
4.	Have a branch office in Bhubaneswar				
	No				0
	Yes (Provide names)				10
5.	Presentation by the Insurance Company			10	10
	TOTAL MARKS				50

NOTE: Top 5 Insurance Company in descending order of the scores awarded to them (from sl. No.1 to 4) will be shortlisted to make a presentation before the selection committee. Out of the shortlisted 5 Insurance Company, UKBOCW Board reserves the right to select one or more Insurance Company for empanelment.

DECLARATION CERTIFICATE**DECLARATION /UNDERTAKING:**

The following declaration shall be submitted by the Insurance Company, at the time of submission of bid:

"We hereby declare that there is no case with the Police/ Court/ IRDA/ SEBI/Regulatory authorities against the proprietor/ firm/ partners/ company/ Directors. Also, they are not defaulter to any ukbcw or Financial/ Institutions. We have not been suspended/ delisted/ blacklisted by any other Govt. Ministry /Department / Public Sector Undertaking/ IRDA/ SEBI/ Autonomous Body/ Financial Institution/ Court etc. We certify that neither our firm nor any of the partners is involved in any scam or disciplinary proceedings settled or pending adjudication. We also hereby declare that all information, material to the decision of empanelment has been disclosed in this document and nothing has been concealed and/or withheld. We hereby undertake and confirm that we have understood the scope of work properly and shall comply with the terms of engagement.

Sd/-

Signature of the Authorized Signatory with Seal"

PARTICULARS OF THE INSURANCE Company

Sl.	Particulars	Responses	Supporting Documents
1.	Name of the Company		Copy of Certificate under Companies Act
2.	Registered Office Address		--do-
3.	Type of License		Copy of original license issued by IRDA while granting the license and confirmation that the entity can do business
4.	Number of years in operation in India i.e. License Issuance/Renewal Date		License Copies (including renewal)
5.	No. of points of presence (As on March 31, 2023)		Auditors' Certificate
6.	Details of Policies brokered		Auditors' Certificate
7.	No. of Group Health Insurance Policies (As of March 31, 2023)		Auditors' Certificate
8.	Total Group Health Insurance Policies Placement for Govt./ Corporate Clients During the last 3 Financial years (in cr.)	2021-22: 2022-23: 2023-24:	Auditors' Certificate
9.	The average number of Corporate/ Institutional Group Health Insurance Policies brokered during the last three financial years	2021-22: 2022-23: 2023-24:	