

MAHARASHTRA METRO RAIL CORPORATION LIMITED

BID DOCUMENTS FOR

Name of work: Consultancy Work for Insurances for Maharashtra Metro Rail Corporation Ltd.

TENDER NO. N1-INSU-02/2025




Maharashtra Metro Rail Corporation Limited
Metro Bhawan, East High Court Road (VIP Road),
Near Dikshabhoomi, Ramdaspath, Nagpur-440010,
Maharashtra, INDIA
Website: www.metrotrainnagpur.com

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Notice for Invitation of Expression of Interest

 <p>महा मेट्रो NAGPUR METRO</p>	<p align="center"><u>NOTICE</u></p> <p align="center">Maharashtra Metro Rail Corporation Limited Metro Bhawan, East High Court Road (VIP Road), Near Dikshabhoomi, Ramdaspath, Nagpur-440010, Maharashtra, INDIA, Website: http://www.metrotrainnagpur.com E-mail: md.nmrcl.tenders@gmail.com , Telefax: 0712-2554217</p>
Tender Notice No. N1-INSU-02/2026	Dated: 19.01.2026
<p><u>Name of Work:</u> Consultancy Work for Insurances for Maharashtra Metro Rail Corporation Ltd.</p>	

KEY DETAILS: -

Documents to download	Documents can be downloaded from 16.00 hrs. of 19.01.2026 up to 16.00 Hrs. of 12.02.2026 from Maharashtra government E-Tender Portal i.e. https://mahatenders.gov.in .
Pre-bid Meeting	At 11.00 hrs. On Dt. 26/01/2026 at the office of ED/Procurement, Maha-Metro. Bidder's Queries must be submitted with subject line as "Prebid Queries for Tender No. N1-INSU-02/2026 (Consultancy for Insurance)" through e-mail ID: md.nmrcl.tenders@gmail.com OR in hard copy to ED (Procurement) office before the stipulated date & time of Pre-Bid meeting. (The pre-bid meeting may be arranged via Video Conference. Link shall be published on https://mahatenders.gov.in/)
Date & Time of submission of Tender	Online submission shall start from 11.00 Hrs on 05.02.2026 and up till 16.00 Hrs. on Dt. 12.02.2026 on Maha-Metro, e-tender portal.
Date & Time of Opening of Technical bid	On Dt. 13.02.2026 after 16:30 Hrs in Procurement Department, 1st-Floor, "Metro Bhawan" East High Court Road (VIP Road), Near Dikshabhoomi, Ramdaspath, Nagpur – 440010.
<ol style="list-style-type: none"> 1. Download of document, submission and other details are available on Maharashtra Government eTender portal i.e. https://mahatenders.gov.in. 2. To view this invitation, interested Agencies may visit the Maha Metro tender website www.mahametro.org or CPPP website https://eprocure.gov.in. 3. The bidder shall bear all costs associated with the preparation and submission of the document. Maha-Metro will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the process. 4. Maha Metro reserves the right to accept or reject all or any of the submission without assigning any reason whatsoever. 	



19/01/2026

**Executive Director (Procurement),
Maharashtra Metro Rail Corporation Limited**

1. BACKGROUND

Maharashtra Metro Rail Corporation Ltd., (Maha-Metro) hereinafter referred to as the Employer is the Special Purpose Vehicle of the Govt. of Maharashtra (GoM) and the Govt. of India (GoI) for implementation of Metro Rail projects in the State of Maharashtra.

The project aims to alleviate the traffic problems of the city and reduce vehicular pollution. Maha Metro is currently developing Nagpur Phase – 2 and Pune Metro. Whereas, operation and maintenance of Nagpur Metro Phase – 1 and Navi Mumbai Line -1 is under progress.

Metro work at Nashik, Aurangabad and Thane are also in initial stages.

2. PURPOSE

The purpose is to hire an insurance advisor, also shall be referred as the Agency General Insurance Intermediaries / Brokers, who serves the purpose of obtaining professional guidance in understanding the complexities of insurance, assists in identifying specific insurance needs, evaluating options, and selecting suitable coverage. Their role includes assessing risks, offering personalized recommendations, ensuring understanding of policy terms, and aiding in claims processing and policy adjustments. The overall goal is to help Employer make informed decisions to protect their financial interests through appropriate insurance solutions.

Based on above, Maha-Metro with a view to cover the financial losses and obtain insurances, wishes to invite the Expression of Interest from interested entities/advisors for advising in the matter of taking proper insurance cover including management of entire general insurance portfolio, claim management and all other services as mentioned in this document (EOI).

3. BRIEF SCOPE OF THE WORK

The appointed General Insurance Intermediaries / Brokers / Advisor shall be responsible for the management of the Company's insurance portfolio and shall provide assistance in matters related to various applicable insurances both for project & Operation & Maintenance. The insurances portfolio comprises of liability insurance and asset insurance, which includes coverage for Metro structures, lines, rolling stocks, and other installations, passenger, third party affected by the metro operations or otherwise etc. Additionally, it shall extend to cover the insurance needs of specific Metro Lines, the Head Office, or any other unit of Maha Metro that may be established in the future.

The terms i.e. Advisor/Broker/General Insurance Intermediaries used in this document shall have the same meaning and interpretations.

The scope of work shall include, but is not limited to, the following:

3.1. Review of existing Insurance Policy(ies):

- a. Insurance Requirement and Reinstatement Valuation: The appointed General Insurance Intermediaries / Brokers / Advisor shall oversee the fulfilment of insurance requirements and assess the determination of the sum insured through Reinstatement Valuation. The General Insurance Intermediaries / Brokers / Advisor shall help Maha Metro hire the most competent certified

vendor for asset evaluation.

- b. Critical Examination of Existing Policies: Conduct a thorough examination of existing insurance policies approaching renewal. This includes an analysis of risk coverage, providing the basis for valuation, scrutinizing clauses, warranties, conditions, excess, and related aspects.
- c. Improvement Suggestions: Provide recommendations for enhancements and improvements to existing policies, and actively participate in the execution of approved changes during the renewal of insurance policies.
- d. Risk Inspection by Qualified Engineer: Engage a qualified risk engineer to conduct a comprehensive risk inspection of all Maha Metro Lines. The engineer shall submit a detailed report outlining the findings and recommendations to Maha Metro for review and consideration.

3.2. New Insurance Policy(ies):

- a. Assistance in Procuring New Insurance Policies: The General Insurance Intermediaries / Brokers / Advisor shall provide assistance to Maha Metro in acquiring any applicable / required new insurance policies, in consultation with Maha Metro.
- b. Risk Notes Preparation and RFP/EOI Document Framing: The General Insurance Intermediaries / Brokers / Advisor shall prepare risk notes and formulate Request for Proposal (RFP) documents. This includes finalizing terms and conditions such as coverage, add-on coverage, excess (monetary/time), period of indemnity, policy wordings, policy clauses, warranties, etc.
- c. Bid Document Preparation: The General Insurance Intermediaries / Brokers / Advisor shall assist Maha Metro in preparing bid documents, including drafting the Techno-commercial Bid and Price Bid. This involves floating RFP and/or inviting bids on behalf of Maha Metro from reputable insurance companies licensed to operate in India, as directed by Maha Metro.
- d. Comparative Bid Statement/Evaluation: Prepare a comparative statement/evaluation of bids, covering both Techno-commercial and Price Bids. This shall facilitate decision-making for the placement of insurance policy(ies) by Maha Metro.
- e. Negotiation and Finalization: The General Insurance Intermediaries / Brokers / Advisor shall engage in negotiations and finalize the terms and conditions of insurance, optimizing cost, cover, security, and service quality in accordance with Maha Metro's established procedures.
- f. Placement of Insurance Policies: Assist Maha Metro in placing insurance policies with the minimum premium and the required maximum coverage.
- g. Policy Document Verification: Check, verify, and scrutinize the final policy document(s). In the case of any defects, deficiencies, or errors, facilitate correction by the insurance company to safeguard Maha Metro's interests regarding claims and settlement.
- h. Policy Endorsements: Carry out policy-related endorsements as and when

required.

3.3. Claim Management:

- a. Documentation of Claims: The insurance intermediary/broker/Advisor shall provide assistance to Maha Metro in the documentation of claims for lodging and ensuring timely settlement.
- b. Resolution/Realization of Claims:
 - i. The Advisor shall coordinate and assist in the realization of any past claims, as per the provisions/conditions stipulated in the insurance policy.
 - ii. The Advisor shall facilitate the immediate intimation of claims to insurers and coordinate the appointment of surveyors as per policy provisions.
 - iii. The Advisor shall engage in coordination with insurance companies, surveyors, etc., to ensure the prompt settlement of claims.
 - iv. The Advisor shall provide assistance in resolving various queries from insurers and surveyors during the claim processing stage.
 - v. The Advisor shall offer guidance in relation to the interpretation of policy wordings, conditions, clauses, warranties, deductibles, etc., during the claim processing phase.

Submission of Periodical Reports: The Advisor shall arrange for the submission of periodic reports on the claim settlement position and pending issues.

Assistance in Premium Refund Claims and Claim Materialization: The Advisor shall assist in the speedy realization of premium refund claims and the materialization of claims.

3.4. Miscellaneous Services:

- a. Technical Assistance for Project Insurance Policies: The advisor shall provide technical assistance for any Project Insurance Policies and/or new types of insurance coverage as may be required by Maha Metro.
- b. Regulatory Compliance and Updates: The advisor shall keep Maha Metro informed of the latest regulations and guidelines issued by IRDA/TAC/GI Councils or any other applicable regulatory authorities.
- c. General Insurance and Risk Management Matters: The advisor shall address any other matters related to insurance and risk management, irrespective of the location of insurable assets, including issues pertaining to Maha Metro's insurance policies.
- d. Consultation and Advisory Services: The advisor shall provide any other consultation or advisory services related to the insurance portfolio of Maha Metro.
- e. Industry Developments Advisory: The advisor shall advise Maha Metro, periodically, on developments in the insurance industry that may impact the Company.
- f. Claims Training/Workshop: The advisor shall conduct claims training or workshops for key identified individuals within Maha Metro.

3.5. Visits and Consultations:

- a. The advisor shall undertake visits to Maha Metro for the purpose of conducting discussions, claim settlement meetings, and any other related activities deemed necessary by Maha Metro.
- b. During the visits, the advisor shall provide advisory services on new insurance policies, practices, and industry best practices in alignment with Maha Metro's requirements and objectives.
- c. The advisor shall coordinate with relevant stakeholders at Maha Metro and engage in consultations to address specific issues related to insurance, risk management, and any other matters requiring on-site attention.
- d. The advisor shall maintain comprehensive documentation of discussions, claim settlement negotiations, and advisory sessions conducted during the visits. Submit periodic reports summarizing the outcomes and recommendations.
- e. The advisor shall adhere to the agreed-upon schedule for site visits, ensuring effective coordination with Maha Metro's representatives and relevant personnel to maximize the efficiency of the visits.
- f. The advisor shall initiate and execute follow-up actions as required based on the outcomes of discussions and claim settlement meetings held during the site visits, ensuring timely implementation of agreed-upon measures.
- g. The advisor shall deput a dedicated officer for Maha Metro at Metro Bhawan, Nagpur.

This provision is intended to facilitate direct engagement between the Advisor and Maha Metro, fostering effective communication, claim resolution, and the implementation of optimal insurance policies and practices.

4. OTHER TERMS AND CONDITIONS

1. The firm shall employ suitably qualified and experienced personnel as and when required for insurance advisor. The firm shall furnish the list of personnel deputed for Maha-Metro as a advisor with details. The list shall be reviewed and approved by Maha-Metro with or without modification. Except as Maha-Metro may otherwise agree, no change shall be made in the approved list of personnel. If for any reason beyond the reasonable control of the advisor firm, it becomes necessary to replace any of the Personnel, the Advisor Firm shall forthwith provide as a replacement, a person of equivalent or superior qualification with the prior approval of Maha-Metro.
2. All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
3. All reporting shall be done on concurrent basis as required by Maha-Metro from time to time.
4. The work being conducted by the firm will be subject to supervision by Finance, Procurement department and Execution Department of Maha-Metro as and when required to ensure that the work is progressing as per the requirement.
5. In case of non-fulfillment of any instructions issued by Maha-Metro, Maha-Metro will be entitled to cancel the work without any obligations.
6. The successful firm shall not be entitled to claim any additional amount including TA/DA, Out of Pocket expenses etc. for any reason whatsoever for the above work.
7. Maha-Metro reserves the right to cancel selected firm, if it considers necessary. In

case of any dispute, the decision of MD, Maha-Metro shall be final and binding.

5. CONTENTS OF THE TENDER PROPOSAL

This is a single stage open tender. The Tenderer has to submit the offer in the technical section of the bid in the e-tender portal.

Technical Proposal will be opened on due date (as per Notice Inviting Tender). This proposal must contain the following :-

- a. A proposed plan of action to achieve the objectives of the intended scope of work of Maha-Metro.
- b. Finally, all the supporting documents to assess the eligibility criteria/technical evaluation may also be furnished as given in the formats in Bid forms.
- c. Each page of the tender documents is required to be signed by the Authorized representative of the Agency. The documents / certificates in support along with the tender shall also be signed by the Authorized signatory.
- d. Maha-Metro reserves the right to reject any or all offers received without assigning any reasons.

6. COMMENCEMENT DATE

The date of commencement shall be the date of issuance of Letter of Acceptance.

7. TENDER PROCEDURE

The Bidder fulfilling the Pre-Qualification Criteria will be evaluated on basis as mentioned below:-

8. EVALUATION CRITERIA FOR SELECTION OF INSURANCE ADVISOR:

A. Eligibility / Pre-Qualification / Technical Criteria: -

1. Eligibility / Pre-Qualification / Technical Criteria is attached to this tender document as Appendix – 1.
2. An evaluation committee constituted by MAHA-Metro will evaluate the proposals.
3. The firm fulfilling the above Eligibility / Pre-Qualification / Technical Criteria will only qualify for technical evaluation.

9. Technical Evaluation: The Agency who scores highest in technical evaluation shall be selected.

Technical evaluation of Proposals: (Maximum Marks-100).

First the Eligibility/ Pre-Qualification / Technical Criteria will be examined on the basis of the criteria given at Sr.no. 8 (A). Only those Bidders who qualifies the above criteria shall be considered for Evaluation criteria. Maximum marks assigned for different Evaluation criteria specified below:-

<u>Sr. no</u>	<u>Parameter</u>	<u>Documents required</u>	<u>Weightage</u>	<u>Score</u>
	<u>General</u>			
<u>1</u>	Office in the major cities	Self-attested details of each branch with the following information:	2 Point for each of the location (5 locations required for full points)	<u>10</u>
	Delhi NCR	1. Address of Branch		
	Mumbai	2. Phone No.		
	Kolkata	3. Name of Head of the Branch and his designation		
	Chennai	4. Landline/ cellular Phone No. of the Head and his official e-mail ID.		
	Hyderabad	Note: If all the required		
	Bangalore	information is not given; no points will be awarded.		
	Pune			
	Ahmedabad			
	Nagpur			
<u>2</u>	Total number of full-time employees pan- India as on the date of application	Self-declaration from Principal officer/ Authorized signatory (with power of attorney)	Less than 50 : 5 point	<u>15</u>
			Above 50 upto 100 : 10 points	
			Above 100 : 15 points	
	<u>Experience</u>			
<u>3</u>	Total number of central and / or state PSU, government companies / organizations including JV between State / Central and Private companies, handled as direct broker during last seven years as on the date of bid submission.	Self-declaration from Principal officer/ Authorized signatory (with power of attorney) along with Work Orders/LOA/policy document	Up to 2 : 0 points	<u>10</u>
			Above 2 up to 5 : 5 points	
			Above 5 : 10 points	
	<u>Capability</u>			
<u>4</u>	Total number of insurance claims above INR 5 Cr each finally settled in last seven years as on the date of bid submission	Claim documents (>Rs. 5 crore each) finally settled from insurance companies in the past seven years as on the date of bid submission. Self-declaration from the Authorized Signatory is required along with the documentary evidence/ proof of payment/ Discharge/ mails from Employer/. Insurers Claims Settlement date should be within last seven years as on the date of bid.	Upto Three Claims : 5 points For Four Claims and above : 10 points	<u>10</u>

<u>Sr. no</u>	<u>Parameter</u>	<u>Documents required</u>	<u>Weightage</u>	<u>Score</u>
	<u>Financial Strength</u>			
5	Average Annual Turnover only from Corporate Direct Insurance /Reinsurance broking (except retail business) for the last 3 financial year i.e. (April to March) 2022-23, 2023-24 and 2024-25.	Copy of audited balance sheet for the last three financial years and Average Annual Turnover from Corporate Direct Insurance /Reinsurance broking (except retail business) Certificate certified by a Chartered Accountant.	Above INR 30cr up to INR 45 Cr : 5 Points	<u>15</u>
			Above INR 45 Cr below 60 Cr : 10 Points	
			60 Cr & above : 15 Points	
6	Policies with Average Annual premium from Corporate Direct Insurance /Reinsurance broking (except retail business) handled during last three years as on the date of bid.	Self-declaration from Principal officer/ Authorized signatory (with power of attorney)	Below INR 250 Cr : 0 points	<u>10</u>
			Above INR 250 Cr & Below 500 Cr : 5 Points	
			Above INR 500 Cr :10 Points	
	<u>Other</u>			
7	Presentation (Physical or Virtual) – Presence, Strength, and Process flow	Time: 30 Minutes		<u>30</u>
	Total			<u>100</u>

Note : -

1. There will not be any additional cost borne by Maha Metro over and above the insurance policy premium to be paid by Maha Metro to the Insurance Company i.e. Maha-Metro shall not pay any fees & charges, whatsoever in nature, to the Insurance Broker/Agency.
2. There will not be any TA/DA billed to Maha Metro by the selected broker.
3. Joint Venture/ Consortium/Co-Broking Participation of maximum three insurance brokers is allowed subject to the condition that the Lead Member must be in operation as composite insurance broker for at least seven completed years as on the date of bid submission without any break in license provided by Insurance Regulatory Authority (IRDAI) whereas other members to possess a valid IRDAI Licence as on the date of bid submission to operate as an insurance broker. However, JV/Consortium/Co-Broking Members shall be jointly and severally responsible for obligations and service delivery.
4. In case of Joint Venture/ Consortium/ Co-Broking Participation, all the members are to collectively meet the technical evaluation criteria mentioned above.
5. Existing Insurance Consultant of Maha-Metro need not apply again.

10. TERMINATION

Any party of the Contract may terminate the Contract at any time by one month's written notice to the other party.

Upon termination of the contract, or at any time if so requested in writing by Maha-Metro, the Advisor firm will return or destroy within thirty (30) days all confidential

information of Maha-Metro and any copies thereof it may hold at such time.

11. DISPUTES & SETTLEMENT

In case of any dispute or differences, it shall be referred to Arbitration. The sole arbitrator will be appointed by the Managing Director of Maha-Metro. The place of Arbitration shall be Nagpur and the language will be English.

Form - 1**Advisor's Information Form**

Advisor's Name:- _____

Name of Work: _____

S.No.	Description	Information
1	Advisor's name	
2	Advisor's country of registration: <i>[indicate country of Constitution]</i>	
3	Advisor's legal address [in country of registration]:	
4	Advisor's year of incorporation:	
5	Principal place of business	
6	Contact No. Of main Office at Principal place of business.	
7	Advisor's Present Address of Correspondence:	
8	E-Mail ID	
9	Advisor's authorized representative's information (As per POA / Declaration of authorized signatory)	
	Name:	
	Designation	
	Address	
	Telephone No.	
	Mobile No.	
	E-Mail ID	

S.No.	Description	Information
10	PAN NO.(Copy to be enclosed)	
11	GST No. (Copy to be enclosed)	
12	Whether the bidder is composite broker or direct broker as per the IRDAI.	
12	As on the date of bid submission, the number of years the bidder is in operation as composite broker or direct broker without any break in license provided by Insurance Regulatory Authority (IRDAI). (Bidder should provide copy of all the license as evidence).	
19	No. of full time employees as on the date of bid submission. (Supporting documents for the same needs to be submitted)	
20	Attach copies of original documents of following	
20.1	Advisor to provide evidence of uninterrupted licensing from the Insurance Regulatory Authority (IRDAI) for the last 7 years.	
20.2	Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above.	
20.3	Certificate of Incorporation or Registration certificate.	
20.4	Power of Attorney in favour of authorized signatory supported by board resolution	

Name of the Advisor* _____

Name of the Advisor's authorized representative's _____

Signature of the person named above _____

Date signed _____ day of _____ **Form – 2A**

Financial Information of Advisor

Bidder's Name: _____

Name of Work _____

	Historic information for previous 05 Financial years		
Type of Financial Information	2022-23	2023-24	2024-25
Profits Before Taxes (PBT)			
Profit After Taxes (PAT > 0)			

Name of the Advisor* _____

Name of the Advisor's authorized representative's _____

Signature of the person named above _____

Date signed _____ day of _____

Note:

- 1) *The above given information shall be supported by relevant documents.*

Form-2B

Average Annual Turnover and Average Annual Premium

Advisor's Name: _____

Name of Work _____

Average Annual Turnover	
Year	Annual Turnover (in INR)
2022-23	
2023-24	
2024-25	
Total	
Average Annual Turnover *	

Average Annual Premium	
Year	Average Annual Premium (in INR)
2022-23	
2023-24	
2024-25	
Total	
Average Annual Premium *	

Name of the Advisor* _____

Name of the Advisor's authorized representative's _____

Signature of the person named above _____

Date signed _____ day of _____

Seal of Bidder.

Note:

- 1) *The above given information shall be supported by relevant documents.*
- 2) *"Annual Turnover" shall be turnover from corporate direct insurance / reinsurance broking(Except retail businesses) as per the audited financial statements.*
- 3) *"Annual Premium" shall be total premium handled corporate direct insurance / reinsurance broking(Except retail businesses) as per the audited financial statements.*

Form -3**Details and undertaking of Advisor**

[The Bidder shall prepare his Letter of Bid on a Letterhead paper specifying his name and address]

Advisor's Name:- _____

Name of Work: _____

To:

Maharashtra Metro Rail Corporation Limited

Metro Bhawan, East High Court Road (VIP Road),

Near Dikshabhoomi, Ramdaspath, Nagpur-440010, Maharashtra, INDIA

We, the undersigned, declare that:

- a. we have not been disqualified, undergone license cancellation, penalised by IRDAI, or been blacklisted or debarred, kept on a holiday list, indicted, or had a case filed against us by

Any Central Government Department/State Government Department/Central or

1. State PSU/IRDAI

2. Any Employer

in the last seven completed financial years and till the date of bid submission

- b. We also ensure to depute a staff at Maha-Metro, Corporate Office, Nagpur as a advisor and representative of M/s._____.
- c. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the applicable Act and the regulations.

Name of the Advisor*_____

Name of the Advisor's authorized representative's_____

Signature of the person named above_____

Date signed _____ day of _____

Form - 4**Works Experience of Advisor**

Advisor's Name: _____

Name of Work:- _____

- Number of Insurance policies having sum insured more than INR 5000 Cr each as direct broker in any one location during last seven years as on the date of bid submission:

_____ **Insurance Policies.**

- The highest single amount claim finally settled during last seven years as on the date of bid submission as a Direct Broker : _____ Crores.

- Total Number of Central and / or state PSU, government companies / organizations including JV between State / Central and Private companies, handled as direct broker during last seven years as on the date of bid submission : _____

Name to be provided below :

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

Note: The above given information shall be supported by relevant documents.

Name of the Advisor* _____

Name of the Advisor's authorized representative's _____

Signature of the person named above _____

Date signed _____ day of _____

Form - 5**Details of Offices/ Branches**

Advisor's Name: _____

Name of Work:- _____

**It is certified that we..... have offices/ branches in the major cities – Delhi NCR ,
Mumbai, Kolkata, Chennai, Hyderabad, Bangalore, Pune, Ahmedabad & Nagpur (Please tick ✓).**

The details of each office/branch is given below :

1) Address of Branch :

2) Phone No. :

3) Name of Head of the Branch and his designation :

4) Landline/ cellular Phone No. of the Head and his official e-mail ID. :

Name of the Advisor* _____

Name of the Advisor's authorized representative's _____

Signature of the person named above _____

Date signed _____ day of _____

Form - 6**Detail of Claim finally settled**

Advisor's Name: _____

Name of Work:- _____

1. Amount of Claim of Fifty Crores & above finally settled during last seven Years as a direct broker.

S/No.	Name of the project	Amount of Claim	Date of Final Settlement
1			
2			
3			
4			
5			

Note: Please fill the amount finally settled against the projects for given financial year.

Name of the Advisor* _____

Name of the Advisor's authorized representative's _____

Signature of the person named above _____

Date signed _____ day of _____

Form - 7**Form of Legal Capacity / Power of Attorney**

(To be forwarded on the letterhead of the Bidder or Lead Member of JV/Consortium, as the case may be)

Format for Board Resolution**(A) Format for the Board resolution to be passed by a Bidder**

The Board, after discussion, at the duly convened Meeting on (Insert date), with the consent of all the Directors present and in compliance of the provisions of the Companies Act, 1956, passed the following Resolution:

RESOLVED THAT pursuant to the applicable provisions of the Companies Act, 1956 and as permitted under the Memorandum and Articles of Association of the Company, approval of the Board be and is hereby accorded to submit a Bid in response to the Bidding Documents dated _____ issued by Maharashtra Metro Rail Corporation Limited (Maharashtra Metro Rail Corporation Limited) for *[Insert name of the work]* for Maharashtra Metro Rail Corporation Limited.

FURTHER RESOLVED THAT Mr./Ms....., (insert the name and designation of the concerned official of the Company) be and is hereby authorized to take all the steps required to be taken by the Company for submission of the aforesaid Bid, including in particular, signing the Bid, making changes thereto and submitting amended Bid, signing and executing all the documents related to the Bid, certified copy of this Board resolution or letter or undertakings, etc., required to be submitted to Maharashtra Metro Rail Corporation Limited as part of the Bid or such other documents as may be necessary in this regard and to do in our name and our behalf all or any of the acts, deeds or things necessary or incidental to submission of our said Bid including signing and executing the Contract Documents, making representations to Maharashtra Metro Rail Corporation Limited or any other authority, and providing information / responses to Maharashtra Metro Rail Corporation Limited, representing us in all matters before Maharashtra Metro Rail Corporation Limited, and generally dealing with Maharashtra Metro Rail Corporation Limited in all matters in connection with our Bid till the completion of the bidding process as per the terms of the above said Bidding Documents and further till the Contract is entered into with Maharashtra Metro Rail Corporation Limited and thereafter till the expiry of the Contract.

FURTHER RESOLVED THAT a power of attorney as per the draft attached to the Bidding Documents be issued in favour of the above named person, _____, to be executed by Mr. _____ or Mr. _____, Directors of the Company under the Common seal of the Company, affixation thereof to be witnessed by one or both of the above named Directors and by Mr. _____, (insert the name and designation of the concerned official of the Company) or as per the Memorandum and

Articles of Association of the Company.

Signature and stamp of Company Secretary / Managing Director/Directors of Bidding entity

Notes:

1. This certified true copy should be submitted on the letterhead of the Company, signed by the Company Secretary / Managing Director/Director of the Bidder.
2. The contents of the format may be suitably re-worded indicating the identity of the entity passing the resolution.
3. In the event the Board resolution is from a company incorporated outside India, the same needs to be notarized by a notary in the home country of company passing the resolution and legalized by the Indian Embassy there. However, in case such company is from a country which has signed The Hague Legislation Convention 1961, then the Board Resolution is not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.
4. This format may be modified only to the limited extent required to comply with the local regulations and laws applicable to a foreign entity submitting this resolution. For example, reference to Companies Act 1956 may be suitably modified to refer to the law applicable to the entity submitting the resolution. However, in such case, the foreign entity shall submit an unqualified opinion issued by the legal counsel of such foreign entity, stating that the Board resolutions are in compliance with the applicable laws of the respective jurisdictions of the issuing company and the authorizations granted therein are true and valid.

Form-8**Undertaking for Downloaded Bidding Documents**

Bidder's Name: _____

Tender No.: _____

Name of Work: - _____

We hereby confirm that, we have downloaded the complete set of Bid Documents along with the set of enclosures hosted in e-tendering portal <https://mahatenders.gov.in/nicgep/app> .

We confirm that the Bidding Documents has not been edited or modified by us. In case, it is observed by Maharashtra Metro Rail Corporation Limited that the Bidding Documents have been edited or modified, we agree for the rejection of our Bid by Maharashtra Metro Rail Corporation Limited.

Company name

Name

Signature

Address of correspondence

E-mail ID

Phone Fax

Form-9**Form of Certificate confirming submission of all documents of Financial Package in the Technical Package with prices left blank**

Bidder's Name: _____

Tender No. : _____

Name of Work:- _____

1. This is to certify that the copy of all the documents of Financial Package, submitted with the Technical Package, is a true Copy of the Financial Package with prices left blank.
2. It is further certified that there are no additional comments, remarks, deviations, terms and conditions in our Financial Package and even if it is there, it shall be treated as NULL and VOID and stand withdrawn.

SIGNATURE OF BIDDER

Form-10

Form of certificate confirming careful examination of all the contents of Bidding Documents and signing of all pages of Bidder's proposal

Bidder's Name: _____

Tender No. : _____

Name of Work:- _____

This is to certify that we, M/s _____ [*Name of the company/JV/Consortium] have carefully examined all the contents of the Bidding Documents including Addenda (if any) and all the pages of our proposal have been signed and stamped by our authorized signatory.

SIGNATURE OF BIDDER

Form-11**Format for Power of Attorney**

(Applicable if bidder is a Partnership firm/ Private limited company /Limited company and participating as sole / single entity bidder)

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution. Foreign companies submitting Bid are required to follow the applicable law in their country)

(Power of Attorney to be provided by the Bidder Company/ Bidder in favour of its representative as evidence of authorized signatory's authority)

Know all men by these presents, we (Name and address of the registered office of the Bidding Company or Bidder) do hereby constitute, appoint andauthorize

Mr./Ms.....S/o..... (name and residential address) who is presently employed with us and holding the position of.....as our Attorney to do in our name and our behalf all or any of the acts, deeds or things necessary or incidental to submission of our Bid for ' ' [Name of the work] for Nagpur Metro Rail Project of Maha-Metro in response to the Bid (Tender No.)issued by Maharashtra Metro Rail Corporation Limited (the Employer) including signing and submission of the Bid and all other document related to the bidding, including but not limited to undertakings, letters, certificates, acceptances, clarifications, guarantees or any other document which the Company may require us to submit and also signing and executing the Contract Document.

The aforesaid Attorney is further authorized for making representations to the Company or any other authority, and providing information / responses to the Company, representing us in all matters before the Company, and generally dealing with the Company in all matters in connection with our Bid till the completion of the bidding process as per the terms of the Bidding Document and further till the Contract is entered into with the Company and thereafter till the expiry of the Contract.

We hereby agree to ratify all acts, deeds and things done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall be binding on us and shall always be deemed to have been done by us.

All the terms used herein but not defined shall have the meaning ascribed to such terms under the Bidding Document.

Signed by the within named [Insert the name of the Firm/company/bidding entity] through the hand of

Mr......

Name of the Executant)

Duly authorized by the Board to issue such Power of Attorney by board resolution
Dt.....

(Copy enclosed

Dated this _____ day of Accepted.....

Signature of the POA holder)

(Name, designation and address of the POA holder)

Attested

.....
(Signature & Seal / stamp of the executant)

(Name, designation and address of the executant)

.....
Signature and stamp of Notary of the place of execution

Common seal of has been affixed in my/our presence pursuant to Board of
Director's Resolution dated.....

WITNESS:

1. (Signature) Name Designation

2. (Signature) Name Designation

Notes:

1. 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 document of the executant(s) and the same should be under common seal of the executant affixed in accordance with the applicable procedure. Further, the person whose signatures are to be provided on the power of attorney shall be duly authorized by the executant(s) in this regard.
2. In the event, power of attorney has been executed outside India, the same needs to be duly notarized by a notary public of the jurisdiction where it is executed.
3. Also, wherever required, the executant(s) should submit for verification the extract of the charter document and document such as a board resolution / power of attorney, in favour of the person executing this power of attorney for delegation of power hereunder on behalf of the executant(s).

Form-12**UNDERTAKING OF AUTHORIZED SIGNATORY****(If bidder is sole & Proprietorship firm)***(To be typed on INR: 100 Stamp Paper & notarized by Notary Public)*

Bidder's Name:- _____

Tender No.: _____

Name of Work: _____

1. I, _____ Son/Daughter of Shri. _____ Proprietor of M/s _____ competent to sign the declaration and execute this bid and agreement in event of award.
2. I have carefully read and understood all the terms and conditions of the tender which are fully acceptable to me.
3. The information / documents furnished along with the above tender are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender & forfeiture of my Bid Security /EMD besides liabilities towards prosecution under appropriate law.

(Signature of Proprietor)

Full Name:

Date:

Place:

Seal:

Signature & Seal of Notary Public

Note:

1. The above declaration shall be notarized by notary public

Contract Form-1**Notification of Award****Letter of Acceptance***[letter head paper of the Employer]**[date]*To: *[name and address of the Contractor]*

This is to notify you that your Bid dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Contract Data]* for the Accepted Contract Amount *[amount in numbers and words] [name of currency]*, as corrected and modified in accordance with the Instructions to Bidders, is hereby accepted by our institution.

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of Contract, using for that purpose one of the Performance Security Forms included in the Bidding Documents

Authorized Signature: _____

Name and Title of Signatory: _____

Name of institution: _____

Attachment: Contract Agreement

Contract Form-2**Contract Agreement**

THIS AGREEMENT made the _____ day of _____, _____, between Maharashtra Metro Rail Corporation Limited, Nagpur (hereinafter "the Employer" or Maha- Metro), of the one part, and _____ of _____ (hereinafter "the Contractor"), of the other part:

WHEREAS the Employer desires that the Works known as _____ should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Works and the remedying of any defects therein, in the sum of *[insert Contract Price or Ceiling in words and figures, expressed in the Contract currency(ies)]* (hereinafter called "the Contract Price").

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
 - (a) the Letter of Acceptance (LOA)
 - (b) Accepted Financial Bid & Bill of Quantities
 - (c) Corrigendum / Addendum/ Clarifications
 - (d) This Tender Document
 - (e) and any other reference documents forming part of the Contract.

If an ambiguity or discrepancy is found in the documents, the Employer shall issue any necessary clarification or instruction by approval of competent authority.

3. In consideration of the payments to be made by the Employer to the Contractor as specified in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of _____ on the day, month and year

specified above.

Signed by _____ (for the Employer)

Signed by _____ (for the Contractor)

Note:- *The costs of stamp duties and similar charges (if any) imposed by law and as per Stamp Duty Act (amended from time to time) of state in which the work is executed, in connection to entering into the Contract Agreement, shall be borne by the Contractor.*

1. Minimum Eligibility Criteria:

To enable the evaluation committee to carry out the evaluation of the bids effectively, the bidder should give full details with reference to the following:

No.	Subject	Requirement	Single Entity	Joint Venture/ Consortium			Documentation
				(existing or intended)			
				All Parties Combined	Each member	Any one member	
1.0	Historical Contract Non-Performance						
1.1	Suspension/ Disqualification	Not have undergone any disqualification/cancellation of license/penalised by IRDAI or blacklisted or debarred mid-term by any Employer in last 10 years. Self-declaration from Principal officer/ Authorized signatory (with power of attorney) to be submitted with the bid as evidence.	Must meet requirement	N/A	Must meet requirement	N/A	Form -3
1.2	Blacklisting/ Indicted/case filed	Not blacklisted/kept on holiday list/ indicted/case filed against by any Central Government Department/State Government Department/Central or State PSU / IRDAI in the last seven Years as on the date of bid submission. Self-declaration from Principal officer/ Authorized signatory (with power of attorney) to be submitted with the bid as evidence.	Must meet requirement	N/A	Must meet requirement	N/A	Form -3
2.0	Financial Situation and Performance						
2.1	Net Profit	Summery sheet of audited balance sheets for the last 3 (Three) years (FY 2022-23, 2023-24 & 2024-25) shall be submitted and must demonstrate the current soundness of the Applicant's/Bidders financial position and indicate its prospective long-term profitability. The Bidder Must have made Net Profit	Must meet requirement	N/A	Must meet requirement	N/A	Form – 2A

Tender No. N/INCO 02/2024							
No.	Subject	Requirement	Single Entity	Joint Venture/ Consortium			Documentation
				(existing or intended)			
				All Parties Combined	Each member	Any one member	
		during the last 3 financial years i.e. (FY 2022-23, 2023-24 & 2024-25) Note: 1. Statutory Auditor's certified summary sheet of each year need to be enclosed with bid. The certificates must be with UDIN 2. Copy of audited balance sheets also need to be submitted along with the bid					
2.2	Average Annual Turnover	Minimum average annual turnover of INR 30 Crore consecutively for the last 3 (Three) years earned from corporate direct insurance/reinsurance broking (except retail business). Note:- Last 3 (Three) years shall be FY 2022-23, 2023-24 & 2024-25. In case of Companies, which follows Financial Year as Calendar Year (January to December), data for 2024 shall be treated equivalent to the data of FY 2024-25 and so on. Statutory Auditor's certified summary sheet of audited balance sheet need to be enclosed with bid. The certificate must be with UDIN Copy of audited balance sheets also need to be submitted along with the bid	Must meet requirement	Must meet requirement	N/A	N/A	Form-2B
4.0	Experience						
4.2	Claim Settlement	Experience of having successfully settled at least one (1) insurance claim of value not less than INR 50 Crore as a Direct Insurance Broker, during the period of seven (7) years up to the bid submission date. A self-declaration from the Principal Officer / Authorized Signatory (duly supported by	Must meet requirement.	Must meet requirement	N/A	For lead member: Must meet requirement	Form - 6

				Tender No. NIT/INCO 02/2021			
No.	Subject	Requirement	Single Entity	Joint Venture/ Consortium			Documentation
				(existing or intended)			
				All Parties Combined	Each member	Any one member	
		Power of Attorney), along with documentary evidence such as proof of payment / discharge voucher / certificate issued by the employer, shall be submitted with the bid.					
4.3	Specific broking Experience	Experience of having handled a minimum of three (3) insurance policies, each with a sum insured exceeding INR 5,000 Crore, as a Direct Insurance Broker at any one location, during the period of seven (7) years up to the bid submission date. The Bidder shall submit documentary evidence such as Work Orders / Mandate Letters / Policy Copies along with the bid.	Must meet requirement.	Must meet requirement	N/A	For lead member: Must meet requirement	Form - 4

Note:

1. The JV/Consortium member having maximum % contribution in proposed JV should be treated as Lead Member. Maximum number of entities in JV/Consortium should be 3 (three) (i.e. Lead Member + 2 Other Members).
2. JV/Consortium/Co-Broking Members shall be jointly and severally responsible for obligations and service delivery.
3. The mentioned experience must be supported by duly signed and stamped certificate from the employer. Bidder shall submit the contact details of issuing authority of the certificates for verification. Client certificate should clearly mention extent of completion.
4. Lead Member: The Lead Member must be in operation as composite insurance broker for at least seven completed years as on the date of bid submission without any break in license provided by Insurance Regulatory Authority (IRDAI). The Bidder shall submit documentary evidence.
5. Other Member: Other members must have a valid IRDAI Licence as on the date of bid submission to operate as an insurance broker. The Bidder shall submit documentary evidence.