



# Chhattisgarh State Warehousing Corporation

SECTOR No.- 24, VILLAGE- JHANJHI, NAVA RAIPUR, ATAL NAGAR CHHATTISGARH, PIN : 492101

Telephone: 0771-2272969, Email: mc-swc.cg@gov.in, Website : [www.cgswc.cg.gov.in](http://www.cgswc.cg.gov.in)

No./CGSWC/COMM./INS./2026-27/4458

Nava Raipur, Dated- 23/04/2026

## NOTICE INVITING TENDER (NIT)

Chhattisgarh State Warehousing Corporation is a statutory corporation constituted under the warehousing corporation Act 1962. Corporation provides scientific storage facility for Notified commodity, agricultural inputs and produce cotton bales, minor forest produce, industrial raw materials, public Distribution items and consumer durables in Chhattisgarh at 139 branches.

The Corporation is seeking proposals for "Appointment of Insurance Broker Agency to provide broking and consulting services for Insurance and other requirements of Chhattisgarh State Warehousing Corporation (CGSWC) to cover all types of insurance policies". Based on the selection criteria as per RFP, CGSWC will finalize the successful bidder/s. The cost of tender document is Rs. 10,000/- +GST (Non-refundable) for various locations as per publish RFP.

The details regarding submission of the Bids, The proposal can be submitted online through <https://eproc.cgstate.gov.in>. The bid document can be viewed on the website of CGSWC ([cgswc.cg.gov.in](http://cgswc.cg.gov.in)) and downloadable from e-procurement site <https://eproc.cgstate.gov.in> from 24.04.2026 onwards. All further details/ revisions/amendments in context of this bid document will be available only through above portals. Bidders are requested to note the following important dates:

S. No.	Description	Date	Time
1	Date of Issue NIT	22.04.2026	17:00 Hrs
2	Document download start Date	24.04.2026	11:00 Hrs
3	Bid Submission Start Date	07.05.2026	11:30 Hrs
4	Bid Submission End Date	10.05.2026	17:00 Hrs
5	Technical Bid Opening Date	11.05.2026	17:00 Hrs

For further clarifications, please feel free to reach out to Manager Commercial, CGSWC, Nava Raipur (C.G.)- +91 771-2272969.

Managing Director  
CGSWC, Nava Raipur



## **Chhattisgarh State Warehousing Corporation**

**Request for Proposal**

**for**

**Appointment of Insurance Broker to provide broking services for Insurance of CGSWC to cover all types of insurance policies for the Corporation**

**Managing Director**

**Chhattisgarh State Warehousing and Corporation**

**Sector No: 24, Village: Jhanj, Nava Raipur Atal Nagar, Chhattisgarh  
492101**

**Phone: +91 771-2272961 / +91 771-2272972**

**Website: <https://cgswc.cg.gov.in/>**

**Email: [mdcgswc@gmail.com](mailto:mdcgswc@gmail.com)**

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### **List Of Abbreviations Used In This Document**

<b>Abbreviation</b>	<b>Full Form of Abbreviation</b>
CFS	Container Freight Station
CGSWC	Chhattisgarh State Warehousing Corporation
ED	Executive Director
EMD	Earnest Money Deposit
ICD	Inland Container Deport
J.V	Joint Venture
LOA	Letter of Award
MD	Managing Director
MT	Metric Ton

## Disclaimer

1. Though adequate care has been taken in the preparation of this document, the applicant submitting application should satisfy itself that the document is complete in all respects.
2. CGSWC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any applicant or bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the tender document and any assessment, assumption, statement or information contained therein or deemed to form part of this tender document or arising in any way with pre-qualification of applicants for participation in the bidding process.
3. The CGSWC reserves the right, without any obligation or liability, to accept or reject any or all the applications submitted in response to this tender notice at any stage of the process, to withhold or withdraw or to cancel or modify the process of this tender, at any time, without assigning any reason whatsoever.
4. The CGSWC may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this tender document.

## 1. Executive Summary

Chhattisgarh State Warehousing Corporation is a statutory corporation constituted under the Warehousing Corporation Act, 1962. The Corporation provides scientific storage facilities for various Agricultural Produce, Agricultural Products, Minor Forest Produce, Industrial Raw Materials and Consumer Durables for various Government agencies such as Food Corporation of India, C.G. State Civil Supplies Corporation Ltd. and Chhattisgarh Beverages Corporation etc. and other Non-Government agencies like farmers and the traders in the State of Chhattisgarh. It facilitates Public Distribution System through its network of godowns located in far inaccessible, remote, rural and interior areas of the State. Currently the Corporation has 1465 Own Warehouses of variable capacities in 139 Branches spread along the length and breadth of the State. The Corporation also hires private godowns based on the requirements of depositors. Accordingly, the total storage capacity is 2730686 MT, including 192250 MT of hired capacity.

The Corporation takes a Standard Fire & Special Peril Insurance Policy (Floater Declaration Policy Covering (STFI & RSMD), Theft and Burglary Policy and The Fidelity Guarantee Policy every year for insuring various risk covers generated from Men, Materials and Commodities stored in its various Godowns.

The Corporation is seeking proposals from qualified and strategic firms for the appointment of an Insurance Broker to provide broking for Insurance of CGSWC to cover all types of insurance policies. Broking services here include assistance in pre-placement, placement, post-placement of insurance requirements of CGSWC and other aspects related to insurance covers of CGSWC. Please note, only well-established Insurance Broking Firms registered and holding a valid composite license issued by Insurance Regulatory and Development Authority of India (IRDAI) are eligible for the appointment under this Contract.

This RFP seeks to obtain technical proposals from such firms. Based on the selection criteria specified in the section 3.0 CGSWC will finalize the successful bidder.

## 2. Instruction to the Bidder

While every effort has been made to provide comprehensive and accurate background information, as per requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this Bid Document may wish to consult their own legal advisers in relation to this Bid Document.

All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment/project by CGSWC on the basis of this Bid Document.

No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of CGSWC. Any notification of preferred Bidder status by CGSWC shall not give rise to any enforceable rights by the Bidder. CGSWC may cancel this Bid document at any time prior to a formal written contract agreement being executed by or on behalf of CGSWC.

This Bid Document supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

This section specifies the procedures to be followed by Bidders in the preparation and submission of their bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of contract. It is important that the bidder carefully reads and examines the Bid Document.

**Standards of Performance:** The Selected Insurance Broker shall perform the Services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally

accepted professional techniques and practices, and shall observe sound management practices. The Broker shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the CGSWC, and shall at all times support and safeguard CGSWC's legitimate interests in any dealings with Third Parties.

## **2.1. Availability of Bid Document**

Intimation of Bid Document will be available on the website of CGSWC (<https://cgswc.cg.gov.in/>) and downloadable from Chhattisgarh Government e-procurement portal <https://eproc.cgstate.gov.in>

## **2.2. Preparation and Submission of Proposal**

### **2.2.1. Completeness of Bids**

Bidders are advised to study all instructions, forms, terms and conditions, clauses, requirements, and other information in the Bid Document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the Bid Document with full understanding of its implications. The response to this Bid Document should be full and complete in all respects. Failure to furnish the information required by the Bid Document or submission of a proposal not substantially responsive to the Bid Document in every aspect will be at the Bidder's risk and may result in rejection of its proposal. The Bid Document is not transferable to any other Bidder.

### **2.2.2. Language**

The bid as well as all correspondence and documents relating to the bid exchanged by the bidder and CGSWC, shall be in English language only.

### **2.2.3. Submission of Bid on e-procurement portal**

The bidder is responsible for registration on the e-procurement portal at their own cost. The Bidders are advised to go through the e-procurement guidelines and instructions, as provided on the e-procurement website, and in case of any difficulty related to e-procurement process, may contact the helpline number mentioned on their website <https://cgswc.cg.gov.in> and <https://eproc.cgstate.gov.in>. The Bidder shall submit the proposals online and are requested to note the following:

- a. Proposal that are incomplete or not in prescribed format will be rejected.
- b. The Eligibility Criteria, Technical Proposal should be submitted only through the Chhattisgarh Government e- procurement Portal <https://eproc.cgstate.gov.in> only.
- c. Eligibility Criteria - Scanned copy in pdf file format, signed on each page, with file name clearly mentioning: "Eligibility Criteria Documents for CGSWC NIT No. \_\_\_\_\_".
- d. Technical Proposal would be filed on e-procurement portal.
- e. Conditional proposals shall not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of the bids.
- f. Bidders are advised to upload the proposals well before time to avoid last minute issues.
- g. The bid must be submitted only online through <https://eproc.cgstate.gov.in> website. No physical submission of bids would be acceptable.

### **2.2.4. Late Bids**

Proposal after due date and time shall not be accepted.

### 2.2.5. Bid Validity

The Bid Document offer must be valid for a period of 90 days from the due date of submission of proposal as mentioned in this Bid Document or subsequent corrigendum (if any).

### 2.2.6. Cost and Currency

No payment/remuneration from CGSWCC will be given / provided to selected bidder against the services (as mentioned in this tender document) provided by the Insurance Broker

### 2.2.7. Interpretation of the clauses in the Bid Document

In case of any ambiguity in the interpretation of any of the clauses in the Bid Document, by signing this Bid Document, the Bidder agrees to abide by the interpretation of the clauses by Managing Director, CGSWC and which shall be final and binding on the bidder. The decision taken by CGSWC in the process of bid evaluation will be full and final.

### 2.2.8. Amendment of Bid Document

At any time prior to the deadline for submission of bids, CGSWC for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify / amend the bid documents. Any such communication shall be posted on website and bidders are requested to visit the e-procurement website for updates, modifications, and withdrawal of Offers.

### 2.2.9. Deviations

The bidder shall not be allowed to make any deviation whatsoever from the terms and condition and technical specifications specified in the Bid Document. All the bidders should submit "No Deviation Form" as per the format given in Section 9.4

## 2.3. Bid Data Sheet

Particular	Details
Client	Chhattisgarh State Warehousing Corporation
Address and Concerned Person for Correspondence	Managing Director Chhattisgarh State Warehousing and Corporation Sector No: 24, Village: Jhanj, Nava Raipur Atal Nagar, Chhattisgarh-492101 Phone: +91 771-2272961 / +91 771-2272969 Email: md-swc.cg@gov.in Email: mc-swc.cg@gov.in
Point of Contact related to this Bid Document	Phone: +91 771-2272961 / +91 771-2272969
Cost of Bid Document	Non-refundable fee of Rs 10,000.00 (Rs. Ten Thousand only) has to be submitted by electronic clearing system (NEFT/RTGS) payable in favour of <b>MANAGING DIRECTOR C.G. STATE WAREHOUSING CORPORATION – RAIPUR, payable at Raipur on SBI Account No.- 10167170183, IFSC Code: SBIN0018097</b> Only Scanned copy of the proof of submission of (Counter folio of the receipt along with the UTR/Acknowledgement) has to be Submitted in Technical document. & Processing Fee to be paid online through the e- procurement portal
EMD / Bid Security Amount	Rs. 1,00,000/- (Rs One Lakh Only) to be paid online, has to be submitted by electronic clearing system (NEFT/RTGS) payable in favour

	of <b>MANAGING DIRECTOR C.G. STATE WAREHOUSING CORPORATION – RAIPUR</b> , payable at Raipur on SBI Account No.- <b>10167170183</b> , IFSC Code: <b>SBIN0018097</b> Only Scanned copy of the proof of submission of (Counter folio of the receipt along with the UTR/Acknowledgement) has to be Submitted in Technical document.
Method of submission of proposal	Only through e-Procurement portal
Date and time for opening of Bid Documents	As detailed in NIT
Bid Validity	Minimum <b>90 days</b> from the due date of submission of proposal as mentioned in this Bid Document or the subsequent corrigendum (if any)
Technical Evaluation	As specified in clause 3.3 and 3.4
Presentation	As specified in clause 3.4

**Note:** All further corrigendum/ addendum shall be uploaded on the e-procurement portal.

#### 2.4. Communication

- a. Only written communication with / from / between CGSWC and Bidder prior or post award of contract will be valid. All oral / verbal instructions must be recorded and approval taken be considered as a valid instruction.
- b. All communication shall be addressed to Managing Director, Chhattisgarh State Warehousing Corporation.

### 3. Qualification Criteria and Bid Evaluation

CGSWC invites proposals for appointment of Insurance Brokers to provide Insurance Broking services as defined in this document as required under IRDAI regulations to cover All Types of Insurable Risk, and to assist in pre-placement, placement, post-placement of our insurance requirements along with risk management advice, assistance on selecting and working with suitable vendors for other services relating to risk management and risk mitigation.

Only reputed and well-established Insurance Broking Firms registered and holding valid composite license from the Insurance Regulatory and Development Authority of India (IRDAI) are eligible for appointment under this Contract. CGSWC intends to select one insurance broking firm under this Contract.

#### 3.1. Bid Opening

- a. Bid Opening shall take place through the e-Procurement Portal.
- b. A maximum of one representative from each Participating Organization would be allowed to attend the Tender Opening. The Bidder's representative, who may choose to attend the session, should attend the Tender opening on the date and time mentioned in the Bid Data Sheet or as per the Date and Time revised in the subsequent communication given through the e-procurement portal.
- c. To assist in the scrutiny, evaluation, and comparison of offers, the Bidders may be asked for clarification of their offers on any of the points mentioned therein and the same may be sent through email. During pre-qualification and evaluation of the Proposals, CGSWC may, at its discretion, ask respondents for clarifications on their proposal and for a personal presentation,

wherein, the respondents are required to respond within the time frame prescribed by CGSWC.

- d. CGSWC will evaluate the proposals submitted by respondents in detail, based on the data submitted as required in this tender/RFP. Qualified firms would be invited to make presentation, before selecting one of the firms as Insurance Broker to be associated with CGSWC.

### 3.2. Bid Evaluation

The Bids will be evaluated on Minimum Eligibility Criteria, Scores of Technical Evaluation and then Presentation by the potential bidders to the Committee constituted by CGSWC in the following manner:

S.No.	Criteria	Details
1	Minimum Eligibility Criteria	Bids meeting minimum eligibility criteria will only be shortlisted for technical evaluation
2	Technical Evaluation	<ul style="list-style-type: none"> <li>Bidder's work experience shall be reviewed &amp; analysed based on their Client agreement copy/policy copy/work order / completion certificate, similar to the scope of work mentioned in the Bid Document. Bidders to provide copies of such documents being relied upon by them.</li> <li>Bidders must submit proposals that meet the criteria specified in the tender, including technical qualifications and experience.</li> <li>Compliance with General Financial Rules (GFR): Public procurement by government entities and PSEs follow the General Financial Rules, 2017. Bidders must ensure that they comply with the relevant clauses in the GFR, which govern transparency, competition, and fairness in the bidding process.</li> <li>Evaluation Criteria: Bidders must meet CGSWC's evaluation criteria, which include aspects like prior experience with government clients, technical capability, financial stability, and previous performance in similar projects.</li> </ul>
3	Presentation	<ul style="list-style-type: none"> <li>Presentation of only those Bidders shall be conducted who score minimum of 50 in Technical Evaluation</li> </ul>
4	Award of the Tender	<ul style="list-style-type: none"> <li>Bidder qualifying the Technical Evaluation Scoring and Presentation scoring having the Highest (H-1) Score will be awarded the tender.</li> </ul>

A three-stage procedure will be adopted in evaluating the proposals as detailed in section 3.3 and 3.4.

### 3.3. Minimum Eligibility Criteria

Documents submitted by Bidder shall be evaluated against stipulated requirements of Minimum Eligibility Criteria. Bids that do not meet the minimum eligibility criteria or are not substantially responsive or have incomplete information shall be rejected.

S.No	Description	Minimum Qualifying Criteria
1	Legal Entity and License	(a) Proprietorship Firms (b) Partnership Firms registered under Partnership Act 1932 (c) Registered under the Companies Act 1956 /2013 (d) Limited Liability Company 2008 and must have been in operation for a period of at least 5 (Five) years as of March 31, 2025 registered with

		<p>requisite Statutory Authorities (e) JV/Consortium not allowed. Bidder to submit following documents:</p> <ul style="list-style-type: none"> <li>• Certificate of Incorporation / MoA – AoA of the Company</li> <li>• Duly Seal-Signed Board Resolution, Consent from the partner/s as applicable, and Authority Letter from the Company/Firm for submission of bids on the entity's Letter Heads.</li> <li>• Partnership Deed, as applicable</li> <li>• GST Registration certificate</li> <li>• PAN Card</li> <li>• Income Tax returns for preceding three financial years (2022-23, 2023-24 ,2024-25)</li> <li>• Other tax certificates (as applicable)</li> <li>• Valid License: The broker must possess a valid Composite Broker License from the Insurance Regulatory and Development Authority of India (IRDAI) for at least the last ten years.</li> </ul>
2	Performance Criteria	<p>No record of poor performance or abandoned work and should not have been blacklisted or their contract terminated by Central Govt. / any State Govt. / any Govt. Organization or Department/PSUs in India at the time of Bid submission. Bidder to provide self-attested statement in support of the above.</p>
3	Work Experience	<ul style="list-style-type: none"> <li>• The bidder should have experience in handling insurance policies for large-scale operations, specifically with assets valued over ₹1000 Crores (each policy / assignment). Bidder as an insurance broker shall submit proof of the following:</li> <li>• Serviced / Servicing at least two clients in the Warehousing/CFS/ICD or any other logistics sector covering cumulative risks on assets worth ₹1000 Crores or more (each client / assignment).</li> <li>• The broker should have expertise in providing coverage for risks pertinent to warehousing operations, including fire, floods, theft, burglary, riots, strikes, and terrorism.</li> <li>• Bidder should have experience in servicing / advising at least two Clients in State / Central Government or Government entities for any of their insurance requirements.</li> <li>• Bidder to submit work order / client agreement copy / policy copy / completion certificate with client seal and sign on client's letter head for the above-mentioned experience criteria.</li> </ul>
4	Employee Strength	<ul style="list-style-type: none"> <li>• The bidder must have on its roll at least 10 qualified insurance specialists each with not less than 5 years of experience in insurance broking.</li> <li>• Bidder to submit list of Employees with the required experience along with self-certified declaration about the required experience of employees.</li> <li>• Support Services: Availability of dedicated staff with expertise in insurance matters that can provide ongoing assistance to CGSWC throughout the policy term. CVs of personnel that shall be deployed in this regard must be submitted along with the bid.</li> <li>• The Broker Should also have its own office in Chhattisgarh or should</li> </ul>

		<p>provide an undertaking / declaration to open an office in Chhattisgarh within 60 days of issue of LOA</p> <ul style="list-style-type: none"> <li>• Copy of rent agreement/ownership proof/GST having the office address in Chhattisgarh / Self Declaration on firm/company's letterhead to open an office in Chhattisgarh within 60 days of issue of LOA must be submitted.</li> </ul>
5	Financial Stability	<p><b>Net Worth:</b> The broker must have a positive net worth for the last three consecutive financial years, i.e. 2022-23, 2023-24 and 2024-25. CA Certified certificate along with financial statements must be submitted to support this.</p> <p><b>Annual Turnover:</b> The broker should have an average annual revenue of at least ₹25 Crores from Indian operations over the last three financial years i.e. 2022-23, 2023-24 and 2024-25. CA Certified certificate along with financial statements must be submitted to support this.</p>
6	Claims Handling Capability	<p><b>Claim Settlement Experience:</b> The broker should have successfully processed and obtained claim settlement for its client of at least 1 claim of ₹25 Crores or more in the last five financial years, i.e. 2021-22, 2022-23, 2023-24, 2024-25 and 2025-26. Documentary Proof to be submitted.</p> <p><b>Claims Process Efficiency:</b> The bidder should have digital platform / Portal / Claims Team for managing the claim. Self-certified declaration on bidder's letter head to be provided.</p>
7	Professional Indemnity Insurance	The broker must maintain professional indemnity insurance to cover potential liabilities arising from their advisory services.

### 3.4. 1st Stage: Technical Evaluation and 2<sup>nd</sup> Stage: Presentation

Bids meeting the minimum eligibility criteria shall be evaluated according to the scoring criteria detailed below:

Sr. No	Minimum Requirements		Evaluation Methodology	
	Evaluation Criteria	Maximum Marks	Score Criteria	Maximum Marks
A	Project Experience AND Employee Strength and Experience	75 marks	<p>The bidder should have experience in handling insurance policies for large-scale operations (each policy/assignment) in last two financial year i.e. 2024-25, 2025-26 :</p> <ul style="list-style-type: none"> <li>• Minimum 1000 cr (5 marks)</li> <li>• 1000 cr- 2000 cr (10 marks)</li> <li>• More than 2000 cr (15 marks)</li> </ul> <p>Bidder to submit work order / client agreement copy / policy copy / completion certificate with client seal and sign on client's letter head for the above-mentioned experience criteria.</p>	15
			<p>The broker should have successfully processed and obtained claim settlement for its client of in the last two financial years i.e. 2023-24 and 2024-25:</p> <ul style="list-style-type: none"> <li>• 1 claim Minimum ₹25 Crores (05 marks)</li> </ul>	15

			<ul style="list-style-type: none"> <li>• 1 claim = ₹25 to ₹50 Crores (10 marks)</li> <li>• 1 claim &gt; ₹50 Crores (15 marks)</li> </ul> <p>Bidder to submit work order / client agreement copy / policy copy / completion certificate with client seal and sign on client's letter head along with claim discharge voucher for the above-mentioned experience criteria.</p>	
			<p>Experience with any State / Central Government or Government entities for any of their insurance requirements</p> <ul style="list-style-type: none"> <li>• Minimum Two Clients - 05 Marks</li> <li>• Two to five clients – 10 Marks</li> <li>• More than five clients - 15 marks</li> </ul> <p>Bidder to submit work order / client agreement copy / policy copy / completion certificate with client seal and sign on client's letter head for the above-mentioned experience criteria.</p>	15
			<ul style="list-style-type: none"> <li>• Servicing/serviced two clients in the Warehousing/CFS/ICD sector covering cumulative risks on assets worth ₹5000 Crores (each client / assignment). – 05 marks</li> <li>• Servicing/serviced two to five clients in the Warehousing/CFS/ICD sector covering cumulative risks on assets worth ₹5000 Crores (each client / assignment). – 10 marks</li> <li>• Servicing/serviced more than five clients in the Warehousing/CFS/ICD sector covering cumulative risks on assets worth ₹5000 Crores (each client / assignment). – 15 marks</li> </ul> <p>Bidder to submit work order/Client agreement copy/policy copy/work order / completion certificate with client seal and sign on client's letter head for the above-mentioned experience criteria.</p>	15
			<ul style="list-style-type: none"> <li>• At least 10 employees Technical &amp; Qualified staff on company's pay roll with minimum 5 years' experience in insurance broking – 5 marks</li> <li>• 10 to 20 employees Technical &amp; Qualified staff on company's pay roll with minimum 5 years' experience in insurance broking – 10 marks</li> <li>• More than 20 employees Technical &amp; Qualified staff on company's payroll with minimum 5 years' experience in insurance broking – 15 marks</li> </ul> <p>Bidder to submit list of Employees along with their respective CVs with the required experience along with self-certified declaration about the required experience of employees. Bidder to submit Self Declaration duly signed by Head HR/Managing Director.</p>	15
B	Financial Strength	15 marks	<p>Minimum Average Annual Turnover in last three Financial Years i.e. 2022-23, 2023-24 and 2024-25:</p> <p>Minimum ₹25 Crores: 5 marks</p>	15

			<b>₹ 25 to 50 Crs: 10 Marks</b> <b>More than 50 Crs: 15 Marks</b> Financial Statements along with CA Certificate for average annual turnover and net worth are required to be submitted.	
<b>C. Third Stage</b>	Presentation	Evaluation by Committee	Clarity, understanding of CGSWC needs, credentials, innovative solutions.	10

**Note:**

- a. Technical Evaluation scoring at least 50 marks shall be considered for Second Stage: Presentation.
- b. Successful bidder will be declared based on H1 score as per above matrix.
- c. During the examination, evaluation, comparison of the bids and qualification of the Bidders, the Bidder maybe asked for a clarification of their bid.
- d. CGSWC reserves right to visit (or conduct telephonic verification) bidder's customers where such a similar project execution has taken place.
- e. In case only one firm is eligible for presentation, CGSWC reserves the right to either declare the firm as the Successful Bidder or cancel the tender and invite fresh bids.
- f. The evaluation committee reserves the right to accept or reject a proposal if they determine that the bid is incomplete, or work cannot be carried out as per the scope by the potential bidders.

### 3.5. Award of Work

The contract shall be awarded to the Bidder in the following evaluation manner:

- a. Technical Evaluation score of Bidders shall be calculated based on the scoring method mentioned in 3.4, wherein all the Bidders scoring minimum 50 marks shall be eligible to be invited for presentation.
- b. As per the matrix in 3.4, bids will be evaluated and highest score H1 will be identified. Bidder scored the highest shall be declared as 'Most Preferred Bidder (H-1)' and contract shall be awarded.
- c. In the event that more than one Bidder has secured the same marks, then the Bidder scoring more marks in the presentation shall be declared the Successful Bidder.

### 3.6. Failure to Agree with the Terms and Conditions of the Bid Document

Failure of the successful bidder to agree with the Terms & Conditions of the Bid Document shall constitute sufficient grounds for the annulment of the proposal or the award, in such event CGSWC would reject the proposal.

### 3.7. Award of Contract

#### 3.7.1. Right to Accept Any Proposal and To Reject Any or All Proposal(s)

- a. CGSWC reserves the right to accept or reject any proposal, and to annul the bid process and reject all proposals at any time prior to award of contract, without thereby incurring any liability

to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for CGSWC action.

### **3.8. Confidentiality**

- a. Any attempt by a Bidder to influence CGSWC in the evaluation of the bids or contract award decisions may result in the rejection of its bid.
- b. If any Bidder wishes to contact CGSWC during/after opening of the Bid to award of contract, they may do so only in writing.
- c. Except as otherwise permitted by this Bid Document (and later Contract Agreement), neither of the parties may disclose to third Parties the contents of this Bid Document (and later Contract Agreement) or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of this Bid Document (and later Contract Agreement), (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owed no obligation of confidentiality to the disclosing party with respect to that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently, (d) is disclosed as necessary to enforce the receiving party's rights under this Bid Document (and later Contract Agreement), or it must be disclosed under applicable law, legal process or professional regulations. These obligations shall be valid for a period of three years from the date of termination of the Contract Agreement.

## **4. Scope of Work**

CGSWC invites proposals for appointment of Insurance Brokers to provide Insurance Broking services as defined in this document as required under IRDAI regulations to cover All Types of Insurable Risk, and to assist in pre-placement, placement, post-placement of our insurance requirements.

CGSWC requires the services of an Insurance broker for creation of the risk profile, insurance cover, selection of the insurer, choosing the appropriate policies, guidance in submission of documents to the surveyor, support in obtaining timely settlement of pending and unforeseen insurance claims.

CGSWC expects the broker to provide the following services through the duration of the awarded contract:

### **4.1. Policy Design**

- a. Technical guidance on finalizing proposals for different Insurance Covers
- b. Data collection and the preparation of underwriting reports
- c. Risk Study/analysis to understand the Risk perception and designing Insurance Proposals for CGSWC
- d. Technical advice on wordings and efficacy

### **4.2. Pre-Placement Services**

- a. Determine valuation criteria for Insurer selection in association with CGSWC.
- b. Assistance in drafting and floating of tenders/RFPs

- c. Search of the insurance market for suitable insurers
- d. Assistance in finalizing insurers and insurer terms
- e. Assistance in drafting of the Service Level Agreement

#### **4.3. Bid Management (if requested by CGSWC)**

- a. Float RFP, invite and evaluate bids from insurers
- b. Facilitate pre-bid meetings
- c. Assist in negotiating the best premium from the Insurers

#### **4.4. Placement Services**

- a. Identify the best, lowest bidder and recommend for placement
- b. Scrutiny of Insurance documents

#### **4.5. Post Placement Services**

Insurance Broker would be functioning as an arm of CGSWC and would be assisting in the Post Placement Process of the program. Insurance Broker would undertake the following action items as Post Placement.

- a. Keeping close track of getting the refund of premium from Insurers wherever due.
- b. Technical assistance on Insurance Claims where the loss assessment is not found in line with the Policy framework.
- c. Coordination with the selected insurer for Claim process to ensure prompt and proper settlement of the claim.
- d. Provide communication assistance for change management in case of any major change in plan and design.
- e. Working and guiding CGSWC towards timely Settlement of Insurance Claims of Corporation
- f. Regular visits to the Insured Premises as may be required.
- g. Support service related to the insurance contract and defined bundled value-added solutions toward Risk Mitigation.

#### **4.6. Support:**

- a. The Broker shall assign a dedicated single point of contact person, who should be based out of Chhattisgarh with whom CGSWC can reach for quick resolution of the queries and should be available for meetings, reports, preparation of documents as and when required by CGSWC. The personnel must submit progress reports during scheduled visits to CGSWC as decided by CGSWC competent authority.
- b. An escalation matrix must be established for the resolution of support requests.
- c. Co-ordinate with the CGSWC legal team in consultation with the CGSWC officials in respect of cases where legal action has already been initiated or required to be initiated and perform Court appearances, if required, on behalf of CGSWC.
- d. Assisting CGSWC in Filing of FIR, Charge Sheet, Coordinating with Police and other state and

central level investigating authorities etc. Provide assistance in identifying the local coordinators, lawyers who can support and execute the end-to-end legal proceedings/documentations to ensure speedy execution of the claims and its recovery. Responsible for rigorous follow ups with all the concerned departments internal and external, to ensure speedy filing, process and recovery of the claims.

CGSWC expects other services to be offered by the Broker, over and above those described in this section including professional advice on the adequacy of the insurance cover available, the structure of insurance programs and advice on the overall limits of indemnity that should be purchased.

## **5. Insurance Intermediation Services**

### **5.1. Insurance Policy Optimization and Structuring**

- a. **Tailored Coverage Plan:** Develop policies that provide adequate coverage for fire, natural disasters, theft, spoilage, and liability. Insurance policies should be specific to CGSWC's operational risks, with adjustments based on identified vulnerabilities.

### **5.2. Claim Preparedness and Support for Loss Recovery**

- a. **Streamlined Claims Management Process:** Establish a pre-defined claims management process to expedite claim submissions in case of loss or damage, minimizing delays in recovery.
- b. **Dedicated Claims Support:** Assign a dedicated claims team to CGSWC to handle claims efficiently, ensuring quick resolution and payment. Claims support should include guidance on preparing documentation to avoid disputes or delays.

### **5.3. Premium Reduction and Risk Sharing Mechanisms**

- a. **Risk-Premium Optimization:** Identify potential premium reductions through risk reduction initiatives, such as structural improvements, enhanced security systems, and pest control etc.
- b. **Risk-Pooling or Sharing Options:** Where feasible, explore risk-sharing mechanisms or pooling with other state-owned warehousing entities to negotiate better premiums and broader coverage.
- c. **Performance-based Premiums:** Negotiate with insurers for incentives based on CGSWC's adherence to risk-reducing activities, potentially resulting in lower premiums over time.

### **5.4. Regular Reporting and Continuous Improvement**

- a. **Quarterly Risk and Claims Reporting:** Set up regular reports on claims activity.
- b. **Performance Reviews:** Conduct biannual or annual reviews to assess the effectiveness of the risk management strategy, making improvements based on CGSWC'S evolving needs.

### **5.5. Exit Management**

Successful Bidder shall provide an Exit Management Plan within 180 days of contract agreement date that shall outline overall process that shall be followed post completion of contract period or on termination of contract.

In case of termination of the Successful Bidder, all documents pertaining to CGSWC are to be completely handed over without keeping a copy or the Successful Bidder should have the written permission of the MD, CGSWC for keeping the records with justified reasons.

In case of successful completion of term, during successful exit management process, the Successful

Bidder will sign a Non-Disclosure Agreement and can keep the documentation subject to permission from MD, CGSWC but it must be kept confidentially with the permission of CGSWC. As per the requirement of CGSWC & demand, the Successful Bidder will be bound even post contract period to share the required documents as & when required by CGSWC.

All assets including software, hardware, licensees, tools, accessories etc. defined under the scope of this RFP shall be sole property of CGSWC irrespective of the termination or exit of the bidder at any point of time.

## 6. Timelines

CGSWC shall regularly review the performance of the services being provided by the Firm and the effectiveness of the performance of the selected bidder. The decision of CGSWC shall be binding in this regard.

### 6.1. Operational Activities and Timelines

#### a. Reporting obligations

- i. The Broker shall submit to the Authority the reports and documents specified in the Contract, in the form, in the numbers and within the time periods set forth therein.

#### i. Broker's Personnel

- a. The Broker shall employ and provide such qualified and experienced Personnel as may be required to carry out the Services.
- b. Deployment of Personnel: The designations, names and other particulars of each of the Broker's Key Personnel required in carrying out the Services are described in the contract.
- c. Approval of Personnel

- i. The Key Personnel of the Contract are hereby approved by the Authority. No other Key Personnel shall be engaged without prior approval of the Authority.
- ii. If the Broker hereafter proposes to engage any person as Professional Personnel, it shall submit to the Authority its proposal along with a CV of such person. The Authority may approve or reject such proposal within 14 (fourteen) days of receipt thereof. In case the proposal is rejected, the Broker may propose an alternative person for the Authority's consideration. In the event the Authority does not reject a proposal within 14 (fourteen) days of the date of receipt thereof it shall be deemed to have been approved by the Authority.

#### d. Substitution of Key Personnel

- i. The Authority expects all the Key Personnel specified in the Proposal to be available during implementation of the Contract. The Authority will not consider any substitution of Key Personnel except under compelling

circumstances beyond the control of the Broker and the concerned Key Personnel. Such substitution shall be limited to 1 (one) Key Personnel subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority.

- ii. The Broker should specifically note that substitution of the Team Leader will not normally be considered during the implementation of the Contract and may lead to disqualification of the Applicant or termination of the Contract.
- e. Team Leader: The person designated as the Team Leader of the Broker's Personnel shall be responsible for the coordinated, timely and efficient functioning of the Personnel.

#### **b. Other Compliances**

- i. Tax and Statutory Compliance: Bidders need to ensure compliance with all applicable tax laws (like GST) and other statutory requirements. This includes maintaining updated GST registration, filing necessary returns, and adhering to tax deduction requirements.
- ii. Data Protection and Confidentiality: CGSWC tenders or contracts require strict data protection and confidentiality measures to secure sensitive information more so described in a separate section of this document.
- iii. FEMA and FDI Regulations: If the Bidder has foreign ownership or investments, they must comply with the Foreign Exchange Management Act (FEMA) and any applicable Foreign Direct Investment (FDI) guidelines set by the government and IRDAI.
- iv. Applicable Laws: The Broker shall perform the Services in accordance with the Applicable Laws and shall take all practicable steps to ensure that any Personnel and agents of the Broker comply with the Applicable Laws.

### **7. Terms and Conditions Governing the Contract**

#### **7.1. Payment Terms**

No payment/remuneration from CGSWC will be given/provided to selected bidder against the services (as mentioned in this tender document), provided by the Insurance Broker.

#### **7.2. Terms and Conditions Governing the Contract**

##### **7.2.1. Signing of Contract**

- a. The Successful Bidder shall execute an agreement within 15 days of issue of LOA from CGSWC. In exceptional circumstances, on request of the Successful Bidder in writing for extension, CGSWC reserves the right to grant an extension for appropriate period after getting satisfied with the reasons given.
- b. In addition to terms and conditions being mentioned hereunder, all terms and conditions of the Bid Document and corrigenda issued will also be applicable for the contract.
- c. There shall be agreement between CGSWC and Successful bidder.

### **7.2.2. Contract Period**

The contract period will be for a period of 24 months from the Date of Agreement and may be extendable for maximum period of 12 months based on performance and with the consent of CGSWC competent authority

### **7.2.3. Contract Agreement**

- a. This Bid Document, in totality will be constituted as part of the Contract Agreement between CGSWC and Successful Bidder.
- b. Successful Bidder shall bear the cost of procuring stamp paper of an amount as specified by Registration and Stamps, Commercial Taxes Department, Government of Chhattisgarh.

### **7.2.4. Earnest Money Deposit (EMD)**

- a. The Bidder shall furnish an Earnest Money Deposit (EMD) as detailed in Bid Data Sheet
- b. No interest shall be payable on EMD under any circumstances.
- c. Unsuccessful Bidder's EMD shall be discharged or returned within 60 (Sixty) days of expiration of the period of proposal validity or after awarding tender to successful Bidder.
- d. In case of successful Bidder, the EMD shall be refunded after Completion of services.
- e. The EMD shall be forfeited by CGSWC, on account of one or more the following reasons-
  - a. If a bidder withdraws its bid during the period of bid validity
  - b. If the bidder fails to sign the agreement in accordance with terms and conditions (Only in case of a successful bidder)
  - c. Information given in the proposal is found inaccurate/incomplete

### **7.2.5. Transfer / Sub-Contracting**

- a. Transfer or Subcontracting is not permitted.

### **7.2.6. Termination of Bidder**

- a. If the bidder fails to carry out the scope of work in terms of this document within the stipulated period or any extension thereof, as may be allowed by CGSWC, without any valid reasons acceptable to CGSWC, CGSWC may terminate the contract after giving 1 months' notice, and the decision of CGSWC on the matter shall be final and binding on the bidder and the bidder agrees to not challenge the decision of CGSWC in any court of law or appellate tribunals or any other competent authority. Upon termination of the contract, CGSWC shall be at liberty to get the work done at the risk and expense of the Successful Bidder through any other agency, and to recover from the Successful Bidder compensation or damages.
- b. Subject to the provisions mentioned here-under this Agreement shall terminate at the expiry of the agreement term.
- c. Either party may terminate this Agreement if the other party breaches the terms of this Agreement and fails to rectify it within 30 days of receiving notice of breach.

- d. Party with the consent of the other party can terminate this Agreement by giving 30 days written notice.
- e. CGSWC reserves the right to terminate the contract in case Bidder is/or gets blacklisted by the Government of Chhattisgarh, or any other Department / Ministry of Government of India during the course of Project or if the Bidder is convicted in a legal/tax evasion case or on account of any other legal misconduct of the Bidder.
- f. CGSWC may, at any time, terminate the engagement by giving 30 days written notice to the Bidder without any compensation (if the Bidder becomes bankrupt or otherwise insolvent), provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to CGSWC.
- g. The engagement of the Bidder shall be suspended, and the Bidder may be blacklisted forthwith by the CGSWC under following circumstances/reasons:
  - I. Violation of any condition of the tender/ contract or part of any condition of the tender contract of engagement, or
  - II. If it is found that during the process of award of contract, fraudulence was made by the Bidder or the Bidder if found to resort to the fraudulent practice in getting supply order like offering incentive in terms of free product or money.
- h. Before taking final decision on the matter, all concerned will be given reasonable opportunities to explain their stand. After enquiry, if the Bidder is found guilty, the engagement of the concerned Bidder for the services in question can be cancelled and other appropriate legal action shall also be initiated against all concerned. In case of any dispute, the decision of the Managing Director, CGSWC shall be final and binding.
- i. CGSWC may at any time terminate the Contract by giving a written notice of at least 30 days to the Successful Bidder, if the Successful Bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Successful Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to CGSWC.

### **7.3. Amendment**

No provision of Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of all the parties and which expressly states to amend the present Contract.

### **7.4. Corrupt / Fraudulent Practices**

- a. CGSWC requires that the Bidders under this tender should observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, CGSWC defines the terms set forth as follows:
- b. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the award of the contract, procurement process or in contract execution.
- c. In the event of corrupt practice and fraudulence in addition to penal action as per the terms and conditions of the contract, legal action shall also be initiated against the concerned.

- d. "Fraudulent practice" means a misrepresentation of facts in order to influence award of contract or a procurement process or an execution of a contract to the detriment of CGSWC, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive CGSWC of the benefits of the free and open competition.
- e. CGSWC will suspend the award of contract if prima-facie it is established that the bidder had engaged in corrupt or fraudulent practices in competing for the contract in question.
- f. CGSWC will declare a Bidder ineligible after giving opportunity of being heard, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is found that the Bidder has engaged in corrupt and fraudulent practices in competing for, or in executing, this contract.

### **7.5. Resolution of Disputes**

- a. CGSWC and the successful bidders shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute, arising between them under or in connection with the contract.
- b. Any dispute or difference whatsoever arising between the parties to this Contract out of or relating to the meaning, scope, operation or effect of this Contract or the validity of the breach thereof, which cannot be resolved, shall be referred to Arbitration as per supreme court guidelines and should be mutual arbitration as per Arbitration Conciliation Act 1996. The Arbitration proceedings will be held at Raipur, Chhattisgarh, India, and the Successful Bidder shall unconditionally abide by this clause.
- c. The Successful Bidder shall have to continue execution of the project with due diligence notwithstanding pendency of a dispute before any authority or forum.

### **7.6. Legal Jurisdiction**

This contract has been entered into the State of Chhattisgarh and its validity, execution, interpretation, and legal effect shall be subjected to the exclusive jurisdiction of the courts in Raipur. No other jurisdiction shall be applicable.

### **7.7. Indemnity**

- a. The Successful Bidders/Bidder shall indemnify, protect and save CGSWC (including all its employees and associated departments) against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all components and the services rendered under this tender.
- b. Notwithstanding anything contained in this agreement, if the Indemnified Party promptly notifies Indemnifying Party in writing of a third-party claim against Indemnified Party that any Service provided by the Indemnifying Party infringes a copyright, trade secret or patents incorporated in India of any third party, Indemnifying Party will defend such claim at its expense and will pay any costs or damages, that may be finally awarded against Indemnified Party.
- c. Indemnifying Party will not indemnify the Indemnified Party, however, if the claim of infringement is caused by: a) Indemnified Party's misuse or modification of the Service; b) Indemnified Party's failure to use corrections or enhancements made available by the Indemnifying Party; c) Indemnified Party's use of the Service in combination with any product or information not owned or developed by Indemnifying Party; However, if any service,

information, direction, specification or materials provided by Indemnified Party or any third party contracted to it, is or likely to be held to be infringing, Indemnifying Party shall at its expense and option either: (i). Procure the right for Indemnified Party to continue using it; (ii). Replace it with a non-infringing equivalent; (iii.) Modify it to make it non-infringing.

- d. The foregoing remedies constitute Indemnified Party's sole and exclusive remedies and Indemnifying Party's entire liability with respect to infringement.

## 7.8. Publicity

Any publicity by the bidder in which the name of the Indenter/buyer is to be used should be done only with the explicit written permission of the Indenter/buyer.

## 7.9. Performance Obligations

While providing services as per Scope of Work, the Successful Bidder shall ensure that there is no infringement of any patent or design rights or violate any intellectual property or other right of any person or entity and shall comply with all applicable Laws, Statute, regulations and Governmental requirements and he/she shall be solely and fully responsible for consequence / any actions due to any such infringement.

## 8. Force Majeure

Force Majeure would include natural and unavoidable catastrophe that interrupts the expected course of events.

- a. For purposes of this clause, "Force Majeure" means an event beyond the control of both the parties (Govt. & Bidder) and not involving the both the parties and not involving the fault of both the parties or negligence and not foreseeable. Such events may include, but are not restricted to, instances of, wars or revolutions, fires, floods, epidemics, complete lockdown due to pandemic, quarantine restrictions and freight embargoes which would have an impact on both the parties.
- b. If a Force Majeure situation arises, any of the parties shall promptly notify the other in writing of such conditions and the cause thereof. Unless otherwise directed by, the bidder shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- c. CGSWC may also discuss the issue with the Bidder and revise the existing timelines for the Project. If the Bidder does not complete the Project implementation in accordance with the revised timelines, CGSWC will have the option to terminate this Agreement.
- d. If an event of Force Majeure continues for a period of sixty (60) days or more, the parties may, by mutual agreement, terminate the Contract without either party incurring any further liabilities towards the other with respect to the Contract, other than to effect payment for services already delivered or performed.
- e. The Force Majeure circumstances and events shall include the following events to the extent that such events or their consequences (it being understood that if a causing event is within the reasonable control of the affected party, the direct consequences shall also be deemed to be within such party's reasonable control) satisfy the appropriate definition as per this agreement. Without limitation to the generality of the foregoing, Force Majeure Event shall include the following classes of events and circumstances and their effects:

- a. Natural events ("Natural Events") to the extent they satisfy the foregoing

requirements including:

- i. Any material effect on the natural elements, including lightning, fire, earthquake, cyclone, flood, storm, tornado, or typhoon.
  - ii. Explosion or chemical contamination (other than resulting from an act of war);
  - iii. Epidemic such as plague.
  - iv. Any event or circumstance of a nature analogous to any of the foregoing
- b. Other Events (Political Events) to the extent that they satisfy the foregoing requirements including:
- i. Act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, revolution, riot, insurrection, civil commotion, act of terrorism or sabotage.
  - ii. An act of Government
  - iii. Strikes, work to rules, go-slows which are either widespread, nation-wide, or state-wide and are of political nature;
  - iv. Any event or circumstance of a nature analogous to any of the foregoing

#### **8.1. Right to Terminate the Process**

- a. CGSWC, reserves the right to accept or reject any tender offer, and to annul the tendering process and reject all tenders at any time prior to award of control, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such action.
- b. CGSWC makes no commitments, explicit or implicit, that this process will result in a business transaction with anyone. Further, this Bid Document does not constitute an offer by CGSWC.

## 9. Annexures

### 9.1. Covering Letter

To  
Managing Director,  
Chhattisgarh State Warehousing Corporation  
Sector 24, Jhanj  
Atal Nagar-Nava Raipur  
Chhattisgarh 492101

**Sub: Submission of Eligibility Criteria requirements**

**Ref:** Appointment of Insurance Broker Agency to provide broking services for Insurance and other requirements of CGSWC to cover all types of insurance policies (NIT No: \_\_\_\_\_ Dated: \_\_\_/\_\_\_/\_\_\_)

Dear Sir,

Having examined the Bid Document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the scope of services, as required and outlined in the Bid Document.

We attach hereto our responses to Eligibility Criteria requirements.

We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to CGSWC is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the Bid Document and also agree to abide by this tender response for a period of 90 days from the due date of submission of proposal.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response.

Following are the particulars of our organization:

Sr .No.	Description	Details (to be filled by the bidder)
1	Name of the Company	
2	Official Address with Phone No., Fax No., E-Mail id	
3	Corporate Headquarters Address with Phone No., Fax No., E-Mail id	
4	Website Address	
5	Details of Company's Registration (Please enclose copy of the company registration document)	
6	Name of Registration Authority	
7	Registration Number and Year of Registration	

8	GST registration No.	
9	Permanent Account Number (PAN)	

Contact Details of officials for future correspondence regarding the bid process:

Details	Authorised Signatory	Secondary Contact
Name		
Title/Designation		
Company Address		
Phone Number		
Mobile Number		
E-Mail id		

It is hereby confirmed that I/We are entitled to act on behalf of our company and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours Faithfully  
 [Authorized signatory]  
 [Designation]

[Place]  
 [Date and Time]  
 [Seal & sign]  
 [Business Address]

## 9.2. Self-declaration for not being blacklisted by any Government Entity

(On Bidder's Letterhead)

To  
Managing Director,  
Chhattisgarh State Warehousing Corporation  
Sector 24, Jhanj  
Atal Nagar-Nava Raipur  
Chhattisgarh 492101

**Sub:** Declaration for not being blacklisted by any Government Entity

**Ref:** Appointment of Insurance Broker Agency to provide broking services for Insurance and other requirements of CGSWC to cover all types of insurance policies (NIT No: \_\_\_\_\_ Dated: \_\_\_/\_\_\_/\_\_\_)

Dear Sir,

In response to the above mentioned Bid Document I/We, \_\_\_\_\_, as \_\_\_\_\_ <Designation> \_\_\_\_\_ of M/s \_\_\_\_\_, hereby declare that our Company / Firm \_\_\_\_\_ is having unblemished past record and is not declared blacklisted or had our contract terminated or ineligible to participate for bidding by any State/Central Govt., Semi-government or PSU due to unsatisfactory performance, breach of general or specific instructions, corrupt / fraudulent or any other unethical business practices.

Yours Faithfully  
[Authorized Signatory]  
[Designation]

[Place]

[Date and Time]  
[Seal & sign]  
[Business Address]

### 9.3. Format for Queries

To  
Managing Director,  
Chhattisgarh State Warehousing Corporation  
Sector 24, Jhanj  
Atal Nagar-Nava Raipur  
Chhattisgarh 492101

**Sub:** Submission of Queries

**Ref:** Appointment of Insurance Broker Agency to provide broking for Insurance and other requirements of CGSWC to cover all types of insurance policies (NIT No: \_\_\_\_\_ Dated: \_\_/\_\_/\_\_\_\_)

Dear Sir,

We have gone through the bid document and have following queries: -

S. No.	Bidder	RFP Page No.	Clause No.	Clause/ Requirement Title	Current Clause / Description	Query / Suggestion for Change	Reason for Change / Remarks
1.							
2.							
3.							
4.							
5.							
6.							
n.							

Request your kind response of the same.

Yours Faithfully  
(Authorized Signatory)  
Designation  
(Place)  
(Date and Time)  
(Seal and Sign)  
(Business Address)

#### **9.4. Statement of No Deviation from the Bid Document Requirements**

(Letter on the bidder's Letterhead)

To  
Managing Director,  
Chhattisgarh State Warehousing Corporation  
Sector 24, Jhanj  
Atal Nagar-Nava Raipur  
Chhattisgarh 492101

**Sub:** Undertaking of No deviation from Bid Document terms and conditions

**Ref:** Appointment of Insurance Broker Agency to provide broking services for Insurance and other requirements of CGSWC to cover all types of insurance policies (NIT No: \_\_\_\_\_ Dated: \_\_/\_\_/\_\_)

Dear Sir,

I would like to state that in the proposal submitted by us, there are no deviations from the Bid Document Eligibility Criteria, Scope of Work, Terms & Conditions and proposed for this engagement.

Thanking you,

Yours Faithfully

[Authorized Signatory]

[Designation]

[Place]

[Date and Time]

[Seal & sign]

[Business Address]