



Dakshin Bihar Gramin Bank – H.O.
BROKER

RFP FOR INSURANCE

Assessment Criteria (Revised)

Only those firms who pass the Eligibility criteria will be assessed per below. Please ensure all documentation is submitted in line with requirements.

Name of the Organization	
Address of the Corporate Office	
Name of the CEO	
Name of Government Business Head	
Phone Number	
Email id	

S.no	Parameter	Documents Required	Maximum Weightage	Score
(i)	The bidder should be holding a valid COMPOSITE broking license granted by IRDA as on date of the tender.	Attach proof of accreditation with IRDA (IRDA License Copies)	10	
	Up to 5 years – 0			
	Greater than 5 years — 1 Point			
	Every additional completed 1 year – 1 Point			
(ii)	Office Locations as on date of the tender -	A copy of the last confirmation letter submitted to IRDA notifying the Office Location in Patna to be attached. Additionally, Self-attested details of the branch with the following information to be attached:	For Office – 5 Points	
	IRDA notified fully functional office in Patna.			
	The Office in Patna should be manned by Staff having requisite qualification of Insurance Broking as approved by IRDAI and capable of providing necessary services to DBGB. *The Person should have Qualification as per regulation 9(F)(iii) of IRDA (Insurance Broker) Regulations, 2002 as on the date of NIT publication.	1. Address of Branch 2. GST Registration / SE Registration Certificate of Patna Office 3. Name of Head of Branch & Designation 4. Office Landline number & Cellular Phone no. of the head and his official email ID 5. Copy of valid IRDA broking Qualification as per regulation 9(F)(iii) of IRDA (Insurance Broker) Regulations, 2002 (Note: -If all information is not given, no points will be awarded)	Qualified Employee in Patna Office – 5 Points	



Assessment Criteria (Revised)



**Dakshin Bihar Gramin Bank – H.O.
BROKER**

RFP FOR INSURANCE

(iii)	Total Premium handled in the FY 2021-22 sourced from General Insurance Business only (Note: Appointed directly by the end user as advisor/broker)	Attach certificate from the CEO/Principal Officer & CA of the Company.	5	
	Upto INR 100 cr – 0			
	Above INR 100 cr. To 200 cr. – 2			
	For each additional INR 100 cr. – 1 Point			
(iv)	Turnover (only from insurance broking activities/business) the Insurance Broking firm should have average annual turnover of INR 30 crores solely from insurance broking activities consecutively for the past 5 years; 2017-18; 2018-19, 2019-20, 2020-21 & 2021-22	Attach valid attested declaration/certificate/ documents signed by the CEO/Principal officer/ Authorized Officer of your company	5	
	Up to INR 30 cr. — 0			
	Above INR 30 cr. To 50 cr. — 3 Points			
	For each additional INR 5 cr. – 1 Point			
(v)	Total number of full time IRDAI Broker Qualified employees in India as on date of tender.	Attach an undertaking duly signed by the HR head of your company.	5	
	Up to 75 employees — 0			
	Above 75 employees to 200 — 3 Points			
	For every additional 50 employees – 1 Point			
(vi)	Net Worth of the firm as on 31st March 2022	Valid attested declaration/ certificate signed by the CFO/CA of your company	5	
	Up to INR 100 cr. — 0			
	Above INR 100 cr. — 2			
	For every additional INR 25 cr. — 1 Point			
(vii)	Dedicated team of In-house Health and Wellness team of minimum 5 members (including at least 3 doctor) of the broker with experience in providing wellness services to a banking client.	Attach name, qualification, experience of the Head & Core Team duly signed by the CEO/Principal Officer.	5	
	If NO — 0			
	If YES — 5			
(viii)	No of PSU clients serviced by the broker in last 5 Financial Years (2017-18, 2018-19 , 2019-20, 2020-21 & 2021-22)	Attach Mandate/Work order issued by the client.	5	
	Up to 5 — 0 Points			
	Above 5 — 2 Points			
	For each client above 6 – 1 Point			



Assessment Criteria (Revised)



**Dakshin Bihar Gramin Bank – H.O.
BROKER**

RFP FOR INSURANCE

(ix)	No of RRBs clients serviced in India by the broker in last 5 Financial Years. (2017-18, 2018-19 , 2019-20, 2020-21 &2021-22)	Attach Mandate/Work order issued by the client.	5	
	Up to 2 clients — 1 Point			
	3 to 4 clients — 2 Points			
	5 & above Clients — 5 Points			
	Note: The broker should have been directly appointed by the end user as advisor/ broker.			
(x)	No. of different banking sector clients, other than RRBs, handled in India in the last 5 financial years (2017-18, 2018-19 2019-20, 2020-21& 2021-22) and as on date of tender:	Attach Mandate/Work order issued by the client.	5	
	Up to 9 clients — 0 Point			
	10 clients — 2 Points			
	For each client above 10 —1 Point			
	Note: The broker should have been directly appointed by the end user as advisor/ broker.			
(xi)	Total amount of claims settled for Banking Clients (Rs. In crore as on FY 2021-22)	Attach certificate from CA confirming the same		
	Up to 20 crore			
	More than 20 crore to 30 crore			
	More than 30 crore to 40 crore			
	More than 40 crore			
(xii)	No Penalties levied by IRDA during the last 5 years / Blacklisted by PSU / CPSU or on Holiday List as on the date of NIT publication	Attach an undertaking duly signed by the CEO / Principal Officer.		
	No			
	Yes			
(xiii)	Number of Group Mediciam Policies for In-Service & Retired Employees of Regional Rural Bank as per the 10th/11th Bipartite Settlement note being serviced by the Broker/ Intermediary in PAN India as on date	Attach Certificate of CEO/PO		
	1- 5 policies			
	6- 10 policies			



Assessment Criteria (Revised)



**Dakshin Bihar Gramin Bank – H.O.
BROKER**

RFP FOR INSURANCE

	11- 15 policies		7	
	Above 15 policies		10	
(xiv)	Number of Group Health policies in Bank/RRBs with Lives covered > 10000 in last 5 years (Attach certificate from chartered Accountant)	Attach certificate from CA Confirming the same.		
	From 5 up to 10 policies – 5 Points		5	
	Above 11 up to 15 policies – 8 Points		8	
	Above 15 policies – 10 Points		10	
(xv)	Availability of Quality Management System Certification (ISO Certification) Certified by Accredited Agencies.	Certified Copy		
	Currently valid – 2 Points		3	
	Currently Valid and gone through one renewal – 3 Points			
	No – Nil Points			
(xvi)	Availability of Web based (IT Portals/Systems developed & maintained In house) Application accessible wherein Real Time status of Claim is available.	Declaration from Chief Information Security Officer	2	
	Yes : 2 Points			
	No : Nil Points			
	TOTAL		100	

Note:

1. Documentary evidence in support of the above-mentioned selection criteria is to be submitted with the bid document, duly attested by the Principal officer/ Authorized Signatory of the broker failing which the offer shall be liable for rejection. Also, the Insurance Broker's Brochure is to be attested with the bid documents.
2. In case any declaration made is found to be incorrect, the agreement will be terminated forthwith without prejudice to any other legal/ penal action.
3. Experience of participating Bidder with the same Licence No. will be mandatory, in case of any change in the name of the Company name.

