



**Dakshin Bihar Gramin Bank – H.O.RFP FOR INSURANCE BROKER
BROKER**

Date: - 13.02.2024

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.	PAN India office locations but not in Patna-2 Points	
	IRDA notified fully functional office in Patna.	Additionally, Self-attested details of the branch with the following information to be attached:	PAN India office locations & office in Patna- 5 Points	
	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	Qualified Employee in Patna Office – 5 Points	
		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		





**Dakshin Bihar Gramin Bank – H.O.RFP FOR INSURANCE BROKER
BROKER**

(iii)	Average Total Premium handled in the FYs 2020-21; 2021-22 & 2022-23 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)	Average Turnover from insurance broking activities/business in the FYs 2020-21, 2021-22 & 2022-23	Copies of audited balance sheet for the last 3 completed financial years supported by IT returns and turn over certificate certified by a chartered Accountant along with the self-certification by the CEO/Principal Officer/ Authorized Signatory.	5	
	Up to INR 25 cr. — 0			
	Above INR 25 cr. To 50 cr. — 3 Points			
	For each additional INR 5 cr. – 1 Point			
(v)	Total number of full time IRDAI Broker Qualified/ Technically Qualified employees in India as on date of tender.	Attach an undertaking duly signed by the HR head CEO/Principal Officer/ Authorized Signatory of your company.	5	
	Up to 100 employees — 1			
	Above 100 employees to 200 — 3 Points			
	For every additional 50 employees – 1 Point			
(vi)	Average Net Worth of the firm in the FYs 2020-21, 2021-22 & 2022-23	Valid attested declaration/ certificate signed by the CEO/Principal Officer/ Authorized Signatory/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/ Authorized Signatory	5	
	If NO — 0			
	If YES —5			
(viii)	No of PSU / Government clients serviced by the broker in last 3 Financial Years (2020-21, 2021-22 & 2022-23)	Attach relevant Policy copies.	5	
	Up to 3 — 0 Points			

4

91





**Dakshin Bihar Gramin Bank – H.O.RFP FOR INSURANCE BROKER
BROKER**

	Above 3 — 2 Points			
	For each client above 3 — 1 Point			
(ix)	No of RRBs clients serviced in India by the broker in last 3 Financial Years. (2020-21, 2021-22 & 2022-23)			
	Up to 2 clients — 1 Point			
	3 to 5 clients — 5 Points			
	For each client above 5 — 1 Points	Attach relevant Policy copies.	10	
	Note: The broker should have been directly appointed by the end user as advisor/ broker.			
(x)	No. of different banking sector clients handled in India in the last 3 financial years (2020-21, 2021-22 & 2022-23):			
	Up to 5 clients — 0 Points			
	Above 5 clients — 2 Points	Attach relevant Policy copies.	5	
	For each client above 6 — 1 Points			
	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) in the FY'S (2020-21, 2021-22 & 2022-23)			
	Up to 20 crore	Attach certificate from CA confirming the same	1	
	More than 20 crore to 30 crore		2	
	More than 30 crore to 40 crore		3	
	More than 40 crore		5	
(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			
	No	Attach an undertaking duly signed by the CEO/Principal Officer/ Authorized Signatory	0	
	Yes		5	
(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 relevant Policy copies		
	1- 5 policies		1	
	6- 10 policies		2	



4

32



**Dakshin Bihar Gramin Bank – H.O.RFP FOR INSURANCE BROKER
BROKER**

	11- 15 policies		3	
	Above 15 policies		5	
(xiv)	Number of Group Health policies in Bank/RRBs with Lives covered > 10000 in last 3 years (Attach certificate from chartered Accountant)			
	From 3 up to 10 policies		3	
	Above 11 up to 15 policies	Attach certificate from CA	5	
	Above 15 policies	Confirming the same.	10	
(xv)	Experience of handling other operational policies like Bankers Indemnity, Cyber Insurance, Locker, Pledged Gold, Fire, Burglary etc. of Banks/ RRBs in last 3 years	Attach certificate from CA		
	From 3 up to 10 policies	Confirming the same.	2	
	Above 11 up to 15 policies		3	
	Above 15 policies		5	
(xvi)	Data Security System Certified by Third Party Accredited Agencies	Attach certificate from CA		
	Yes	Confirming the same.	5	
	No		0	

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 name mentioned in their License issued by IRDA will only be considered.

↓ 2