



UTTAR PRADESH MEDICAL SUPPLIES CORPORATION LIMITED

(A Government of Uttar Pradesh Undertaking)

CIN: U85310UP2018SGC102425 GSTIN: 09AACCU2250P1ZZ

SUDA Bhawan, 7/23, Sector-7, Gomti Nagar Extension, Lucknow – 226002

Website: <http://www.upmsc.in>, <https://e-tender.up.nic.in>

Email: gm.scm@upmsc.in, Tel. no. 0522-2838102

Tender No.: UPMSCL/SCM/E-Tender/2026/ 02

Notice Inviting Tender for Selection of Insurance Broker cum Advisor for UPMSCL

Detailed Tender document containing eligibility criteria, details of EMD, tender Fees and other terms and conditions are available on E-Tender portal i.e. <https://e-tender.up.nic.in>

Schedule of Tender

TENDER REFERENCE	: Ref.: UPMSCL/SCM/e-tender/2026/ 02, Dated: 2 nd April, 2026
TENDER WEBSITE	: http://etender.up.nic.in
DATE AND TIME OF UPLOADING TENDER	: 2 nd April, 2026 at 17:00 PM
DATE AND TIME OF DOWNLOADING THE TENDER	: 2 nd April, 2026 at 17:30 PM
LAST DATE AND TIME FOR ONLINE SUBMISSION OF TENDER	: 22 nd April, 2026 UPTO 17:00 PM
PRE-BID MEETING	: 08th April, 2026 , 12:00 PM at SUDA Bhawan, 7/23, Sector-7, Gomti Nagar Extension, Lucknow-226002
DATE AND TIME OF OPENING OF TECHNICAL BID-COVER 'A'	: 22 nd April, 2026 UPTO 17:30 PM at UPMSCL office, Lucknow
DATE AND TIME OF OPENING OF FINANCIAL BID- COVER 'B' (PRICE/ BOQ)	: Date shall be declared on website http://etender.up.nic.in and www.upmsc.in
DATE OF COMPLETION OF EXAMINATION OF FINANCIAL BID (PRICE/BOQ)	: Date shall be declared on website http://etender.up.nic.in and www.upmsc.in
VALIDITY OF TENDER	: 180 DAYS
OPENING OF TENDER	: Online on http://etender.up.nic.in
ADDRESS FOR COMMUNICATION	: Uttar Pradesh Medical Supplies Corporation Ltd., SUDA Bhawan, 7/23, Sector-7, Gomti Nagar Extension, Lucknow-226002 (UP) India
TENDER PROCESSING FEES	: Rs. 5900 /-(Rupees Five Thousand nine hundred only) INCLUSIVE OF GST (NON REFUNDABLE), through RTGS

UPMSCL reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders or cancel the tender process at any stage without giving any notice or assigning any reason.

Sd/-
Managing Director,
UPMSCL

IMPORTANT INSTRUCTIONS

PLEASE NOTE THAT THIS "NOTICE INVITING TENDER [NIT]" IS ON "ZERO-DEVIATION" BASIS. UPMSCL WILL ACCEPT OFFERS BASED ON TERMS AND CONDITIONS OF THIS "NIT & TENDER DOCUMENT" ONLY. DEVIATION TO TERMS AND CONDITIONS OF "NIT & TENDER DOCUMENT" MAY LEAD TO REJECTION OF OFFER.

"INCOMPLETE BIDS SHALL NOT BE CONSIDERED"

PRIOR TO DETAILED EVALUATION, PURSUANT TO "BID EVALUATION AND REJECTION CRITERIA", UPMSCL WILL DETERMINE THE SUBSTANTIAL RESPONSIVENESS OF EACH BID TO THE "NIT & TENDER DOCUMENT". FOR THE PURPOSE OF THIS, A SUBSTANTIALLY RESPONSIVE BID IS ONE WHICH CONFORMS TO ALL THE TERMS AND CONDITIONS OF THE BIDDING DOCUMENTS WITHOUT 'DEVIATIONS' OR 'RESERVATIONS/ EXCEPTIONS' UPMSCL DETERMINATION OF A BID'S RESPONSIVENESS IS BASED ON THE CONTENT OF THE BID ITSELF, WITHOUT RECOURSE TO EXTRINSIC EVIDENCE.

'TECHNICAL' AND/OR 'COMMERCIAL' QUERY(S), IF REQUIRED, MAY BE RAISED ON THE BIDDER(S) - THE DECISION FOR WHICH WILL BE SOLELY BASED ON CIRCUMSPECTION BY UPMSCL. HOWEVER, ISSUANCE OF REQUEST FOR SUCH 'CLARIFICATIONS' SHALL BE AT UPMSCL DESCRIPTION ONLY. THE 'RESPONSE(S)' TO THE SAME SHALL BE IN WRITING, AND NO CHANGE IN THE 'PRICE(S)' OR 'SUBSTANCE' OF THE BIDS SHALL BE SOUGHT, OFFERED OR PERMITTED. THE SUBSTANCE OF THE BID INCLUDES BUT NOT LIMITED TO PRICES, COMPLETION, SCOPE, TECHNICAL SPECIFICATIONS, ETC.

BIDDERS ARE REQUESTED NOT TO TAKE ANY 'DEVIATION/ EXCEPTION' TO THE TERMS AND CONDITIONS LAID DOWN IN THIS "NIT & TENDER DOCUMENT", AND SUBMIT ALL REQUISITE DOCUMENTS AS MENTIONED IN THIS "NIT & TENDER DOCUMENT", FAILING WHICH YOUR OFFER WILL BE LIABLE FOR REJECTION.

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SECTION-I

DETAILS OF TENDER

The Uttar Pradesh Medical Supplies Corporation Limited (A Govt. of Uttar Pradesh Undertaking) invites tender from qualified and experienced insurance broker cum advisor, holding license duly registered with IRDAI, to advise on insurance portfolio of the company and assist in various insurance related matters. All technically eligible advisors will be graded according to the evaluation criteria.

Detailed eligibility & other criteria are listed in the tender document available at online portal on <https://e-tender.up.nic.in> and UPMSC website www.upmsc.in. The bidder fulfilling the requisite criteria are required to submit their proposal as per the timelines detailed in the table below. This tender does not constitute an offer and is issued with no guarantee for any definite volume of work or any particular service at any time or throughout the period of selection. UPMSC reserves the right to modify, expand, restrict, scrap, refloat or cancel the tender at any stage without assigning any reasons. Responses received after the stipulated time period or not in accordance with the specified format will not be considered.

Interested bidder is required to submit the proposal along with all supporting documents through online portal on <https://e-tender.up.nic.in>

1.	Availability of tender document on E-tender Website https://etender.up.nic.in	Ref.: UPMSC/SCM/e-tender/2026/02 Dated: 2nd April, 2026
2.	Pre-bid meeting (in the office of UPMSC, Lucknow)	08th April, 2026, 12:00 PM at SUDA Bhawan, 7/23, Sector-7, Gomti Nagar Extension, Lucknow-226002
3.	Last date and time for receipt of bids	22nd April, 2026 UPTO 17:00 PM
4.	Date and time for opening of Prequalification-cum-technical bid	22nd April, 2026 UPTO 17:30 PM at UPMSC office, Lucknow
5.	Service to be provided	Selection of Insurance Broker cum Advisor for UPMSC
6.	Period / Extension of Contract	Two years from the date of selection with an option of extension for one year at a time, at the same terms and conditions, subject to provision of satisfactory services and at the sole discretion of UPMSC
7.	Validity of offers	180 days
8.	Stipulated Date of Commencement of Work	As per LOI.

SECTION - II

NOTICE INVITING TENDER

To,

Date: 02.04.2026

PROSPECTIVE BIDDERS

SUB: "Selection of Insurance Broker cum Advisor for UPMSCL"

TENDER NO UPMSCL/SCM/e-tender/2026/02

Date 02.04.2026

Dear Sir/Madam,

Uttar Pradesh Medical Supplies Corporation Limited invites bids from bidders for the subject job/works, in complete accordance with the following details and enclosed Tender Documents. The brief details of the tender are as under:

(A)	NAME OF WORK/ BRIEF SCOPE OF WORK/ JOB	:	Selection of Insurance Broker cum Advisor for UPMSCL
(B)	TENDER NO. AND DATE	:	UPMSCL/SCM/e-tender/2026/02, Date: 02.04.2026
(C)	TYPE OF BIDDING SYSTEM	:	Open Domestic Bidding under Two Bid-Two Envelop System
(D)	TYPE OF TENDER	:	E-tender – Bids shall be accepted through online mode only. No manual bids shall be accepted.
(E)	COMPLETION/CONTRACT PERIOD	:	The tenure for an Intermediary Agency shall be for 02-years from the issuance of LOA with an option of extension for one year at a time, at the same terms and conditions, subject to provision of satisfactory services and at the sole discretion of UPMSCL
(F)	EARNEST MONEY DEPOSIT (EMD)	:	NIL/-
(G)	DATE, TIME & VENUE OF PRE-BID MEETING	:	As Mentioned at E-tender Portal (https:// e-tender.up.nic.in) Uttar Pradesh Medical Supplies Corporation Limited Plot No. 7/25, Sector-7, Gomti Nagar Extension, Lucknow 226002
(H)	DUE DATE & TIME OF BID SUBMISSION	:	As Mentioned at E-tender Portal (https:// e-tender.up.nic.in)
(I)	DUE DATE AND TIME OF UN-PRICED BID OPENING	:	As Mentioned at E-tender Portal (https:// e-tender.up.nic.in)
(J)	VALIDITY OF OFFER UPTO	:	06 months

- 1.0 Bids must be submitted strictly in accordance with NIT.
- 2.0 The following documents shall also be submitted in within the due date and time:
 - i) EMD/Bid Security (if applicable)
 - ii) Power of Attorney.
 - iii) Line of Credit issued by the Bank in case bidder's working capital is negative or inadequate (Refer BQC Financial Criteria).

- 3.0 Bidder(s) are advised to quote strictly as per terms and conditions of the tender documents and not to stipulate any deviations/exceptions.
- 4.0 Bids received from bidders through the e-tender document shall be considered for evaluation and award, provided that the bidders are found to be responsive.
- 5.0 Clarification(s)/Corrigendum(s) if any shall also be available on Uttar Pradesh Medical Supplies Corporation Limited website <http://www.upmsc.in> & <https://e-tender.up.nic.in>
- 6.0 UPMSCCL reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.

SECTION - III

SCOPE OF WORK

The appointed insurance broker cum advisor shall require to carry out the services including claim settlement services related to insurance activities. The detailed scope of work of the insurance broker cum advisor is described as under:

A) Review of existing Insurance Policies

- To assist in the identification of risk & advice on appropriate risk transfer mechanisms.
- Critical examination of the existing policies which are due for renewal in terms of Risk coverage, Fixation of sum insured, Rating, Clauses, Warranties, Condition, Excess etc.
- Where required, to develop customized cover to suit UPMSCSL requirement
- Suggesting improvement thereon and executing the same during renewal of Insurance Policies.
- Review and recommend additional / new insurance covers considering the nature of risk as assessed for UPMSCSL. To apprise of available insurance covers in domestic and international markets.
- Preparing risk notes and framing insurance tendering documents and finalizing the terms and condition thereof including but not limited to coverage, including add-on coverage, excess Monetary/Time, Policy clauses.

B) To assist in finalization of tender

- To assist UPMSCSL in the finalization of insurance tenders by preparing and evaluating bid documents,
- Participating in pre-bid discussions, and advising on the design, placement, negotiation, and finalization of insurance policies.
- The scope includes optimizing cost and coverage, ensuring statutory and tender compliance, and scrutinizing final policy wordings to safeguard UPMSCSL's interests, particularly with respect to claims settlement and service quality.

C) Claims Management

- Coordinating with insurers for immediate intimation and survey
- Resolving various queries of insurers /surveyors during claim processing
- Guidance in relation to interpretation of policy wording/conditions, warrant times, deductibles etc. during claims processing.
- To assist in verification of documentation as required by insurer / surveyor in pursuit of claim settlement
- Coordinating with Insurance Companies, surveyors etc. for prompt settlement of claims
- To assist UPMSCSL in settling the insurance claim from Insurance Company in reasonable time limit.
- To arrange for submission of quarterly report on claim settlement status and pending issues, if any.

D) Other Services

- Assisting UPMSCSL in identifying any emerging risk issues, taking any new Insurance Policies etc.
- Technical assistance in any Insurance Policies, as and when required.
- Keeping UPMSCSL Informed of the latest regulations and guidelines and other notable market developments.

- Advising UPMSCCL From time to time, on developments in the insurance industry having impact on the company.
- To conduct training programs for UPMSCCL personnel to explain in detail about the Covers taken, insurance administration and claims.
- The Tender Inviting Authority reserves the right to amend, modify, change or remove the terms and conditions of the tender as and when required.

SECTION-IV

General Conditions of Contract – (GCC) WORKS / SERVICES

1 SCOPE OF BID

- 1.1 The UPMSCCL as defined in the "General Conditions of Contract [GCC]", wishes to receive Bids as described in the Bidding Document/ Tender document.
- 1.2 The scope of work/ Services shall be as defined in the Bidding documents.
- 1.3 The successful bidder will be expected to complete the scope of Bid within the period stated in Special Conditions of Contract.

2 ELIGIBLE BIDDERS

- 2.1 The Bidder should not be under any liquidation court receivership or similar proceedings on due date of submission of bid. In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to UPMSCCL by the bidder.
- 2.2 It shall be the sole responsibility of the bidder to inform UPMSCCL there status on above on due date of submission of bid and during the course of finalization of the tender. Concealment of facts shall be considered as misrepresentation of facts and shall lead to action against such bidders.
- 2.3 Bidder shall not be affiliated with a firm or entity:
 - (i) that has provided consulting services related to the work to the UPMSCCL during the preparatory stages of the work or of the project of which the works/services forms a part of or
 - (ii) that has been hired (proposed to be hired) by the UPMSCCL as an Engineer/ Consultant for the contract.
- 2.4 Neither the firm/entity appointed as the Project Management Consultant (PMC) for a contract nor its affiliates/ Joint Ventures / Subsidiaries shall be allowed to participate in the tendering process unless it is the sole Licensor/Licensor nominated agent/ vendor.
- 2.5 Pursuant to qualification criteria set forth in the bidding document, the Bidder shall furnish all necessary supporting documentary evidence to establish Bidder's claim of meeting qualification criteria.
- 2.6 Power of Attorney:
Power of Attorney (POA) to be issued by the bidder in favor of the authorized employee(s), in respect of the particular tender, for purpose of signing the documents including bid, all subsequent communications, agreements, documents etc. pertaining to the tender and act and take any and all decision on behalf of the bidder (including Consortium). Any consequence resulting due to such signing shall be binding on the Bidder (including Consortium).

The Power of Attorney shall be issued as per the constitution of the bidder as below:

- (a) **In case of Proprietorship:** by Proprietor
- (b) **In case of Partnership:** by all Partners or Managing Partner
- (c) **In case of Limited Liability Partnership:** by any bidder's employee authorized in terms of Deed of LLP
- (d) **In case of Public / Limited Company:** PoA in favor of authorized employee(s) by Board of Directors through Board Resolution or by the designated officer authorized by Board to do so. Such Board Resolution should be duly countersigned by Company Secretary / MD / CMD/ CEO.

The Power of Attorney should be valid till award of contract / order to successful bidder.

- 2.7 In case of change of constitution of bidder after submission of bid, the same shall be informed by the bidder to UPMSCCL promptly. Failure to same shall be considered as misrepresentation by the bidder.

3 ONE BID PER BIDDER

- 3.1 A Firm/ Bidder shall submit only 'one [01] Bid' in the same Bidding Process. A Bidder who submits or participates in more than 'one [01] Bid' will cause all the proposals in which the Bidder has participated to be disqualified.
- 3.2 Alternative Bids shall not be considered.

4 COST OF BIDDING & TENDER FEE

- 4.1 Cost of Bidding
The Bidder shall bear all costs associated with the preparation and submission of the Bid including but not limited to Bank charges all courier charges including taxes & duties etc. incurred thereof. Further, UPMSCCL will in no case, be responsible or liable for these costs, regardless of the outcome of the bidding process.
- 4.2 **TENDER FEE:**
Rs. 5900/-

5 SITE VISIT

- 5.1 The Bidder is advised to visit and examine the site of works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid and entering into a Contract for the required job. The costs of visiting the site shall be borne by the Bidder.
- 5.2 The Bidder or any of its personnel or agents shall be granted permission by the UPMSCCL to enter upon its premises and land for the purpose of such visits, but only upon the express conditions that the Bidder, its personnel and agents will release and indemnify the UPMSCCL and its personnel, agents from and against all liabilities in respect thereof, and will be responsible for death or injury, loss or damage to property, and any other loss, damage, costs, and expenses incurred as a result of inspection.
- 5.3 The Bidder shall not be entitled to hold any claim against UPMSCCL for non-compliance due to lack of any kind of pre-requisite information as it is the sole responsibility of the Bidder to obtain all the necessary information with regard to site, surrounding, working conditions, weather etc. on its own before submission of the bid

6 CONTENTS OF BIDDING DOCUMENTS

- 6.1 The contents of Bidding Documents / Tender Documents are those stated below, and should be read in conjunction with any 'Addendum / Corrigendum' issued in accordance with
- Section-I
 - Section-II
 - Section-III
 - Section-IV
 - Section-V
 - Section-VI
 - Section-VII

NIT, wherever applicable, shall also form part of the Bidding Document.

- 6.2 The Bidder is expected to examine all instructions, forms, terms & conditions in the Bidding Documents. The Notice Inviting Tender [NIT] with all its attachments thereto, shall be considered to be read, understood and accepted by the Bidders. Failure to furnish all information required by the Bidding Documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will be at Bidder's risk and may result in the rejection of his Bid.

7 CLARIFICATION OF BIDDING DOCUMENTS

A prospective Bidder requiring any clarification(s) to pre-bid meeting. UPMSCCL reserves the right to ignore the bidders request for clarification if received after the aforesaid period. UPMSCCL may respond in writing to the request for clarification and it will be uploaded on UPMSCCL web site.

8 LANGUAGE OF BID:

The bid prepared by the bidder and all correspondence/drawings and documents relating to the bid exchanged by bidder and UPMSCCL shall be written in English language alone.

9 BID CURRENCIES

Bidders must submit bid in Indian Rupees only.

10 BID VALIDITY

10.1 Bids shall be kept valid for 180 days.

10.2 A Bid valid for a shorter period may be rejected by UPMSCCL as 'non-responsive'.

11 EARNEST MONEY -NIL

12 PBG/ Bid Security- 5 Lakhs on prescribed format i.e Form 1

The successful contractor shall furnish PBG within 21 days from the date of award of LOA, an unconditional contract cum performance Bank Guarantee from a Indian nationalized / scheduled commercial bank. The Performance Security shall remain valid up to six (6) months after the expiry of the Agreement Period as defined in the tender document.

Details of UPMSCCL's Bank Account are as under: -

A/c Holder's Name- Uttar Pradesh Medical Supplies Corporation Limited

A/c Number- 39366886265,

IFSC Code- SBIN0012732,

Bank Name- State Bank Of India Arjunganj Branch, Lucknow

(E-Transfer receipt has to be uploaded with the Tender & UTR No. Should be mentioned clearly)

13 FORMAT AND SIGNING OF BID

- 13.1 All copies of the Bid shall be typed or written in indelible ink (attested photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder (as per POA). The name and position held by each person signing, must be typed or stamped below the signature.

13.2 The Bid shall contain no alterations, omissions, or additions, unless such corrections are initialed by the person or persons signing the Bid.

14 ZERO DEVIATION AND REJECTION CRITERIA

14.1 ZERO DEVIATION: Deviation to terms and conditions of "Bidding Documents" may lead to rejection of bid. UPMSCL will accept bids based on terms & conditions of "Bidding Documents" only.

14.2 REJECTION CRITERIA: Notwithstanding the above, deviation to the following clauses of Tender document shall lead to summarily rejection of Bid:

- (a) Specifications & Scope of Work
- (b) Schedule of Rates / Price Schedule / Price Basis
- (c) Duration / Period of Contract/ Completion schedule
- (d) Period of Validity of Bid
- (e) Contract Performance Bank Guarantee / Security Deposit
- (f) Guarantee / Defect Liability Period
- (g) Arbitration / Resolution of Dispute/Jurisdiction of Court
- (h) Force Majeure & Applicable Laws
- (i) Any other condition specifically mentioned in the tender document elsewhere that non-compliance of the clause lead to rejection of bid

15 SUBMISSION, & MARKING OF BIDS

15.1 Only Online Bid will be accepted. If any of the Vendor is submitting manual Bid same shall be liable for disqualification

15.2 All the bids shall be submitted through e-tender only.

16 UPMSCL'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

16.1 Tender Inviting Authority reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids, at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the ground for UPMSCL action. However, Bidder if so desire may seek the reason (in writing) for rejection of their Bid to which UPMSCL shall respond quickly.

Special Condition of Contract (SCC)

1 PAYMENT TERMS:

UPMSCL shall not pay any fee/ expenses/ remuneration to the Insurance Intermediary for any activity carried out by them in connection with Insurance before, during or after the period of engagement. The selected Intermediary is entitled to earn fee from Insurance Companies strictly as per Schedule of fee etc. of Insurance Broking Regulation under the IRDA Act.

2 CONTRACT DURATION:

The tenure for an Intermediary Agency shall be for 02-years from the issuance of LOA with an option of extension for one year at a time, at the same terms and conditions, subject to provision of satisfactory services and at the sole discretion of UPMSCL

3 JURISDICTION CLAUSE:

In the event of any dispute arising out of the bid or orders, such dispute would be subject to the jurisdiction of the Courts of Lucknow.

SECTION-V

BIDDER'S QUALIFICATION CRITERIA [BQC]

1.0 BIDDER'S QUALIFICATION CRITERIA [BQC]

1. **Technical Criteria:** (as a single bidder):
 - Companies should have been existence in India, in the area of Insurance Broking and registered with valid license by Insurance Regulatory and Development Authority for last 5 years i.e. as on closing date of tender, for General Insurance like Health/ Medclaim/ Personal Accident /Insurance broking matter etc.
 - The intended Broking Company should have worked as an exclusive insurance intermediary of at least 01 PSU Companies/ Joint Venture's of PSU in last 03 years ending on 31.03.2025(i.e. From 01.04.2022 till 31.03.2025)
 - The firm should not be blacklisted / debarred by any Government organization, PSU, or statutory authority as on date.

2. **Financial Criteria** (as a single bidder): Not Applicable but Financial document of Bidder required. Following documents should be submitted:
 - i. Covering Letter (on firm's letterhead)
 - ii. Company Profile
 - iii. GST registration
 - iv. Turnover Last 3 years (duly certified by CA and updated on UDIN)
 - v. PAN, ITR copy
 - vi. Certificate of Incorporation / Registration
 - vii. IRDAI License (valid)
 - viii. Experience details with client list
 - ix. Copy of work orders / completion certificates (wherever available)
 - x. Audited financial statements for last 3 years,
 - xi. Contact details of authorized signatory

Notes for BQC:

- In case more than one work order are emanating against one contract, all such individual Work Orders are to be considered as single Work Order, for evaluation of credential of a bidder for meeting their experience criteria.

- A job executed by a bidder for its own plant/projects cannot be considered as experience for the purpose of meeting the requirement of BQC of this tender. However, jobs executed for Subsidiary/Fellow subsidiary/Holding Company will be considered as experience for the purpose of meeting BQC subject to submission of tax paid invoice (s) duly certified by Statutory Auditor/Chartered Accountant of the bidder towards payments of statutory tax in support of the job executed for Subsidiary / Fellow subsidiary / Holding company. Such bidders to submit these documents in addition to the documents specified in the bidding document to meet BQC.

- Only documents (purchase order, Completion certificate, Execution Certificate etc.) which have been referred/ specified in the bid shall be considered in reply to queries during evaluation of Bids.

- In case of running contract, the contract value executed till one day prior to the due date of submission of equal to or more than minimum prescribed value as mentioned above, will also be taken into consideration provided that the bidder has submitted satisfactory performance certificate (mentioning the executed value) to this effect issued by end user / owner.

2.0 Documents to be submitted for compliance to BQC:

- Documents/Documentary Evidence required to be submitted by bidder along with the bid for qualification of BQC as above.

S. No.	Description	Documents required along with Un- priced bid for qualifying Technical BQC
1	Technical Experience Criteria	Documents to be submitted
1.1	Companies should have been existence in India, in the area of Insurance Broking and registered with valid license by Insurance Regulatory and Development Authority (IRDA) for General Insurance like Health/ Mediclaim/ Personal Accident etc. Insurance broking matter.	<p>Bidder must Submit the required registration document, approval document and License Issued by IRDA (Insurance Regulatory & Development Authority) and other relevant document valid as on Bid due date.</p> <p>Bidder must fill their experience details to match BQC in the Form-2 of the Bid documents and submit the following: -</p> <ul style="list-style-type: none"> • Purchase Order / Work Order copy (Experience). • Documentary evidence describing the scope of work. • Certificate from competent authority certifying executed amount against the said PO / WO and duration in which execution took place. <p>a) In case of Work Order from Government Bodies/ PSUs - Copies of Contract Document along with either completion certificates OR duly Certified copy of bill/Invoice. Copy of contract document may not be insisted if completion certificate/ Bill / Invoice copy specifies details otherwise required like Date of PO/contract agreement, Contract Value, Execution value, date of completion and other requirements if any.</p> <p>b) In the case of Work Orders from Private Parties- Certificate from CA certifying value of work done with TDS certificates (where applicable)/ bank statement shall be required in addition to that specified. TDS certificates / Bank statements shall be used as corroborative evidence only.</p> <p>c) In case of foreign currency transaction to Indian firms, proof of remittance shall</p>

	The intended Broking Company should have worked as an exclusive insurance intermediary of at least 01 PSU Companies/ Joint Venture's of PSU in last 03 years ending on 31.03.2025 (i.e. From 01.04.2022 till 31.03.2025).	also be required. For instance, work order/ Agreement must clearly indicate Nature of supply/ service, various components/items, period, and value. Similarly, completion certificate/ execution certificate must clearly indicate reference to relevant work order, Actual quantity, and value of the executed work
2	Financial Experience Criteria	<ul style="list-style-type: none"> i. GST registration ii. Turnover Last 3 years (duly certified by CA and updated on UDIN) iii. PAN, ITR copy iv. Certificate of Incorporation / Registration v. Audited financial statements for last 3 years, vi. Bidder should have professional indemnity insurance policy of at least Rs. 10 Cr
2.1	Since UPMSCCL shall not pay any fees, expenses, or remuneration to the Insurance Intermediary for any activities carried out by them in connection with insurance before, during, or after the period of engagement, the selected Intermediary is entitled to earn fees from Insurance Companies strictly as per the Schedule of Fees, etc. This shall be disclosed up front during bidding, of the Insurance Broking Regulations under the IRDA Act.	For Brokerage /Fee from Insurance Company bidder shall submit documentary evidence like agreement with insurance company/ Bills settled along with a undertaking declaring the fee up front they are charging.
	Document authentication	BQC / BOQ qualifying documents duly digitally signed by Bidder should be submitted along with bid & submit relevant documents with enclosed undertaking Form- 3

Notwithstanding any other condition / provision in the tender documents, bidders are required to submit complete documents pertaining to BQC along with their offer. Failure to meet the BQC/BOQ will render the bid to be summarily rejected. UPMSCCL reserves the right to complete the evaluation based on the details furnished by the bidder, with or without seeking any additional supporting documents/ clarifications.

SECTION-VI

METHODOLOGY FOR EVALUATION AND COMPARISON OF BIDS

1.0 Methodology for Evaluation of Techno-Commercially Qualified Bids based on QCBS:

- a) Bids shall be evaluated based on QCBS (Quality and cost-based selection) for the finalization of tender and Award of Contract.
- b) The bids of bidder techno-commercially qualified i.e. meeting the BQC (Technical & Financial) as mentioned above shall be further evaluated as per the following quality/technical criteria to arrive their combined technical score (St):

i) Companies should have been existence in India, in the area of Insurance Broking and registered with valid license by Insurance Regulatory and Development Authority (IRDA) for the purpose of Health/Mediclaim/Personal Accident Insurance broking matters. (existence in years)		Max-20 Marks	Mark Claimed by Bidder	Evaluated by UPMSCL
A	>=2yrs and <=5yrs	10		
B	>5yrs and <=10yrs	15		
C	>10yrs	20		
ii) The intended Broking Company should have worked as an exclusive insurance intermediary of at least 01 PSU Companies/ Joint Venture's of PSU in last 03 years ending on 31.03.2025 (i.e. From 01.04.2022 till 31.03.2025) (No. of work assignment)		Max-20 Marks		
A	>=2 and <=5	10		
B	>5 and <=10	15		
C	>10	20		
iii) The prospective firm should have a local office in the Lucknow GA to ensure better liasioning and support availability.		Max-10 Marks		
A	Not Available	5		
B	Available	10		
iv) Have not been indicted or levied any penalty/fine by IRDA or indicted by any Govt. Agency/ Govt. Authority any time during existence of the Company after licensing by IRDA.		Max-10 Marks		
A	Penalized/Fined	0		
B	Not Penalized/Fined	10		
v) Documents for Turnover (Annual Turnover) of the three preceding audited financial years [i.e. FY: 2024-25, 2023-24 and 2022-23.		Max-20 Marks		
A	<10 Lac	5		
B	>=10 Lac and <=25 Lac	10		
C	>=25 Lac and <=50 Lac	15		
D	>50 Lac	20		
vi) Average of Claim Settlement Ratio of the agency for three preceding financial years [i.e., FY: 2024-25, 2023-24, and 2022-23.].		Max-20 Marks		
A	< 85 %	10		
B	> 85% and <95%	15		
C	> 95%	20		

- c) The technical bid shall be evaluated based on point claimed by bidder as compared with documentary evidence submitted by the bidder. To assist in examination, evaluation and comparison of bids, UPMSCCL may, in writing, ask any bidder for a clarification of its bid.
- d) Bids from all Techno Commercially Qualified bidders shall be evaluated and points shall be allocated based on the documents submitted by the bidders. Individual points given for each criterion shall be summed up for obtaining the total score/mark of each bidder. UPMSCCL reserves the right to visit the office verify the document of the Consultant (s) for assessment of their claim or from appropriate authority.
- e) Since UPMSCCL shall not pay any fees, expenses, or remuneration to the Insurance Intermediary for any activities carried out by them in connection with insurance before, during, or after the period of engagement, the selected Intermediary is entitled to earn fees from Insurance Companies strictly as per the Schedule of Fees, etc., of the Insurance Broking Regulations under the IRDA Act. Therefore, the Bidder will be offered the prevailing BoQ in the tender (due to system limitation only) and will not be asked to quote any rates or variations in the rates. Bidders need only fill in the BOQ with their Name/Bidding Firm Name/Company Name and "0 (Zero)" in the quoted rate (due to system limitation only).
- f) The score/marks obtained by the bidder as above shall be considered for the award of the tender.

2.0 In case of TIE

The successful bidder shall be the bidder having the highest score. In the event two or more bidders have same score in the final ranking, the bidder with higher/highest turnover in preceding year shall be considered as successful bidder.

3.0 Award of Contract

The TIA shall award the Contract to the selected bidder having highest Total Score as per above clause in case of tie.

SECTION-VII

ESTIMATES, SCHEDULE OF RATES

[Validate](#)

[Print](#)

[Help](#)

Tender Inviting Authority: **MD, UPMSCL**

Name of Work:

Contract No:

Name of the Bidder/ Bidding Firm / Company :						
PRICE SCHEDULE (This BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quoted Currency in INR / Other Currency	BASIC RATE In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1.01		INR		0.00	0.00	INR Zero Only
Total in Figures				0.00	0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only				

OTHERS FORM AND FORMAT

FORM-1

Bank Guarantee Format for Performance Security

To,

The Managing Director,
Uttar Pradesh Medical Supplies Corporation Ltd.
SUDA Bhawan, 7/23, Sector-7, Gomti Nagar Extension,
Lucknow, Uttar Pradesh

Dear Sir,

M/s..... having registered office at (herein after called the "Service provider or Insurance Advisor" which expression shall wherever the context so require include its successors and assignees) have been placed/ awarded the job/work of.....vide LOA No.....dated.....for M/s Uttar Pradesh Medical Supplies Corporation Ltd having registered office at Plot No. 7/23, Sector-7,Gomti Nagar Extension, Lucknow - 226002 (herein after called the "UPMSCL/TIA" which expression shall wherever the context so require include its successors and assignees).

The Contract conditions provide that the Service provider or Insurance Advisor shall pay a sum of Rs 5,00,000 (Rupees Five Lakh only.) as full Contract Performance Guarantee in the form therein mentioned. The form of payment of Contract Performance Guarantee includes guarantee executed by Nationalized Bank/Scheduled Commercial Bank, undertaking full responsibility to indemnify UPMSCL/TIA, in case of default.

AND WHEREAS we have agreed to give the Service provider or Insurance Advisor such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Service provider or Insurance Advisor, up to a total of Rs Rs 5,00,000 (Rupees Five Lakh only) and we undertake to pay you, upon your first written demand declaring the Service provider or Insurance Advisor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Service provider or Insurance Advisor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between UPMSCL/TIA and the Service provider or Insurance Advisor shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer :

.....
Seal, name and address of the Bank / Branch

BIDDER'S EXPERIENCE

To,

Managing Director,
Uttar Pradesh Medical Supplies Corporation,
Suda Bhawan 7/23, Gomti Nagar Ext., Lucknow-226002,
Phone: 0522-2838102.

SUB: Selection of Insurance Broker cum Advisor for UPMSCCL

Sl. No	Description of the Services	LOA /WO No. and date	Full Postal Address & phone nos. of Client.name, designation and address of Engineer/ Officer-in-Charge (for Cases other than purchase)	Value of Contract /Order (Specify Currency Amount)	Date of Commence ment of Services	Scheduled Completion Time (Months)	Date of Actual Completio n	Reasons for delay in execution, if any

Place: [Signature of Authorized Signatory of Bidder]

Date: **Name:**

Designation:
Seal

(To be furnished on the letterhead)

To,

Managing Director

Uttar Pradesh Medical Supplies Corporation

Suda Bhawan 7/23, Gomti Nagar Ext., Lucknow-226002

Phone: 0522-2838102

Ref:- Your tender No:-.....for selection of Insurance Broker-cum-Advisor for
Uttar Pradesh Medical Supplies Corporation.

Unconditional Undertaking

I/We do hereby undertake and confirm that:

I/We have not been declared ineligible or barred or penalized or blacklisted by GOI/State Govt./UT Govt or its any organization for insurance broking and similar services in the the last five year.

1. I/We have not been penalized by IRDAI for insurance broking and similar services in the the last five year.
2. Any type of investigation has not been initiated/contemplated against me/us by at GOI/State Govt./UT Govt or its any organization for insurance broking and similar services in the the last five year.
3. Any work executed by us with respect to Insurance broking & similar business either individually or as a member in a Joint Venture's/ Consortium, has not been rescinded/ terminated by any government department/PSU after award of contract to us.
4. We hereby declare that there is no case with the Police/ ED/CBI/ IRDA/SEBI/Regulatory authorities against the broking company nor have we been suspended/ penalized/delisted by Court etc. in India with respect to Insurance broking business.
5. We also hereby declare/undertake that no criminal proceedings have been initiated against the broking firm by Police /other law enforcement agencies, SEBI, IRDA or other regulatory authorities during the last five years up to the date of submission of EOI.
6. We hereby undertake and confirm that we have understood the scope of work properly and shall comply with the terms of engagement as stipulated in the NIT.
7. I/We do hereby unconditionally undertake and confirm that if any incident in any manner as stated in above Para (2) to (6) is found by UPMSCS during tender process or on after selection period. Our bid shall be summarily rejected without assigning any reason whatsoever.

Date:-

Name:-

Place:-

Sign:-

Designation of Authorized Official/Principal Officer