



## **APGCL BID DOCUMENT**

Name of Work:

**Appointment of Insurance Brokers for the insurance requirements of Assam Power Generation Corporation Limited (APGCL), comprising Broker for Thermal Assets and Broker for Hydro Assets.**

**NATIONAL COMPETITIVE BIDDING**

**(e-Procurement)**

**Tender No.:**

**APGCL/CGM(Gen)/2026-27/Insurance Broker/08**

Issued by:


**The Chief General Manager(Gen),  
Assam Power Generation Corporation Limited  
3<sup>rd</sup> Floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001**

## NOTICE INVITING TENDER

This tender is issued by the undersigned inviting eligible Insurance Brokers for selection of most suitable among them to provide necessary consultancy service for the insurance requirements of Assam Power Generation Corporation Limited (APGCL), comprising Broker for Thermal Assets and Broker for Hydro Assets.

**Reference No:** APGCL/CGM(Gen)/2026-27/Insurance Broker/08      **Dated:** 12/06/2026

S.No	Key Information/ Events	Time/Venue/Address
1	Title of the Assignment	<b>Selection of Insurance Brokers for Thermal and Hydro Assets of Assam Power Generation Corporation Limited (APGCL)</b>
2	Date of issue of the Bid document	<b>Date: 13/06/2026 10:00 hrs.</b>
3	Pre-Bid discussion	<b>Date: 20/06/2026      Time: 11:30 hrs.</b>
4	Due date and Time of online submission	<b>Date: 26/06/2026      Time: 12:00 hrs.</b>
5	Date & time of online opening	<b>Date: 26/06/2026      Time: 16:00 hrs.</b>
6	Address for Communication	1. Indrani Dewri, DGM indrani.dewri@apgcl.org 2. Simanta Bordoloi, AM(F&A) simanta.bordoloi@apgcl.org
7	Tender Processing Fee (non-refundable)	<b>Rs 1000.00 (Rupees One Thousand Only).</b> To be paid through online payment option available at e-Procurement portal i.e. <a href="http://assamtenders.gov.in">http://assamtenders.gov.in</a>

  
12.06.2026

**The Chief General Manager (Gen),  
Assam Power Generation Corporation Limited  
3rd Floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001**

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# 1. INTRODUCTION

## 1.1 About APGCL

Assam Power Generation Corporation Limited (APGCL) is a Government of Assam undertaking and a successor company of the erstwhile Assam State Electricity Board (ASEB), established under the power sector reform framework. APGCL is entrusted with the responsibility of electricity generation and development, operation and maintenance of thermal and hydroelectric power projects within the State of Assam.

APGCL currently operates the following major thermal and Hydro power generating stations:

Project Name	Type	Installed Capacity	Project Location	Nearest Airport	Distance from Airport
Namrup Replacement Power Plant (NRPP)	Thermal	98.4 MW (1 × 62.25 MW and 1 × 36.15 MW)	Namrup, P.O. Namrup, District Dibrugarh, PIN 786622	Dibrugarh	Approximately 70 km by road
Lakwa Thermal Power Station (LTPS)	Thermal	97.2 MW (3 × 20 MW and 1 × 37.2 MW)	Maibella, P.O. Suffry, District Charaideo, PIN 785689	Dibrugarh / Jorhat	Approximately 100–110 km by road
Lakwa Replacement Power Project (LRPP)	Thermal	69.755 MW (7 × 9.965 MW)	Maibella, P.O. Suffry, District Charaideo, PIN 785689	Dibrugarh / Jorhat	Approximately 100–110 km by road
Karbi Langpi Hydro Electric Project (KLHEP)	Hydro	100 MW (2 × 50 MW)	Lengery, P.O. Amtereng, District Karbi Anglong, PIN 782450	Guwahati	Approximately 165 km by road
Myntriang Small Hydro Electric Project (MSHEP)	Hydro	13.5 MW (3 × 3 MW and 3 × 1.5 MW)	Lengery, P.O. Amtereng, District Karbi Anglong, PIN 782450	Guwahati	Approximately 125 km by road
Lower Kopili Hydro Electric Project (upcoming)	Hydro	120 MW (2 × 55 MW, 2 × 2.5 MW and 1 × 5 MW)	Longku, District Dima Hasao, PIN 788931	Guwahati	Approximately 220 km by road

APGCL is also actively engaged in capacity augmentation, renovation, modernization and development of new generation projects to support the growing power demand of Assam.

Considering the significant value of APGCL's generation assets and the criticality of uninterrupted power generation, APGCL maintains comprehensive insurance protection covering property damage, machinery breakdown, industrial all risks, business interruption and various engineering-related exposures.

The risk profile, operating conditions, machinery characteristics, claims patterns and insurance requirements of thermal generating stations differ substantially from those of hydroelectric projects. Thermal generating stations are exposed primarily to risks such as fire, explosion, machinery breakdown, turbine failures, boiler-related incidents and business interruption losses, whereas hydroelectric projects face significant exposure to floods, landslides, water ingress, hydro-mechanical failures, dam-related risks, civil structure damage and accessibility challenges.

In view of these distinct risk characteristics and the specialized insurance expertise required for each sector, APGCL intends to appoint two separate Insurance Brokers under this tender through independent evaluation and category-wise selection, namely:

**Category A – Thermal Insurance Broker**

**Category B – Hydro Insurance Broker**

Selection under one category shall not automatically qualify a bidder for selection under the other category. Each category shall be evaluated independently based on category-specific eligibility criteria, experience, technical capability and service requirements.

**The same broker may be appointed for both categories in case the broker qualifies in both the categories.**

## 1.2 About the Service

APGCL invites proposals from eligible Insurance Brokers registered with the Insurance Regulatory and Development Authority of India (IRDAI) for providing professional insurance broking and risk advisory services for its thermal and hydro generation assets. The assignment involves providing end-to-end insurance broking support including risk assessment, insurance Programme design, market placement, policy servicing, claims management, renewal assistance, insurer coordination and strategic insurance advisory services.

The selected brokers shall act as professional advisors to APGCL for their respective assigned categories and shall assist APGCL in obtaining optimum insurance protection at competitive terms while ensuring efficient handling of claims and insurance-related matters throughout the contract period.



The assignment shall focus on:

- Risk identification and insurance gap analysis.
- Review of existing insurance arrangements.
- Preparation of insurance specifications and placement strategy.
- Assistance in insurer selection and policy placement.
- Claims management and settlement support.
- Renewal management and policy administration.
- Regulatory and market advisory support.
- Capacity building and awareness programmes for APGCL officials.

The appointment aims to strengthen APGCL's insurance management framework through specialized sector-specific insurance expertise for thermal and hydro assets.

## **2. TERMS OF REFERENCE**

### **2.1 Background of the Service**

APGCL regularly procures comprehensive insurance coverage for its generation assets, equipment, infrastructure and associated operational risks. The insurance Programme typically includes Industrial All Risk (IAR), Machinery Breakdown (MB), Business Interruption (BI), Liability Insurance and other specialized engineering covers as may be required.

The present assignment is a continuation of APGCL's ongoing insurance risk management Programme and is intended to provide specialized insurance broking support for both thermal and hydro generation portfolios.

The engagement shall cover insurance advisory, placement and servicing support for existing operational assets as well as any future additions, expansions, rehabilitation works or new projects undertaken by APGCL during the contract period.

#### **Remuneration**

- No remuneration or fees shall be payable by APGCL to the appointed brokers in respect of the services rendered under this engagement.
- The payment of remuneration and/or reward to insurance brokers, wherever applicable, shall be strictly governed by the provisions of Section 26 of the Insurance Regulatory and Development Authority of India (Insurance Brokers) Regulations, 2018, read with the IRDAI (Payment of Commission or Remuneration or Reward to Insurance Agents and Insurance Intermediaries) Regulations, 2016.

The proposed duration of the Contract shall be:

- Initial Period: 24 (Twenty-four) Months
- Extendable by: 12 (Twelve) Months based on satisfactory service during initial contract period.

The appointment shall remain subject to satisfactory performance and the operational



requirements of APGCL. APGCL reserves the right to terminate the Contract, in whole or in part, at any time by giving the Insurance Broker 30 (thirty) days written notice without assigning reason. The Broker shall continue to perform its obligations during the notice period unless otherwise directed by APGCL.

## 2.2 Objectives of the Service

- A. Insurance Programme Optimization** Assist APGCL in designing and maintaining a comprehensive, cost-effective, and technically appropriate insurance programme for its thermal and hydro assets.
- B. Insurance Market Access** Facilitate competitive participation by insurers and reinsurers for securing optimum coverage and pricing.
- C. Claims Realization** Ensure efficient handling, documentation, negotiation, and settlement of insurance claims for APGCL.
- D. Specialized Risk Advisory** Provide category-specific risk advisory services considering the unique operational and engineering characteristics of thermal and hydroelectric generation facilities.
- E. Risk Mitigation** Identify insurance gaps, recommend improvements, and support implementation of best practices in risk management.
- F. Regulatory Compliance** Ensure that APGCL's insurance arrangements remain aligned with applicable regulatory requirements and industry practices.
- G. Knowledge Support**  
Enhance awareness among APGCL personnel regarding insurance coverage, claim procedures and risk management practices.

## 2.3 Scope of the Service

The selected brokers shall act as professional insurance advisors and facilitators between APGCL and insurers/reinsurers with the objective of securing optimum insurance protection, competitive market terms, efficient policy servicing and effective claim realization.

The scope of services shall cover the entire contract period including policy placement, servicing, renewals, claims management and insurance advisory support.

### 2.3.1 Common Scope for Brokers

The broker selected in either category shall:

- Review asset registers, engineering records, valuation data, operational information, insurance policies and claims history.
- Conduct insurance adequacy assessments and identify coverage gaps.
- Evaluate sums insured, valuation methodology, deductibles, warranties, conditions, exclusions and policy structures.
- Recommend suitable insurance covers and risk transfer mechanisms.
- Assist APGCL in preparing insurance specifications and tender documents.
- Invite, collect and analyze insurer quotations.
- Prepare comparative statements and placement recommendations.
- Assist in negotiations with insurers and reinsurers.



- Facilitate policy placement, endorsements, renewals and issuance of insurance documents.
- Coordinate with insurers regarding policy administration matters.
- Provide claims support including claim intimation, documentation, survey arrangements, technical discussions and settlement follow-up.
- Maintain and provide periodic MIS reports covering policies, claims, endorsements, renewals and pending actions.
- Advise APGCL on changes in insurance regulations, market practices and emerging risk management developments.
- Conduct at least one site visit annually to each station under the assigned category for insurance awareness, risk review and claims management guidance.
- Attend review meetings and presentations as required by APGCL.

### **2.3.2 Scope for Thermal Broker**

The Thermal Broker shall specifically cover and service insurance requirements connected with APGCL thermal plants, including but not limited to gas turbines, gas engines, steam turbines, balance of plant, electrical systems, storage exposure, fire and allied perils, boiler and machinery risks, industrial all risk, machinery breakdown, loss of profit/business interruption, natural peril-linked exposures and other thermal generation-related exposures.

The Thermal Broker shall also support APGCL in handling thermal plant-related claims involving machinery breakdown, fire, explosion, operational interruption, consequential loss, and other engineering or industrial loss events relevant to thermal assets.

### **2.3.3 Scope for Hydro Broker**

The Hydro Broker specifically cover and service insurance requirements connected with APGCL hydro assets, including hydro turbines, generators, governors, hydro-mechanical equipment, tunnel, surge shaft, valve house, penstocks, waterways, dam, switchyard interface, civil structures and electro-mechanical systems, project structures, natural peril-linked exposures, Fire and allied perils and other hydro generation-related risks.

The Hydro Broker shall also support APGCL in handling hydro project-related claims involving flood, landslide, water damage, electro-mechanical failures, civil-structure linked damage, access-related complications, and other engineering losses associated with hydro stations.

## **2.4 Validity, Contract and Remuneration**

The proposal shall remain valid for 90 days from the date of bid opening unless APGCL specifies otherwise in the final NIT.

The selected Thermal Broker and Hydro Broker shall each be appointed for an initial period of 24 months, extendable by up to 12 months based on satisfactory



performance and requirement of APGCL.

No fees or remuneration shall be payable by APGCL to the appointed broker where such remuneration is payable by the insurer(s) in accordance with applicable IRDAI regulations.

## 2.5 Role and Responsibilities of the Service Provider.

The selected broker shall:

- Perform all services with due professional skill, care and diligence.
- Act in the best interests of APGCL in insurance-related matters.
- Maintain confidentiality of all information obtained during the assignment.
- Ensure timely completion of all deliverables.
- Provide experienced and qualified personnel for execution of the assignment.
- Attend meetings, presentations and site visits as required.
- Maintain effective coordination with APGCL, insurers, reinsurers and surveyors.
- Submit reports and recommendations within agreed timelines.
- Ensure compliance with applicable laws, regulations and IRDAI requirements.
- Promptly communicate matters that may materially affect APGCL's insurance interests.

## 2.6 Role and Responsibility of APGCL

APGCL shall:

- Provide access to relevant records, policies, claims data and operational information.
- Nominate designated **nodal officers** for coordination with the appointed broker, specifically to oversee policy renewal processes and to manage claim-related matters.
- Coordinate site visits and meetings where necessary.
- Review recommendations submitted by the broker and provided decisions in a timely manner.
- Support claim documentation and technical information requirements.
- Provide necessary approvals and authorizations required for execution of the assignment.
- Coordinate with insurers and other stakeholders wherever APGCL intervention is required.

## 2.7 Team Composition, Qualification and Experience

The bidder shall deploy a dedicated team for the assigned category consisting of suitably qualified insurance professionals.

Minimum Team Requirement

Position	Minimum Qualification	Minimum Experience
Team Leader / Account Director	Graduate with IRDAI certification	10 Years
Senior Insurance Specialist	Graduate/Professional Qualification with IRDAI certification	7 Years

Claims Specialist	Graduate with Claims Handling Experience with IRDAI certification.	5 Years
Servicing & MIS Coordinator	Graduate	3 Years

### Additional Requirements

- Thermal category personnel should possess experience in thermal power, engineering and industrial risk insurance.
- Hydro category personnel should possess experience in hydroelectric projects, engineering insurance and natural catastrophe exposures.
- Team members shall have adequate knowledge of IRDAI regulations and engineering insurance practices.
- APGCL may seek replacement of personnel whose performance is found unsatisfactory.

## 2.8 Deliverables and Timeline

Sl. No.	Deliverable	Timeline
1	Inception Meeting and Data Collection	Within 15 Days of Award
2	Insurance Review and Gap Analysis Report	Within 30 Days
3	Insurance Programme Recommendation Report	Within 45 Days
4	Renewal Strategy and Market Placement Support	Before Each Renewal
5	Comparative Analysis of Insurer Quotations	During Each Placement Cycle
6	Claims Assistance and Settlement Support	Throughout Contract Period
7	Quarterly MIS Reports	Quarterly
8	Regulatory and Market Advisory Notes	As and when required
9	Annual Site Visit Reports	Once Every Year
10	Annual Performance Review Report	Annually
11	Final Assignment Completion Report	Upon Contract Completion

All reports and deliverables shall be submitted to concerned Nodal officer in both editable electronic format and PDF format unless otherwise specified by APGCL.

## 3. INSTRUCTION TO THE BIDDERS

### 3.1 Eligibility & Qualification Criteria

Only those bidders meeting the following general eligibility criteria shall be considered for further category-wise evaluation.

3.1.1 To participate in this Bid, the bidder must be a single entity having a formal intent and legal competency to enter into an agreement or contract and are registered under respective Act and Jurisdiction in India.

3.1.2 The bidder willing to participate should not:



- a) Any bidder who has been blacklisted, debarred participating in any procurement process by the Procuring Entity or by any other State or Central Government entity, undertakings, or bodies shall not be eligible to participate in this tender during the period of such blacklisting/debarment.
- b) be insolvent, in receivership, bankrupt, or being would up, not be having its affairs administered by a court or a judicial officer, not having its business activities suspended and must not be the subject of legal proceedings for any of the forgoing reasons.
- c) have and their directors and officers do not have, been convicted for any criminal offence relating to their professional conduct or the making of the false statement or misrepresentation as to their qualifications to enter a procurement contract with a period of three years preceding from the start date of online submission of this tender, or not having been otherwise disqualified pursuant to debarment proceedings.
- d) Should not have been penalized by IRDAI during the period of last 3 (three) years from the start date of online submission of this tender.
- e) have a conflict of interest as per Section 11 of Assam Public procurement Act, 2017 and which materially effect the competition.

3.1.3 Registration: The Party should be registered under Income Tax, GST and other relevant statutes (e.g. PF, ESI, etc.), as applicable.

#### 3.1.4 General Eligibility for All Bidders

**Below mentioned criteria are mandatory failing which bid of bidder will outrightly rejected.**

Sl. No.	Requirement	Minimum Eligibility
1	Legal Status and Licence	The bidder shall be an IRDAI-registered Composite Insurance Broker holding a valid license on the date of bid submission.
2	Licence Continuity	The bidder should have held IRDAI broking licence for at least 5 consecutive years.
3	Financial Strength	The bidder must have achieved a minimum annual turnover of <b>Rs. 10 crores in each year exclusively from insurance broking services</b> during any three consecutive financial years out of 2022–23, 2023–24, 2024–25, and 2025–26. In addition, the bidder must have maintained a <b>positive net worth</b> in each of these three consecutive financial years.
4	Premium Handling Capacity	The bidder must have handled an <b>average annual premium volume of at least Rs. 50 crores</b> during any three consecutive financial years out of <b>2022–23, 2023–24, 2024–25, and 2025–26</b> .
5	Regulatory Record	The bidder should not have been blacklisted, suspended, had its registration or licence cancelled, or been penalized by IRDAI, SEBI, any Government authority, Public Sector Undertaking (PSU), or State entity during the last three



		financial years.
6	Regional Presence	The bidder must have a designated office presence in Assam with a minimum of three (3) dedicated permanent employees stationed at that office exclusively for handling insurance-related claims, ensuring timely and efficient service delivery.
7	Documentary Support	All claims relating to experience, clients, premium handled, manpower, and claims performance must be supported by attested documentary evidence.

### 3.2 Additional Eligibility for Thermal Category

A bidder applying for the Thermal Broker category should additionally demonstrate experience in handling insurance portfolios of thermal power plants, heavy industry, boiler and machinery, industrial all-risk, business interruption, or similar thermal / industrial engineering exposures.

The bidder should submit documentary evidence of having handled at least one major thermal power plant, heavy industrial, or engineering claim, or provide an equivalent policy servicing record relevant to thermal risk management.

#### 3.2.1 Additional Eligibility for Hydro Category

A bidder applying for the Hydro Broker category should additionally demonstrate experience in handling insurance portfolios of hydro-electric projects, dams, hydro-mechanical systems, civil-electro-mechanical infrastructure, or similar hydro / infrastructure engineering exposures.

The bidder should also submit documentary evidence of at least one major hydro / infrastructure / engineering claim or equivalent policy servicing record relevant to hydro risk handling.

### 3.3. Submission of Bids

3.3.1 The bidder shall clearly mention the technical bid whether it is applying for Thermal category, Hydro category, or both categories.

3.3.2 If applying for both categories, the bidder shall submit separate documents for each category, including technical credentials and supporting schedules for Thermal and Hydro.

3.3.3 The Bidder must get registered with the e-Procurement portal using valid DSC for online submission of the Bid.

3.3.4 Interested eligible parties **must submit their Bids online** (scanned copy) on the e-Procurement portal within due date and time of submission as mentioned in the NIT.

3.3.5 The bid submission should be along with all documentary proof with respect to pre-qualification and other documents as mentioned in **Para 3.4** below in form of

3.3.6 while uploading online.



- 3.3.7 Each page of Bid (submissions) should be signed by the representative duly authorised by the applicant executing a Power of Attorney in the format given under **Annexure-4**. In case the bid is signed by any one of the Directors or key officials (CEO, CFO or Company Secretary) a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of Power of Attorney. In case of partnership firm, it should be signed by any one of the partner duly authorised by the partnership. Bid submitted by a Joint Venture participant shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.
- 3.3.8 The applicant is responsible for submission of Bid proposal complete in all respect. The Tendering Authority shall ignore the Bid in case of incomplete or defective submission.
- 3.3.9 Each page of the Bid submission should be serially numbered, signed and stamped by the authorized signatory and submitted **on-line in the e-Procurement portal i.e. <http://assamtenders.gov.in>**

#### 3.4. Checklist for the Bid submission

S. No	Documents	Submission Status (Y/N)	Page No
1	Covering Letter ( <b>As per Annexure-1</b> )		
2	Applicants Date Sheet. In the format given under <b>Annexure-2</b> .		
3	Certificate issued by a CA stating the Applicants Annual Turnover, Net Worth, as per para 4.2.2.1 in the format given as <b>Annexure-3</b> .  <b>Relevant Supporting document such copies of Audited Balance Sheet, Profit and Loss Statement, Cash Flow Statement etc. shall be submitted along with the bid.</b>		
4	" <b>Power of Attorney</b> " appointing the signatory, as per para 3.3.7. in the format given as <b>Annexure-4</b> .		
5	Declaration with respect to non-blacklisting and debarment in non-judicial stamp paper duly notarized. As per the format given in <b>Annexure-5</b> .		
6	Work the experience related documents in accordance with per para 3.1		
7	Self-attested photocopy of GST Registration		

	Certificate, PAN, PF & ESI Registration Certificate.		
8	Copy of the Consortium /Joint Venture agreement (if applicable)		
9	Documents related to operational presence in Assam		
10	Signed and Sealed Bid Document		
11	Any, other relevant document		

**NOTE: ALL BIDDER'S DOCUMENTS INCLUDING BID DOCUMENTS, ANNEXURES, FINANCIAL STATEMENTS, DOCUMENTS RELATED TO ELIGIBILITY AND EXPERIENCE, AND ALL OTHER DOCUMENTS SUBMITTED BY BIDDER MUST BE SIGNED/COUNTER-SIGNED ON ALL PAGES BY THE BIDDER'S PERSONNEL AUTHORIZED IN THE POWER OF ATTORNEY DOCUMENT (ANNEXURE 4.)**

Also, all documents submitted by bidder against any request for shortfall document on the portal must be signed and sealed by the competent person named in the Power of Attorney.

#### **4. Evaluation of BIDS**

##### **4.1. Preliminary Scrutiny**

- 4.1.1. All the Bids submissions received within due date and time shall only be considered by the Evaluation Committee.
- 4.1.2. The evaluation committee shall ensure that the applications are complete in all respects. Only those Bid submissions which are complete in all respect shall be considered for further scrutiny.
- 4.1.3. Evaluation Committee reserves the right to seek further clarifications, explanations or information on any issue relating to eligibility till such time the Committee is fully convinced.
- 4.1.4. The Client (APGCL) shall finalize the list of the eligible bidders based on the evaluation of the Bid submissions and decision of the Client shall be final and binding.
- 4.1.5. Names of the Bidders as per the evaluation of the Bids responses/submissions will be hosted on the e-Procurement portal on completion of all formalities.

##### **4.2. Evaluation Methodology**

APGCL shall conduct a separate evaluation for Thermal category and Hydro



category within the same tender and shall appoint 1 (one) highest-ranked broker for Thermal and 1 (one) highest-ranked broker for Hydro based on category-wise scores.

A bidder may score high in one category and low in another; therefore, category-wise ranking shall prevail over overall combined perception of broker strength.

#### 4.2.1 Common Evaluation Principles

- Only bids meeting general eligibility shall be taken up for scoring.
- Only bids meeting category-specific minimum requirements shall be considered for that category.
- Documentary evidence shall be mandatory for every scoring head.
- Unsupported self-declarations for client experience, claims, manpower, or premium handled shall not be considered.
- APGCL may seek clarification, but no material improvement of credentials after bid submission shall be allowed except clarification of already submitted records.

#### 4.2.2 Technical Evaluation Framework – Thermal Power Insurance Broker

The Technical Evaluation for Thermal Power Insurance Broker shall be carried out on a 100-point scoring basis. The evaluation methodology is designed to ensure transparency, objectivity, competition, and selection of technically competent insurance brokers having relevant experience in Thermal Power Sector insurance and claims management.

A bidder may participate in one or both categories (Thermal and Hydro) independently.

##### 4.2.2.1 Technical Scoring Sheet – Thermal Broker

Sl. No.	Evaluation Parameter	Maximum Marks	Documentary Evidence Required
A	Valid IRDAI Composite Broker Licence and Continuity	10	Self-certified copy of valid IRDAI Composite Broker Licence along with proof of continuity
B	Experience in PSU / Power / Utility Sector	10	Work orders, appointment letters, policy copies..
C	Financial Strength	10	The bidder must submit <b>audited financial statements for any three consecutive financial years out of 2022–23, 2023–24, 2024–25, and 2025–26.</b>
D	Operational Presence in Assam	5	Lease/Rent Agreement, GST Registration, Office Proof, IRDAI BAP Screenshot



E	Qualified Manpower in Assam	5	<b>Self-declaration of employee details</b> , duly signed by <b>competent person named in the Power of Attorney</b> , along with valid proof of <b>IRDAI BQP qualification</b> and a <b>screenshot of IRDAI BAP registration</b> for the proposed team members
F	Risk Engineering & Technical Support Team	10	Details of technical and risk management personnel, including their qualifications and relevant experience. Copies of qualification certificates and curriculum vitae (CVs) must be duly sealed and signed by the competent authority of the bidder.
G	Thermal Power / Heavy Industrial Insurance Portfolio Experience	20	Documentary evidence of Thermal Power / Heavy Industrial insurance portfolios handled. <b>Completion certificate/Work order/any other relevant documents</b> issued by the respective client must be provided as proof
H	Claim Settlement Experience for Thermal Power Plants, Heavy Industrial Plants or PSU Power Utilities	20	Claim settlement certificates, discharge vouchers, insurer/client confirmation duly signed and sealed.
I	Thermal-specific Service Methodology & Account Management System	10	Detailed methodology write-up covering Plant Visit Readiness, Claims Support, Renewal Support, MIS & Reporting, Escalation Matrix, and Dedicated Account Team etc.
<b>Total</b>		<b>100</b>	

#### 4.2.2.2 Detailed Scoring Methodology – Thermal Broker

##### A. IRDAI Composite Broker Licence Continuity – 10 Marks

Continuous Licence Period	Marks
5 Years to less than 8 Years	5
8 Years to less than 10 Years	7
10 Years and above	10

##### B. PSU / Power / Utility Sector Experience – 10 Marks

Experience shall mean completed or ongoing insurance broking assignments for Power Generation, Transmission, Distribution Utilities.

Number of Eligible Clients	Marks
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Less than 3 Clients	0
3 Clients	5
4 to 5 Clients	7
More than 5 Clients	10

### C. Financial Strength – 10 Marks

(i) Average Gross Premium Handled during last three consecutive financial years out of 2022–23, 2023–24, 2024–25, and 2025–26. – 4 Marks

Average Gross Premium Handled	Marks
Rs. 50 Crores to Rs. 200 Crores	2
More than Rs. 200 Crores	4

(ii) Average Annual Turnover from Insurance Broking Operations for any three consecutive financial years out of 2022–23, 2023–24, 2024–25, and 2025–26. – 3 Marks

Average Annual Turnover	Marks
Rs. 10 Cr up to Rs. 50 Cr	1
Above Rs. 50 Cr up to Rs. 100 Cr	2
Above Rs. 100 Cr	3

(iii) Positive Net Worth for any three consecutive financial years out of 2022–23, 2023–24, 2024–25, and 2025–26. – 3 Marks

Criteria	Marks
Net Worth up to Rs. 5 Crores	1
Net Worth above Rs. 5 Crores and up to Rs. 10 Crores	2
Net Worth above 10 Cr	3

### D. Operational Presence in Assam – 5 Marks

Marks shall be awarded only for functional offices established in Assam supported by documentary evidence.

Duration of Functional Office in Assam	Marks
Less than 3 Years	0
3 Years to less than 7 Years	2
7 Years to less than 10 Years	4
10 Years and above	5

### E. Qualified Manpower in Assam – 5 Marks

Only full-time employees engaged in insurance broking operations and possessing valid IRDAI-recognized Broking Qualification having experience 3 yrs. and above shall be considered.

Number of Qualified Employees	Marks
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3 to 5 Employees	2
5 to 7 Employees	3
Above 7 Employees	5

#### **F. Risk Engineering & Technical Team – 10 Marks**

Technical personnel shall include qualified risk engineers, claims engineers, survey coordination specialists, or utility insurance specialists.

<b>Technical Team Strength</b>	<b>Marks</b>
Less than 5 Members	3
5 to 10 Members	5
More than 10 Members with Utility Sector Exposure	10

#### **G. Thermal Power / Heavy Industrial Portfolio Experience – 20 Marks**

Thermal Power Portfolio means insurance broking services rendered only for Thermal Power Plants and Heavy Industrial Plants.

<b>Experience Level</b>	<b>Marks</b>
1–5 Eligible Clients	8
6–10 Eligible Clients	14
More than 10	20

#### **H. Claim Settlement Experience – Thermal Power Plants and Heavy Industrial Plants– 20 Marks**

Only claims relating to Industrial All Risk, Fire, Machinery Breakdown, Business Interruption, Erection All Risk, Boiler & Pressure Plant, or Engineering Insurance Policies shall be considered.

**Group Medclaim, GPA, and Motor Claims shall not be considered.**

#### **(i) Claim Amount Settled (w.e.f. 01.04.2019 up to Online Bid Submission Start Date) – 10 Marks**

<b>Claim Amount Settled</b>	<b>Marks</b>
Less than Rs. 1 Crore	0
Rs. 1 Crore to less than Rs. 3 Crores	3
Rs. 3 Crores to less than Rs. 7 Crores	6
Rs. 7 Crores and above	10

#### **(ii) Number of Claims Settled (w.e.f. 01.04.2019 upto online bid submission start date) – 10 Marks**

<b>Number of Claims Settled</b>	<b>Marks</b>
Up to 3 Claims	5
3 to 5 Claims	7
More than 5 Claims	10



## I. Thermal-specific Service Methodology – 10 Marks

Evaluation shall done on Detailed methodology write-up covering following points:

SI. No.	Evaluation Area	Marks (Total 10)
1	Plant Visit Readiness	10
2	Claims Support	
3	Renewal Support	
4	MIS & Reporting	
5	Escalation Matrix	
6	Dedicated Account Team	

**Marks shall be awarded by the Technical Evaluation Committee based on documentary methodology submitted by bidder.**

### 4.2.2.3 Additional Conditions

1. Only documentary evidence issued by client organizations, insurers, statutory auditors, or regulatory authorities shall be considered for evaluation.
2. Self-certifications unsupported by documentary proof may not be considered.
3. APGCL reserves the right to verify submitted information from original documents, insurers, clients, or IRDAI records.
4. Submission of false or misleading information may lead to rejection of bid and blacklisting action as per applicable procurement rules.
5. In case of tie in technical score, ranking shall be decided in the following order:
  - Higher marks in Claim Settlement Experience
  - Higher marks in Thermal Portfolio Experience
  - Draw lots, if required.

### 4.2.3 Technical Evaluation Framework – Hydro Insurance Broker

The Hydro category shall be evaluated separately on a 100-point scoring basis.

Hydro assets, including hydro turbines, generators, governors, hydro-mechanical equipment, tunnel, surge shaft, valve house, penstocks, waterways, dam, switchyard interface, civil structures and electro-mechanical systems, project structures, natural peril-linked exposures, Fire and allied perils and other hydro generation-related risk insurance experience shall be considered under Hydro category.

#### 4.2.3.1 Technical Scoring Sheet – Hydro Broker

Sl. No.	Parameter	Maximum Marks	Documents Required
A	Valid IRDAI Composite Broker Licence and Continuity	10	Self-certified copy of valid IRDAI Composite Broker Licence along with proof of continuity
B	Experience in PSU /	10	Work orders, appointment letters,

	Power / Utility Sector		policy copies..
C	Financial Strength	10	The bidder must submit <b>audited financial statements for any three consecutive financial years out of 2022–23, 2023–24, 2024–25, and 2025–26.</b>
D	Operational Presence in Assam	5	Lease/Rent Agreement, GST Registration, Office Proof, IRDAI BAP Screenshot
E	Qualified Manpower in Assam	5	<b>Self-declaration of employee details</b> , duly signed by <b>competent person named in the Power of Attorney</b> , along with valid proof of <b>IRDAI BQP qualification</b> and a <b>screenshot of IRDAI BAP registration</b> for the proposed team members
F	Risk Engineering & Technical Support Team	10	Details of technical and risk management personnel, including their qualifications and relevant experience. Copies of qualification certificates and curriculum vitae (CVs) must be duly sealed and signed by the competent authority of the bidder.
G	Hydro insurance portfolio experience	20	Documentary evidence of hydro-electric / dam / hydro-mechanical portfolios handled. <b>Completion certificate/Work order/any other relevant documents</b> issued by the respective client must be provided as proof
H	Claim Settlement Experience Hydro-electric, Dam, Civil Infrastructure, Tunnel, Hydro-mechanical, Engineering or related Engineering Insurance Claims shall be considered. (except Group medi-claim Policy, Group Personal Accident Policy and Motor/Vehicle Policies).	20	Claim settlement certificates, discharge vouchers, insurer/client confirmation duly signed and sealed.
I	Hydro-specific service methodology and site support system	10	Detailed methodology write-up covering Difficult Site Coordination, Natural Peril Support, Claims Support, Renewal Support, MIS & Reporting, Dedicated Hydro Team
Total		100	



#### 4.2.3.2 Detailed Scoring Methodology – Hydro Broker

The scoring methodology under Sl. No. A to F shall remain same as Thermal Category.

#### G. Hydro / Dam Portfolio Experience – 20 Marks

Experience Level	Marks
1–5 Eligible Hydro Client	8
6–10 Eligible Hydro Client	14
More than 10 Eligible Hydro Client	20

#### H. Claim Settlement Experience – Hydro Risks – 20 Marks

Only Hydro-electric, Dam, Civil Infrastructure, Tunnel, Hydro-mechanical, Engineering, Industrial All Risk, or related Engineering Insurance Claims shall be considered.

(i) Claim Amount Settled (w.e.f. 01.04.2019 up to Online Bid Submission Start Date) – 10 Marks

Claim Amount Settled	Marks
Less than Rs. 1 Crore	0
Rs. 1 Crore to less than Rs. 3 Crores	3
Rs. 3 Crores to less than Rs. 7 Crores	6
Rs. 7 Crores and above	10

(ii) Number of Claims Settled (w.e.f. 01.04.2019 upto online bid submission start date) – 10 Marks

Number of Claims Settled	Marks
Up to 3 Claims	5
3 to 5 Claims	7
More than 5 Claims	10

#### I. Hydro-specific Service Methodology – 10 Marks

Evaluation shall done on Detailed methodology write-up covering following points:

Sl. No.	Evaluation Area	Marks (Total 10)
1	Difficult Site Coordination	10
2	Natural Peril Support	
3	Claims Support	
4	Renewal Support	
5	MIS & Reporting	
6	Dedicated Hydro Team	

Marks shall be awarded by the Technical Evaluation Committee based on documentary methodology submitted by bidder.



#### **4.2.3.3 General Provision for Hydro Claims**

For Hydro category, claim settlement evaluation shall be based on documentary evidence relating to hydro-electric, infrastructure, engineering, tunneling, dam, hydro-mechanical, or allied hydro operational risks relevant to hydro power projects.

#### **4.2.4 Category-wise Selection Rule**

The bidder obtaining the highest total score in the Thermal category shall be ranked Thermal-H1 and may be selected as Thermal Broker, subject to fulfillment of all conditions and APGCL approval.

The bidder obtaining the highest total score in the Hydro category shall be ranked Hydro-H1 and may be selected as Hydro Broker, subject to fulfillment of all conditions and APGCL approval.

### **5. General Terms and Conditions (GTC):**

- APGCL reserves the right to accept or reject any bid, wholly or partly, and to annul the bidding process without assigning any reason.
- APGCL reserves the right to issue amendment / corrigendum / addendum to the tender document.
- The bidder shall bear all costs related to preparation and submission of the bid.
- The selected broker shall maintain strict confidentiality of all documents, information, plant data, and operational matters accessed during engagement.
- The bidder shall disclose any actual or potential conflict of interest, including existing engagements with insurers likely to bid for APGCL insurance placements.
- The broker shall not assign, sublet, or outsource the awarded services without prior written approval of APGCL.
- Any false declaration, suppression of facts, or submission of incorrect documentary evidence shall lead to rejection of bid or termination of contract.

### **6. SETTLEMENT OF DISPUTES**

#### **6.1 Amicable Settlement**

In the event of any dispute, controversy, claim, or difference of any nature whatsoever arising between the Parties in connection with, relating to, or arising out of this Contract, including any question regarding its existence, validity, interpretation, performance, breach, termination, or enforceability, whether during the subsistence of the Contract or after its completion, termination, abandonment,

or expiration, the Parties shall first endeavour to resolve such dispute through good-faith negotiations and mutual consultation.

Either Party may notify the other Party in writing of the existence of a dispute and request amicable resolution. The authorized representatives of the Parties shall meet and attempt to resolve the dispute within ninety (90) days from the date of receipt of such notice, unless the Parties mutually agree to extend such period.

If the dispute is not resolved within the aforesaid period, either Party may refer the matter to arbitration in accordance with Clause 6.2 below.

## **6.2 Arbitration**

Any dispute, controversy, or claim arising out of or in connection with this Contract, including any question regarding its existence, interpretation, validity, breach, termination, or enforceability, which cannot be resolved amicably pursuant to Clause 6.1, shall be finally resolved by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996, as amended from time to time.

### **(a) Constitution of Arbitral Tribunal**

The Parties may mutually agree to appoint a sole arbitrator. In the absence of such agreement within thirty (30) days of the request for arbitration, the arbitral tribunal shall consist of three arbitrators, with each Party appointing one arbitrator and the two appointed arbitrators jointly appointing the presiding arbitrator.

### **(b) Failure to Appoint Arbitrator**

Where:

- i. A Party fails to appoint its arbitrator within thirty (30) days of receipt of a request from the other Party; or
  - ii. The two appointed arbitrators fail to agree upon the appointment of the presiding arbitrator within thirty (30) days of their appointment,
- the appointment shall be made in accordance with Section 11 of the Arbitration & Conciliation Act, 1996 by the competent court having jurisdiction.

### **(c) Sole Arbitrator**

Where the Parties have agreed to arbitration by a sole arbitrator but fail to agree on the appointment of such arbitrator within thirty (30) days from the date of the request for arbitration, either Party may approach the competent court under Section 11 of the Arbitration & Conciliation Act, 1996 for appointment of the sole arbitrator.

### **(d) Seat and Venue of Arbitration**

The seat and legal place of arbitration shall be Guwahati, Assam, India. Unless otherwise agreed by the Parties, the arbitration proceedings shall be conducted at Guwahati.

### **(e) Language**

The language of the arbitration proceedings, including all pleadings, documents, correspondence, and awards, shall be English.



**(f) Award**

The award rendered by the sole arbitrator or by the majority of the arbitral tribunal shall be final and binding upon the Parties. The award may be enforced in any court of competent jurisdiction in accordance with applicable law.

**(g) Confidentiality**

The Parties, the arbitrator(s), and all participants in the arbitration proceedings shall maintain confidentiality of the arbitration proceedings, documents, evidence, and award, except to the extent disclosure is required by law, for enforcement of the award, or for challenging or defending the award before a competent court.

**(h) Costs**

The arbitral tribunal shall have the authority to determine and allocate the costs of arbitration, including arbitrator's fees, administrative expenses, and legal costs, in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the circumstances of the case.

**7. GOVERNING LAW AND JURISDICTION**

This Contract shall be governed by and construed in accordance with the laws of India.

Subject to Clause 6 (Settlement of Disputes and Arbitration), the courts at Guwahati, Assam shall have exclusive jurisdiction over all matters arising out of or relating to this Contract, including applications relating to the arbitration proceedings, enforcement of arbitral awards, and other proceedings permitted under applicable law.

A handwritten signature in blue ink, followed by the date '12.06.2026' written in blue ink.

**Chief General Manager (Gen),  
APGCL, Guwahati-1.**

## ANNEXURES

### Annexure 1: Covering Letter

#### Covering letter

*[On the letter head of the Applicant]*

Kind Attention:

[location, date]

The

<Insert Designation & Address of Tender Inviting Authority>

Sub: **Tender (Refence No.....)** for selection of broker for <insert the name of the assignment>.

Sir,

Having read, carefully examined, and understood the Tender document dated \_\_\_\_\_ issued by <insert Tender Inviting Authority>("Client") and all **Annexures** and other documents attached thereto, and all subsequent addenda and clarifications issued pursuant thereto (collectively the "Tender"), we hereby express our interest to participate in the Tender.

We hereby agree and confirm that our Bid has been prepared strictly in conformity with the instructions in the Bid document (including the forms set forth therein) and that we shall always act in good faith and abide by the terms and conditions of this Tender.

We agree that we have inspected and examined the Bid documents and have ascertained that they contain no inconsistencies, errors or discrepancies and have otherwise familiarized ourselves with all conditions of the Bid which may affect our Proposal and all queries on other contractual matters have been addressed.

We represent and warrant to Client the information furnished by us is complete, accurate, unconditional, and fairly presented.

We have the necessary capacity and experience to execute the assignment, if selected.

We follow all the terms and conditions of the Bid; there is no information, data or documents which have not been disclosed which may prejudicially affect Client's evaluation or decision in relation to pre-qualification selection.

We have all the necessary corporate and statutory approvals and authorizations to participate in this Bid.

We acknowledge that we have neither failed to perform any contract, as evidenced by imposition of a penalty by an arbitral or judicial client or a judicial pronouncement or arbitration award against us or any of our director/trustee/partners or key officials nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for any breach of contract by us.

We declare we have not been declared ineligible for corrupt or fraudulent practices in any tendering process.

We undertake that we will intimate Client of any material change in facts, circumstances, status, eligibility, or documentation relating to us during and till completion of tendering process.

This Proposal shall be construed, interpreted, and governed, in all respects, by Assam Public Procurement Act'2017, Assam Public Procurement Rule'2020 and the relevant laws of India, without reference to its conflict of law principles. The courts at Guwahati will have exclusive jurisdiction in respect of all matters arising out of this Bid process.

We undertake that we have not been debarred or blacklisted by any government (Central/State) agency or PSU and fulfill all eligibility criteria as stipulated in in the Bid document.

We have provided details, in accordance with the instructions and in the form required by the Bid and have attached the same as appendices to this application.

Yours faithfully,

[Signature and Details of the Applicant/ Authorised Representative]

## Annexure 2: Applicant Details

<b>1. Organizational Details</b>	
1.1. Full Name	
1.2. Legal Status (firm/company, etc.)	
1.3. Jurisdiction of Incorporation	
1.4. Year of incorporation / registration	
1.5. Registration Number	
1.6. Registered Address	
<b>2. Details of Authorised Signatory</b>	
2.1 Name	
2.2 Designation	
2.3 Address	
2.4 Contact Details	
<i>(Copy of the document of authorisation to be provided)</i>	
<b>3. Tax Registration Details</b>	
3.1. GST	
3.2. Income Tax	
<b>4. Contact Person for this Proposal</b>	
4.1. Name	
4.2. Address for Courier	
4.3. Office Phone	
4.4. Mobile Phone	
4.5. Fax No.	
4.6. E-mail Address	
<b>5. Certifications, Awards &amp; Accreditations, if any</b>	
5.1.	
5.2.	
5.3.	

Date:  
Place:

Signature of the Applicant

### Annexure 3: CA Certificate (Financial Information)

*On the letter head of Chartered Accountant/Statutory Auditor*

We/I have verified the Audited Financial Statement of Accounts and other documents of..... having registered office at ..... pertaining to the financial year 2022–23, 2023–24, 2024–25, and 2025–26, *if audit for the Financial Year 2025-26 has not been completed as on the due date of submission of proposal*). Based on our verification of the afore said statements and records, we certify that the following details are true to the best of our information and according to the explanation given to us.

**(Amount in INR Crores)**

Financial Information	Financial Year				Average
	2025-26	2024-25	2023-24	2022-23	
	Audited	Audited	Audited	Audited	
Total Annual Turnover from Consulting Business					
Annual Profit Before Tax					

I/We also certify that the Applicant has more than 10 (ten) years of experience in consulting business, out of which more than 5(five) years in similar consulting services, in India for and on behalf of government or international agencies as on <Insert Date>.

Date:  
and seal of the CA firm  
Place:

Signature

UDIN : .....

**Annexure 4: Power of Attorney**

**Format for Power of Attorney for Signing of Application  
(On a Stamp Paper of Rs 100/-)**

**Power of Attorney**

We, ..... (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms. ....(name and residential address) who is presently employed with us and holding the position of .....as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our response to the tender for selection of an agency to

.....including signing and submission of all documents and providing information to the Client (i.e. ....) and its officials or representatives, representing us in all matters before Client, and generally dealing with Client in all matters in connection with our Bid response.

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

Dated this the \_\_\_\_\_ day of \_\_\_\_\_ 2026

For \_\_\_\_\_

(Name, Designation and Address)

Accepted

\_\_\_\_\_(Signature)  
(Name, Title and Address of the Attorney)

Date : \_\_\_\_\_

**Note:**

- i. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, as laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- ii. *In case an authorized Director or key officials of the Applicant signs the Application, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*

- iii. *In case the Application is executed outside India, the Applicant must get necessary authorization from the Consulate of India. The Applicant shall be required to pay the necessary registration fees at the office of Inspector General of Stamps.*

## Annexure 5: Affidavit

### Affidavit

(To be submitted on non-judicial stamp paper of minimum Rs 50/- duly certified by Notary)

We, M/s. .... (the Applicant), (the names and addresses of the registered office) hereby certify and confirm that:

- (i) We or any of our promoter(s) / director(s) / partner(s) are not blacklisted, suspended, or had registration / license canceled by IRDAI, SEBI or Government Authority or otherwise disqualified pursuant to any debarment proceedings by any Central or State Government, Local Government or Public Sector Undertaking in India from participating in any bidding process, either individually or as member of a consortium as on the \_\_\_\_\_ (Date of Signing of Application).
- (ii) We are not insolvent, in receivership, bankrupt, being wound up, having our affairs administered by a court or a judicial officer, having our business activities suspended or subject of legal proceedings for any of the foregoing reason.
- (iii) We or any of our promoter(s), director(s), partner(s) and officers are not convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of *three years* preceding the commencement of the procurement process.
- (iv) There is no conflict of interest in submitting this Proposal

We further confirm that we are aware that, our Application for the selection process to be eligible and to be selected as most suitable of bidder to implement <insert name of the project>, would be liable for rejection in case any material misrepresentation is made or discovered at any stage of Bid evaluation or thereafter during the agreement period.

Dated this .....Day of ....., 2026

Name of the Applicant

.....

Signature of the Authorized Person

.....

Name of the Authorized Person