



**Basic Details**

<b>Organisation Chain</b>	Department of Heavy Industry  International Centre for Automotive Technology (ICAT)		
<b>Tender Reference Number</b>	ICAT/CPPP/HR/EMP/2025-26/440		
<b>Tender ID</b>	2026_DHI_828314_1		
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Empanelment
<b>Tender Category</b>	Services	<b>No. of Covers</b>	1
<b>Payment Mode</b>	Not Applicable	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No		

**Cover Details, No. Of Covers - 1**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.pdf	Empanelment of Insurance Brokers in ICAT for Providing Services Relating to All Types of Insurance

**Tender Fee Details, [Total Fee in ₹ \* - 0.00]**

<b>Tender Fee in ₹</b>	0.00	<b>Fee Payable To</b>	NA	<b>Fee Payable At</b>	NA
<b>Tender Fee Exemption Allowed</b>	NA				

**EMD Fee Details**

<b>EMD Amount in ₹</b>	0.00	<b>EMD Exemption Allowed</b>	NA
<b>EMD Fee Type</b>	NA	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	NA	<b>EMD Payable At</b>	NA

**Work /Item(s)**

<b>Title</b>	Empanelment of Insurance Brokers				
<b>Work Description</b>	Empanelment of Insurance Brokers in ICAT for Providing Services Relating to All Types of Insurance on As And When Required Bais at ICAT for a Period of 3 Years				
<b>Pre Qualification Details</b>	As Per Tender Document				
<b>Tender Value in ₹</b>	1	<b>Product Category</b>	Miscellaneous Services	<b>Sub category</b>	Empanelment of Insurance Brokers
<b>Contract Type</b>	Empanelment	<b>Bid Validity(Days)</b>	180	<b>Period Of Work(Days)</b>	1095
<b>Location</b>	ICAT Centre 1 and 2	<b>Pincode</b>	122051	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	ICAT Centre 1

**Critical Dates**

<b>Publish Date</b>	05-Feb-2026 06:00 PM	<b>Bid Opening Date</b>	02-Mar-2026 02:30 PM
<b>Document Download / Sale Start Date</b>	06-Feb-2026 09:00 AM	<b>Document Download / Sale End Date</b>	26-Feb-2026 05:00 PM
<b>Clarification Start Date</b>	09-Feb-2026 09:00 AM	<b>Clarification End Date</b>	20-Feb-2026 05:00 PM
<b>Bid Submission Start Date</b>	21-Feb-2026 09:00 AM	<b>Bid Submission End Date</b>	26-Feb-2026 05:00 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Empanelment of Insurance Brokers in ICAT for Providing Services Relating to All Types of Insurance on As And When Required Bais at ICAT for a Period of 3 Years	268.15

  

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
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1	Tender Documents	Tender Document.pdf	Empanelment of Insurance Brokers in ICAT for Providing Services Relating to All Types of Insurance on As And When Required Basis at ICAT for a Period of 3 Years	1248.43
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### **Tender Inviting Authority**

<b>Name</b>	Vikas Sharma
<b>Address</b>	International Centre For Automotive Technology, Plot No. 26, Sector - 3, Near HSIIDF Office, IMT Manesar, Gurugram - 122051

### **Tender Creator Details**

<b>Created By</b>	prem purang
<b>Designation</b>	Assistant Manager
<b>Created Date</b>	05-Feb-2026 05:26 PM

### Notice Inviting Tender (NIT)

The Director, **International Centre for Automotive Technology (ICAT)**, GST No. **06AABAN9435G2ZI**, a division of the **National Automotive Board (NAB)** under the **Government of India**, hereby invites proposals from **experienced, reputed, and eligible bidders** for the **“Empanelment of Insurance Brokers in ICAT for Providing Services Relating to All Types of Insurance on an As-and-When-Required Basis at ICAT for a Period of Three (3) Years.”**

The tender is being invited under **Tender No. ICAT/CPPP/HR-EMP-INSBRK/2025-26/440**. Interested bidders who meet the prescribed eligibility criteria may submit their proposals strictly in accordance with the terms and conditions stipulated in the tender document.

#### Tender Activity Schedule

<b>Description of work</b>	Empanelment of Insurance Brokers in ICAT for Providing Services Relating to All Types of Insurance on an As-and-When-Required Basis at ICAT for a Period of Three (3) Years
<b>Eligibility Criteria</b>	Bidders shall satisfy the minimum eligibility requirements as specified in <b>Chapter - 2 “Minimum Eligibility Criteria” of this Tender Document</b> . The eligibility requirements set forth in Chapter 1 are exhaustive and form an integral part of the conditions for participation in this tender. Prospective bidders are advised to carefully read and comply with all eligibility criteria specified in <b>“Chapter - 2”</b> and ensure that their bids fully demonstrate conformity with the prescribed conditions, supported by relevant documentary evidence. Failure to meet any of the eligibility conditions as defined in <b>“Chapter - 2”</b> may result in the bid being considered non-responsive and liable for rejection.
<b>Duration of Appointment</b>	The empanelment shall be valid for a period of three (3) years from the date of issuance of empanelment letter. ICAT reserves the right to extend or curtail the empanelment period, in whole or in part, without assigning any reason. ICAT reserves the right to <b>empanel a minimum of three (3) or more insurance brokers</b> pursuant to this tender, in accordance with the evaluation outcomes and requirements of ICAT. The empanelment of brokers shall not imply any commitment by ICAT to place any specific volume of work or business with any empanelled broker. After empanelment, individual <b>contracts/engagements for specific insurance requirements</b> shall be awarded on a <b>tendering / competitive bidding basis</b> among the empanelled brokers. Such specific contracts shall be awarded to the empanelled broker whose offer is evaluated as the <b>Lowest Quoted (L1) bidder</b> , subject to fulfilment of the respective tender conditions, terms, and approvals as may be required.
<b>Scope of Services Expected from Empaneled Insurance Brokers</b>	The empanelled Insurance Brokers shall be required to provide all services as set out in <b>Chapter 1 - Detailed Scope of Services</b> of this Tender Document. The services are indicative and illustrative and shall include, but not be limited to, all strategic advisory, placement, administrative, monitoring, and post-placement activities as detailed in <b>Chapter 1</b> , which shall form an integral part of the contractual obligations of the empanelled broker.

	For the avoidance of doubt, bidders are advised to carefully refer to <b>Chapter 1 - Detailed Scope of Services</b> for the complete description of services, deliverables, timelines, service levels, responsibilities, and performance expectations, and to ensure that their bids comprehensively address all requirements specified therein.
<b>Location of Services</b>	ICAT Centre - 1 & 2, Manesar (Haryana)
<b>Bidding Procedure</b>	The Bidder shall submit offline sealed bids under the Single-Envelope Bidding System, in accordance with the instructions contained in the Tender Document.
<b>Last Date/Time for Submission of Bid</b>	Sealed bids must be submitted up to <b>1700 hours on 26<sup>th</sup> February' 2026</b> at ICAT Centre - 1, Manesar, Gurugram, India. Bids received after the stipulated date and time shall not be considered.
<b>Address for Submission of Bids</b>	<b>To, The Purchase Department International Centre for Automotive Technology (ICAT) Plot No. 26, Sector-3, Near HSIIDC Office IMT Manesar, Gurugram - 122051 (Haryana - India) Contact No.: +91 9971150821</b>
<b>Contact Clarifications for</b>	<b>For any queries or clarifications regarding this NIT, bidders may contact:</b>  Ms. Kanika Bhatia - HR Department Contact No. +91 124 45866226 Email: <a href="mailto:kanika.bhatia@icat.in">kanika.bhatia@icat.in</a>  Ms Monika Sharma - HR Department Contact No. +91 124 45866229 Mail Id- <a href="mailto:monika.sharma@icat.in">monika.sharma@icat.in</a>

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## Chapter - 1

### Scope of Services

The scope of services to be provided by the empaneled Insurance Brokers/Consultants (hereinafter referred to as “Service Provider”) shall encompass strategic advisory, placement, administration, monitoring, and post-placement support for insurance programs as detailed hereunder. The Service Provider shall perform all services in a professional, transparent, and timely manner, in accordance with applicable laws, regulations and best industry practices.

**Phase I – Pre-Placement Services:** The Service Provider shall be responsible for strategic conceptualization and initiation of the insurance program in consultation with ICAT. The scope under this phase shall include, but not be limited to

1. **Design and Structuring of Insurance Policy:** Development and recommendation of optimal insurance schemes aligned with ICAT requirements.
2. **Cost Containment Strategies:** Suggest cost optimization and risk mitigation measures, including pooling, retention strategies, and benefit structuring.
3. **Capacity Building:** Recommend capacity building initiatives to strengthen ICAT’s understanding and management of insurance programs.
4. **Grievance Redressal Framework:** Propose a structured grievance redressal mechanism for insured employees and stakeholders.
5. **Validation & Forecasting of Additional Benefits:** Support validation of coverage requirements and recommend forecasted enhancements or add-ons as required.

**Phase II – Placement Services:** The Service Provider shall act as a strategic consultant during the placement process of the insurance program and shall undertake the following activities

1. **Placement Strategy:** Formulate and implement a transparent insurance placement strategy, ensuring compliance with applicable procurement regulations.
2. **Evaluation Criteria Development:** Determine appropriate evaluation criteria for insurer selection in consultation with ICAT.
3. **Draft RFP Preparation:** Prepare the draft Request for Proposal (RFP) for placement of the insurance program and submit the same for ICAT approval.
4. **Service Requirement Assessment:** Assess ICAT’s service requirements, market offerings, and insurer capabilities.
5. **Issuance of RFP & Query Management:** Circulate RFP to insurers and respond to RFP-related queries.
6. **Quotation Analysis and Evaluation:** Analyse received quotations, evaluate them as per pre-determined criteria, and present recommendations to ICAT.
7. **Facilitation of Insurer Engagements:** Facilitate meetings, presentations, and negotiations with prospective insurers and their representatives.
8. **Insurer & TPA Recommendation:** Provide reasoned recommendations for selection of Insurer and, where applicable, Third-Party Administrator (TPA).
9. **Placement Execution:** Facilitate final placement and issuance of the policy as per ICAT-approved terms and conditions.
10. **Policy Review:** Ensure that the final policy terms and conditions conform to the RFP and quotations accepted by ICAT, including data consolidation for policy issuance.

**Phase III – Post-Placement Services:** The Service Provider shall continue to act as a strategic consultant throughout the post-placement lifecycle and shall undertake the following

a) **Servicing Support**

1. **Service Level Agreement (SLA) Framework:** Assist in designing SLAs between ICAT and vendors, outlining deliverables, responsibilities, timelines, and penalties, as applicable.
2. **Single Point of Contact:** Function as the single point of contact for all insurance-related services and support.
3. **Escalation Matrix:** Establish and maintain a clear escalation mechanism for timely resolution of queries and service issues.

b) **Claim Monitoring & Periodic Review**

1. **Monthly Utilization Reporting:** Prepare and present monthly utilization reports to ICAT, highlighting key metrics, trends, and variances.
2. **Quarterly TPA Data Audit:** Conduct quarterly audits of data provided by the TPA to ensure consistency between claims filed and claims processed/cleared.
3. **Monitoring Service Delivery:** Monitor insurer and TPA performance against agreed SLAs and recommend corrective actions, where necessary.

c) **Employee Assistance Through Technology:** Provide or facilitate a web-based portal/application for policy information, claims tracking, and assistance to insured employees.

d) **Administration Support**

1. **Membership Data Management:** Manage and update membership data in consultation with ICAT.
2. **Corporate Buffer Monitoring:** Monitor and advise on utilization of corporate buffers, if applicable.
3. **Monthly Endorsement Calculations:** Assist in calculation and processing of monthly policy endorsements.
4. **Coordination for Data Deficiency:** Coordinate with TPAs and insurers to resolve data issues and discrepancies.

**Removal from Panel**

1. **Termination by ICAT:** ICAT reserves the right to terminate the empanelment of a Service Provider by issuing one (1) month's written notice, without assigning any reason.
2. **Resignation by the Service Provider:** The Service Provider may resign from the empanelment by serving one (1) month's written notice to ICAT.
3. **Grounds for Cancellation:** Empanelment may be cancelled forthwith on occurrence of any of the following events, including but not limited to:
  - 3.1 **Untimely Delivery:** Failure to deliver services in a time-bound and professional manner, as per ICAT requirements.
  - 3.2 **Unprofessional Conduct:** Unprofessional or unethical behaviour towards ICAT, its employees, stakeholders, or beneficiaries.

## Chapter - 2

### Minimum Eligibility Criteria (MEC)

Bidders shall meet the following minimum qualification and eligibility requirements as on 31<sup>st</sup> March' 2025. Documentary evidence in support of the eligibility criteria shall be submitted along with the bid. Failure to comply with any of the criteria may render the bid liable to rejection.

1. **Legal Valid Entity:** The Bidder must be a legally recognized entity under applicable Indian laws and shall be eligible to participate in the tender in any of the following forms: Proprietorship Firm, Partnership Firm, Private Limited Company, or Registered Agency.

**To establish legal status and eligibility, the Bidder shall mandatorily submit documentary evidence of their legal constitution along with the Technical Bid, as specified below:**

- **Proprietorship Firm:** A copy of the valid registration certificate, trade license, or any equivalent document issued by a competent authority clearly indicating the establishment and legal existence of the firm.
- **Partnership Firm:** A copy of the duly executed Partnership Deed along with the firm's registration certificate issued by the Registrar of Firms (if applicable under the Partnership Act, 1932).
- **Private Limited Company:** A copy of the Certificate of Incorporation issued by the Registrar of Companies (RoC), along with the Memorandum of Association (MoA) and Articles of Association (AoA), duly certified by an authorized signatory.
- **Agency:** A copy of the registration certificate or any valid statutory license or document evidencing the agency's legal status under the relevant law (e.g., registration under the Shops and Establishments Act or equivalent legislation).

Failure to submit any of the above documents as applicable to the nature of the bidding entity may render the bid liable for rejection at the sole discretion of the Purchaser. All documents shall be self-attested and submitted as part of the Technical Bid.

2. **Registration and Licensing:** The bidder must be a licensed Insurance Broker, duly registered with the Insurance Regulatory and Development Authority of India (IRDAI), and the said license must have been renewed at least three (3) times as on 31<sup>st</sup> March' 2025. Copies of the valid IRDAI license and renewal certificates shall be submitted as documentary proof.
3. **Financial Capacity:** The bidder shall have an average annual turnover of not less than **INR 20 Crores (Rupees Twenty Crores Only)** during the last three financial years, i.e., **FY 2022-23, FY 2023-24, and FY 2024-25**. Audited financial statements/CA-certified turnover certificates shall be submitted as proof.

**Mandatory Disclosures:**

- The UDIN (Unique Document Identification Number), as issued by the Institute of Chartered Accountants of India (ICAI), must be clearly visible on all CA-certified documents and balance sheets.

**Non-Compliance:** Failure to submit the required financial documentation in the prescribed format, or failure to mention the CA/Auditor's contact details and UDIN, shall render the bid technically non-responsive and liable for rejection without any further evaluation.

4. **Technical Capability and Manpower Strength:** The bidder shall have a minimum of 100 (One Hundred) professionals on direct payroll in India. The bidder must also have a dedicated and exclusive in-house team for Health and Wellness services. Relevant proof in support of manpower strength shall be submitted.
5. **Relevant Experience:** The bidder must have proven experience in providing insurance-related services to a minimum of five (5) Central Government or State Government Departments/Semi-Government



Organizations/Government of India Undertakings (PSUs)/Autonomous Bodies/Societies funded by the Government of India.

The bidder shall submit a list of at least five (5) such clients, along with documentary evidence such as work orders, contracts/agreements, or completion/performance certificates, indicating the nature and duration of services rendered.

In lieu of the above documentary evidence, a self-declaration, duly stamped and signed on the bidder's official letterhead, shall also be acceptable at the time of bid submission.

ICAT reserves the right to verify the submitted information at any stage during the evaluation process or throughout the empanelment period. If any information or declaration is found to be false, misleading, or incorrect, the bidder shall be disqualified from the tender process and/or removed from the empanelment list, as applicable, without prejudice to any other rights or remedies available to ICAT under law.

6. **Clientele Strength:** The bidder shall have a minimum clientele base of **Five Hundred (500) clients** as on the date of bid submission. The bidder shall submit relevant documentary evidence in support of the above, such as client lists, engagement details, or other verifiable records. In lieu of documentary evidence, self-declaration duly stamped and signed on the bidder's official letterhead shall also be acceptable at the time of bid submission.

ICAT reserves the right to verify the information furnished by the bidder at any stage during the tender evaluation process or throughout the empanelment period. In the event that any information or declaration is found to be false, misleading, or incorrect, the bidder shall be liable to disqualification from the tender process and/or removal from the empanelment list, without prejudice to any other action that ICAT may deem fit under applicable laws and rules.

7. **Office Presence and Service Coverage:** The bidder shall have operational offices in a minimum of five (5) cities in India, including at least three (3) metro cities, namely Delhi NCR, Mumbai, Kolkata, Chennai, and Hyderabad. The bidder shall be capable of providing insurance and related medical services across all States and Union Territories of India.

8. **Tie-Ups with Public Sector Insurance Companies:** The bidder shall have established business tie-ups, collaborations, or formal arrangements with one or more Public Sector Undertaking (PSU) insurance companies in the Delhi/NCR region as on the date of bid submission.

Such tie-ups shall be evidenced by **documentary proof**, including but not limited to **signed agreements, memorandum of understanding (MoU), letters of association, or formal correspondence** confirming the existence of the relationship and scope of engagement with the PSU insurance companies.

For the purposes of this clause, **PSU insurance companies** shall mean insurance companies that are owned, controlled, or substantially funded by the Government of India or the Government of a State.

The bidder shall ensure that the submitted evidence is **authentic, verifiable, and unambiguous**; ICAT reserves the right to **verify the authenticity of such tie-ups and relationships** at any stage of the evaluation process or during the empanelment period. Any **false declaration, misrepresentation, or forged document** in this regard shall render the bidder **liable for disqualification from the tender process and/or removal from the empanelment list**, without prejudice to any other rights or remedies available to ICAT under applicable laws.

9. **Customer Relationship Management (CRM) System:** The bidder shall have an in-house Customer Relationship Management (CRM) portal for managing client services and policy administration. A self-certification or system details shall be provided.

10. **Medical Expertise:** The bidder shall have an in-house, full-time, qualified medical doctor on its payroll to support health-related insurance services. Relevant proof shall be submitted.

11. **Mobile Application:** The bidder shall have an in-house mobile application to facilitate insurance-related services for clients and beneficiaries. Details of the application shall be provided.
12. **Non-Blacklisting Declaration:** The bidder shall submit a self-declaration confirming that it has not been blacklisted, debarred, or declared ineligible by the Government of India or any State Government, PSU, Autonomous Body, or Statutory Authority for engaging in corrupt, fraudulent, collusive, or coercive practices, or for any serious lapses, as on the date of bid submission.
13. **Registration on Government e-Tendering Portals:** The bidder must be registered on Government e-tendering portals i.e., GeM or CPPP, to enable participation in future tenders floated by ICAT during the empanelment period.

Empanelment of Insurance Brokers (ICAT)

## Chapter - 3

### General Terms and Conditions (GTC)

1. **Nature of Empanelment:** Empanelment under this tender shall be **non-exclusive** in nature and shall **not confer any right, interest, or entitlement** upon the empaneled brokers to claim **guaranteed, assured, or minimum quantum of business** from the International Centre for Automotive Technology (ICAT).  
ICAT reserves the right to **empanel a minimum of three (3) or more insurance brokers** pursuant to this tender, in accordance with the evaluation outcomes and requirements of ICAT. The empanelment of brokers shall not imply any commitment by ICAT to place any specific volume of work or business with any empanelled broker.  
Subsequent to empanelment, individual **contracts/engagements for specific insurance requirements** shall be awarded on a **tendering / competitive bidding basis** among the empanelled brokers. Such specific contracts shall be awarded to the empanelled broker whose offer is evaluated as the **Lowest Quoted (L1) bidder**, subject to fulfilment of the respective tender conditions, terms, and approvals as may be required.
2. **Period of Empanelment:** The empanelment shall be valid for a period of three (3) years from the date of issuance of empanelment letter. ICAT reserves the right to extend or curtail the empanelment period, in whole or in part, without assigning any reason.
3. **Scope of Services:** The empanelled brokers shall provide insurance broking and advisory services relating to all types of insurance, including but not limited to health, life, general, motor, property, liability, and any other insurance as required by ICAT, on an as-and-when-required basis. The detailed scope of work shall be issued separately for each requirement.
4. **No Financial Commitment:** Empanelment does not constitute a contract for award of work. ICAT shall not be liable to pay any fee, commission, or compensation merely on account of empanelment.
5. **Compliance with Laws and Regulations:** The empanelled brokers shall comply with all applicable laws, rules, regulations, guidelines, and circulars, including those issued by IRDAI, Government of India, and other statutory authorities. Any violation shall be treated as a material breach of empanelment terms.
6. **Confidentiality:** The empanelled brokers shall maintain strict confidentiality of all information, documents, data, and records pertaining to ICAT. Confidential information shall not be disclosed to any third party without prior written consent of ICAT, even after expiry or termination of empanelment.
7. **Conflict of Interest:** The empanelled brokers shall disclose any actual or potential conflict of interest at the time of empanelment or during the empanelment period. ICAT reserves the right to reject, suspend, or terminate empanelment in case of conflict of interest.
8. **Performance and Service Standards:** The empanelled brokers shall provide services with due diligence, professionalism, transparency, and integrity. ICAT reserves the right to review performance periodically and take appropriate action, including suspension or removal from empanelment.
9. **Verification of Information:** ICAT reserves the right to verify any information, documents, or declarations submitted by the bidder at any stage during evaluation or during the empanelment period. In case any information is found to be false, misleading, or incorrect, the bidder shall be disqualified or removed from the empanelment list, without prejudice to any other action under law.
10. **Non-Blacklisting:** The empanelled brokers shall ensure that it is not blacklisted or debarred by any

Government / PSU / Autonomous Body during the empanelment period. Any such occurrence shall be immediately intimated to ICAT.

11. **Termination of Empanelment:** ICAT reserves the right to terminate the empanelment of the Empanelled Agency/Consultant at any time, without assigning any reason, by serving a written notice of thirty (30) days to the Empanelled Agency/Consultant.  
Notwithstanding the above, ICAT shall have the right to terminate the empanelment with immediate effect, without any prior notice, in the event of misconduct, breach or non-compliance of any terms and conditions of the empanelment, submission of false or misleading information, misrepresentation, unethical practices, or unsatisfactory performance, as determined by ICAT.  
Such termination shall be without prejudice to any other rights or remedies available to ICAT under law, contract, or equity.
12. **Subcontracting:** Subcontracting or assignment of services shall not be permitted without prior written approval of ICAT.
13. **Indemnity:** The empanelled brokers shall indemnify and hold harmless ICAT against all losses, damages, claims, liabilities, penalties, or expenses arising out of negligence, misconduct, breach of contract, or statutory non-compliance.
14. **Force Majeure:** Neither party shall be liable for failure to perform obligations due to Force Majeure events such as acts of God, war, riots, pandemics, government actions, etc., subject to timely notice.
15. **Dispute Resolution:** Any dispute arising out of or relating to the empanelment shall be resolved amicably. Failing which, the matter shall be subject to the exclusive jurisdiction of courts at the location of ICAT and shall be governed by the laws of India.
16. **ICAT's Right to Amend:** ICAT reserves the right to modify, amend, or withdraw any term or condition of the empanelment at any stage without prior notice.
17. **Acceptance of Terms:** Submission of bid and participation in the empanelment process shall be deemed to be unconditional acceptance of all terms and conditions of the tender.

## Chapter - 4

### Instructions to Bidder

1. **How to Apply:** Eligible Insurance Service Providers shall submit their bids duly sealed, strictly in accordance with the terms and conditions stipulated in the Tender Document, along with all requisite supporting documents, in a sealed envelope. The sealed envelope containing the application shall be addressed and submitted to:

To

**The Purchase Department**

**International Centre for Automotive Technology (ICAT)**

**Plot No. 26, Sector-3, HSIIDC, IMT Manesar**

**Gurugram - 122051 (Haryana - India)**

The envelope shall be clearly superscribed with the following caption *“Empanelment of Insurance Brokers in ICAT for Providing Services Relating to All Types of Insurance on an As-and-When-Required Basis at ICAT for a Period of Three (3) Years.”*

The complete application, in the prescribed format and accompanied by all supporting documents, must be received at the above address on or before **26<sup>th</sup> February' 2026 up to 1700 Hours**. Applications received after the stipulated date and time or not submitted in the prescribed manner shall not be considered.

2. **Availability of Tender Documents and Corrigenda**

- The complete tender document, including all instructions, terms, conditions, annexures, formats, and any issued corrigendum, amendment, clarification, or notification, shall be available only ICAT at [www.icat.in](http://www.icat.in) and Central Public Procurement Portal (CPMP) at <https://eprocure.gov.in/epublish/app>
- Prospective bidders are advised to regularly visit both platforms up to the bid submission deadline to view and download the latest version of the tender documents and any subsequent corrigenda. It shall be the exclusive responsibility of the bidder to ensure that it has obtained all relevant updates, revisions, and notifications. ICAT shall not be responsible for any oversight or failure by the bidder to download such updates in a timely manner.

3. **Submission of Signed Tender Documents and Supporting Documentation**

- As part of the online submission, the bidder shall upload a duly signed and stamped copy of the entire tender document, including all corrigenda, addenda, annexures, schedules, and formats, as a token of unconditional acceptance of all terms and conditions, specifications, and requirements contained therein.
- All forms, declarations, schedules, and annexures enclosed with the tender document must be completely and accurately filled, duly signed, and stamped by the authorized signatory of the bidder prior to upload.
- Bidders shall also upload all supporting documents as specified in the tender, including but not limited to eligibility proofs, experience certificates, financial statements, statutory registrations, and any additional documents required under the eligibility, technical, or qualifying criteria.
- Any bid that is incomplete, contains unsigned or unstamped documents, or does not comply with the required submission instructions may be rejected at the sole discretion of ICAT.
- It is the bidder's sole responsibility to ensure completeness and compliance of the submitted bid. No claim on account of incomplete submission or non-adherence to these instructions shall be entertained by ICAT.

#### 4. Preliminary Eligibility and Compliance Conditions

- **Financial Turnover:** Bidders must have an average annual turnover not less than the threshold specified in the eligibility criteria during the three most recent financial years (FY 2022–23, 2023–24 and 2024–25). Audited financial statements or turnover certificates certified by a Chartered Accountant (CA) shall be submitted.
- **Statutory Registrations:** Bidders shall upload valid copies of statutory registrations, including GST registration and Permanent Account Number (PAN). Non-submission of such statutory documents shall render the bid non-compliant.
- **Client References:** Bidders shall provide client references as required in the eligibility criteria. If any reference is found to be unsatisfactory, the bidder's proposal may be disqualified.
- **Conditional or Deviated Bids:** Any bid containing conditions, modifications, or deviations from the tender terms and conditions shall be summarily rejected.
- **Incomplete Bid:** Bids that are incomplete or do not cover all items/components required in the tender shall be deemed non-compliant and rejected without further correspondence.
- **Non-Compliance with Pre-Qualification/Minimum Eligibility Criteria:** Failure to satisfy any one or more conditions under the "*Pre-qualification/Minimum Eligibility Criteria*" section shall result in disqualification of the bid.

#### 5. Anti-Competitive Practices and Conflict of Interest

- ICAT reserves the right to reject any bid or disqualify any bidder at any stage of the tender process, if there is satisfactory evidence that the bidder has engaged in bid rigging, collusion, cartel formation, or any anti-competitive conduct designed to influence the bidding process.
- A Conflict of Interest shall be deemed to exist where the bidder, or any of its affiliates, has any direct or indirect relationship with another bidder or with any ICAT official involved in the tender process that may compromise fairness, transparency, or impartiality.
- Bidders shall submit a duly signed Declaration of Non-Collusion and Conflict of Interest in the format prescribed in the tender. Failure to provide such declaration, or submission of a false declaration, shall result in immediate disqualification and may invite further action, including blacklisting or legal proceedings.

#### 6. Purchaser's Rights

- ICAT shall have the sole and absolute discretion to determine whether a bid is non-compliant based on the conditions outlined above. ICAT is under no obligation to communicate the specific grounds for rejection or disqualification to any bidder.
- The decision of ICAT with respect to eligibility, evaluation, disqualification, acceptance or rejection of any bid shall be final, conclusive, and binding, and no correspondence shall be entertained in this regard.

#### 7. Assistance to Bidders

- Bidders may contact the CPPP portal technical support or helpdesk for assistance related to uploading, digital signature certificate (DSC) installation, or any other portal-related issues. Helpdesk contact details are available on the CPPP portal.
- Queries relating to the interpretation of tender conditions or submission requirements should be addressed to the Tender Inviting Authority as specified in the tender.

**Form - I**

**Eligibility Criteria Compliance Checklist**  
(To Be Filled in By All Applicant Organization)

To  
Purchase Department  
ICAT, Gurugram, Haryana (India).

Format of Bid Submission

SI No	Particulars	Documents Attached (Yes/No)	Documents Required to be submitted in support of the requirement
1	Name of the Company		Copy of Certificate Under Companies ACT
2	Attested copy of certificates issued by the respective registrar of firms/companies and in case of proprietary firms, valid documents such as PAN, TAN, S.T.C etc. to fulfill the requirement of minimum eligibility criteria.		
3	Type of License		Copy of Original License Issued by IRDA while granting the license and confirmation that the entity can do business
4	Number of Years in Operation in India i.e. License Issuance/Renewal Date		License Copy
5	The Bidder shall have a valid tie-up/association with at least one (1) Public Sector Undertaking (PSU) Insurance Company as on the date of submission of the Bid.		In support of this requirement, the Bidder shall submit a copy of a valid agreement, Memorandum of Understanding (MoU), letter of empanelment, or authorization letter issued by the concerned PSU Insurance Company, clearly indicating the subsistence of the tie-up. Failure to submit the requisite documentary evidence shall render the Bid non-responsive.

6	Attested copies of the audited balance sheets OR any such valid documents, prepared and duly signed by a chartered accountant, clearly indicating the turnover of the bidder shall be acceptable to ICAT to fulfill the requirement of minimum eligibility criteria.		Submit Copies of Audited Balance Sheet FY 2022-2023 FY 2023-2024 FY 2024-2025
7	Paid up Capital (In Cr.) As per latest Audited Balance Sheet but not earlier than 31 <sup>st</sup> March' 2025		Submit the copy of Audited Balance Sheet
8	Direct Employee Strength (Excluding Contract and Sub-Contract Employees) As on December' 2025		Auditor/CA certified certificate based on payroll/EPF records
9	No. of Offices (As on Date)		Self-declaration on bidder's letterhead along with supporting documents such as lease deeds, utility bills, GST registrations, or Shops & Establishment registrations. Auditor certification, if provided, will be considered.
10	No. of Clients (As on Date) <i>As Per Clause 6 of Chapter - 2</i>		Self-declaration on bidder's letterhead supported by client list. ICAT reserves the right to verify the same. Auditor certification, if submitted, shall be acceptable.
11	Total Group Health Insurance Premium Placement for Corporate Clients (In Crores) FY 2024-25		Auditor/CA certified certificate with UDIN indicating total premium placed during FY 2024-25.
12	As part of the minimum eligibility requirements, the Bidder must furnish not less than five (5) feedback certificates issued by Government Departments, Autonomous Bodies, or Public Sector Undertakings (PSUs), evidencing satisfactory performance of similar assignments		
13	In proof of having work experience with Govt. Depts./Autonomous bodies/PSUs to fulfill the requirement of minimum eligibility criteria		



14	Self-declaration certificate in company's letter head regarding requirements to fulfill the requirement of minimum eligibility criteria		
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Place:  
Date:  
Name:

Signature of the Bidder

Empanelment of Insurance Brokers (ICAT)

**Form - II**

**Bidder Information Checklist (Information/Documents to be submitted along with the Bid)**

1	Name of the Bidder	
2	Address of the Bidder	
3	Contact Details of the Bidder	
	Telephone No. With STD Code	
	Fax No.	
	Mobile No.	
	E-mail ID	
	Website, if any	
4	Name of Proprietor/Partners/Directors of Firm/Agency	
5	Bidder Bank Details:	
	Name of Account Holder	
	Complete A/c No. (Current/Savings)	
	Name of Bank	
	Name of the Branch with Complete Address	
	IFS Code of the Branch	
	9 Digit MICR Code of the Branch	
6	Registration and Incorporation Particulars of the bidder indicating legal status such as Company, partnership/proprietorship concern, etc (Please attached copies of the relevant documents/certificates)	
7	GST Registration Details	
8	Copies of Permanent Income Tax Number (PAN)/Income Tax Circle	
9	Copies of Income Tax Returns Filed for the Last Three Financial Years should be attached	
10	Annual Turnover for the Last Three Years (Audited A/c Statements such as Profit & Loss A/c, Balance Sheets, etc for the last three financial years should be attached)	
12	Declaration regarding blacklisting or otherwise by the government departments as given in "Form III"	

13	The Tender Document (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed	
14	Any other information document: Please specify	

Empanelment of Insurance Brokers (ICAT)

**Form - III**

**Undertaking Regarding Blacklisting/Non-Debarment**

(Format of Undertaking, to be furnished in Company Letter Head With Regard to Blacklisting/Non-Debarment, By Organization)

To,  
Director ICAT,  
International Centre For Automotive Technology  
Plot No. 26, Sector - 3, Near HSIIDC Office  
IMT Manesar, Gurugram 122051 (Haryana - India)

We here by confirm and declare that we, M/s----- is not blacklisted/De-registered/debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have executed/undertaken the works/services during the last 3 Years.

For.....

Authorised Signatory

Date:

Empanelment of Insurance Brokers (ICAT)

**Form - IV**

**Declaration In Respect of Conflict of Interest**

**Tender No.** ICAT/CPMP/HR/EMP-INSBRK/2025-26/440

**Tender Detail:** Empanelment of Insurance Brokers in ICAT for Providing Services Relating to All Types of Insurance on an As-and-When-Required Basis at ICAT for a Period of Three (3) Years.

Sl. No.	Particulars			
1	Name of Firm			
2	Office Address Phone No. Fax No. Email ID			
3	Works Address as per Vendor Registration Phone No. Fax No. Email ID			
4	Type of Firm Private Limited Company/Public Limited Company/Limited Liability Partnership (LLP)/Partnership Firm/Proprietor Firm (Tick whichever is applicable)			
5	CIN/LLPIN of Firm			
6	GST No. of Firm			
7	Names of all Directors/LLP Partners/ Partners / Proprietors of Bidder Firm with DIN (if any) and full address (as on the bid submission date)			
	Sl No.	Full Name	DIN	Full Residential Address
	1			
	2			
	3			
	4			
5				

The details of Legal Representative/Agent of the Bidder Firm are as Under:

Full Name of Legal Representative/ Agent	
Whether employee of Bidder-Firm or not? (Yes/No)	
Designation	
Office Address	
Office Land-Line Nos.	
Mobile No.	

Email ID	
Whether acting as Legal Representative / Agent in any other Private Limited Company or Public Limited Company or Limited Liability Partnership (LLP) or Partnership Firm or Proprietor Firm? If yes, give names.	

**WE HEREBY DECLARE AND CONFIRM THAT** no bid has been submitted for the quoted item by any other Private Limited Company or Public Limited Company or Limited Liability? partnership (LLP) or Partnership Firm or Proprietor Firm in which any relative of any Director or Partner or Proprietor of Bidder Firm is a Director, Partner or Proprietor. The word “relative” is defined as under:

*The Companies Act, 2013 Sec 2(77) “relative”, with reference to any person, means anyone who is related to another, if–*

- (1) they are members of a Hindu Undivided Family.*
- (2) they are spouses; or*
- (3) A person shall be deemed to be the relative of another, if they are related to another in the following manner, namely:*
  - a. Father including stepfather,*
  - b. Mother including stepmother,*
  - c. Son including stepson,*
  - d. Son’s wife,*
  - e. Daughter,*
  - f. Daughter’s husband,*
  - g. Brother including stepbrother,*
  - h. Sister including stepsister.*

**WE FURTHER DECLARE THAT** we have carefully read and understood the clause relating to ‘Conflict of Interest’ of Tender No. \_\_\_\_\_. The detailed Clause is as under:

“A bidder shall not have conflict of interest with other bidders for quoted item. Such conflict of interest can lead to anti-competitive practices to the detriment of Procuring Entity’s interests. The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process for quoted item, if:

- a) they have proprietor/ partner(s)/ Director(s) in common; or*
- b) they receive or have received any direct or indirect subsidy/ financial stake from any of them; or*
- c) they have the same legal representative/ agent for purposes of this bid; or*
- d) they have relationships with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder; or*

- e) Bidder participates in more than one bid in this bidding process. Participation by a bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/ sub-assembly/ assemblies from one bidding manufacturer in more than one bid.
- f) in cases of agents quoting in offshore procurements, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorize only one agent/ dealer. There can be only one bid from the following:
1. The principal manufacturer directly or through one Indian agent on his behalf; and
  2. Indian/ foreign agent on behalf of only one principal.
- g) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid.
- h) In case of a holding company that has more than one independent manufacturing unit or more than one unit having common business ownership / management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/ common business/ management units in same/ similar line of business.
- i) Bidder shall not act in contravention/ violation to the provisions of competition act, as amended from time to time.

We hereby certify that our Firm M/s. \_\_\_\_\_ do not have any conflict of interest with other bidders for this tender.

We hereby declare and confirm that the above information and particulars are true and correct.

For (Firm Name)

Signature of Director/ Partner/ Proprietor/ Authorized Signatory

Authorized Signatory Name:

Place:

Date:

Stamp / Seal of Firm

**Form - V**

**Details of Contracts**

(To be submitted Original on Bidder Letter Head)

SI No.	Details of client along with address, contact details (telephone, email, website, fax etc.)	Contract Value (INR)
1.		
2.		
3.		
4.		
5.		

(If the space provided is insufficient, a separate sheet may be attached)

Signature of authorized person

Date:

Name:

Place:

Seal:



**Form - VI**

**Declaration by the Bidder for Code of Integrity**  
(On the Letter Head of the Bidder)

Date \_\_\_\_\_

To,  
The International Centre For Automotive Technology  
Unit - National Automotive Board (NAB), Ministry of Heavy Industry (Govt. of India)  
Plot No. 26, Sector - 3, Near HSIIDC Office, IMT Manesar, Gurugram - 122051 (Haryana)

Dear Sir,

We, [Name of the Bidder], hereby solemnly affirm and declare that:

1. We have not engaged in any corrupt, fraudulent, collusive, coercive, or undesirable practices in competing for or in executing the contract for [Tender/Work/Service Description].
2. We have complied with all applicable laws, regulations, and guidelines including the General Financial Rules (GFR) and relevant procurement manuals issued by the Government of India.
3. We declare that no undue influence or payments have been made or promised to any official or employee of the Procuring Entity in connection with this tender.
4. We understand and agree that violation of this declaration shall result in rejection of our bid, termination of the contract, and/or legal actions as deemed appropriate by the Procuring Entity.
5. We commit to uphold integrity and transparency throughout the tendering process and contract execution.

Thanking you,

Yours faithfully,

[Signature of Authorized Signatory]  
[Name of Authorized Signatory]  
[Designation]  
[Company Seal]  
[Date]

**Form - VII**

**Format for Annual Turnover**

(To be submitted on letterhead of Chartered Accountant along with their UDIN)

**Ref:** Empanelment of Insurance Brokers in ICAT for Providing Services Relating to All Types of Insurance on an As-and-When-Required Basis at ICAT for a Period of Three (3) Years, "ICAT/CPPP/HR/EMP-INSBRK/2025-26/440"

**Annual Turnover Declaration**

The Annual Turnover to be provided in the following format for the 3 (Three) Financial Years.

<b>Financial Information (in INR)</b>			
<b>Financial Year</b>	2022-23	2023-24	2024-25
Annual Turnover (In Lakhs)			
<b>Average Annual Turnover:</b>			
Note: Annual turnover should be certified by Chartered Accountant/ Statutory Auditors.			

**Certificate from the Chartered Accountant/Statutory Auditor**

This is to certify that \_\_\_\_\_ (Name of the Bidder) had a turnover as shown above against the respective financial years.

Name of the audit firm:

Seal of the audit firm:

Membership No. of Chartered Accountant:

**UDIN:**

**Date:**

**(Signature, name and designation of the Chartered Accountant)**

**Note:**

1. The details submitted by the Bidder in **"Form I"** must be corrected and submitted by the bidder with UDIN. **"VIII"** submitted without valid UDIN shall not be considered.
2. Average annual turnover over the last three years (i.e. 2023-23, 2023-24 & 2024-25) shall be min. INR 20 Crores
3. Financial turnover: Financial statement / certificate duly signed and stamped from authorized Chartered Accountant with **UDIN No**