



**NOTICE INVITING EXPRESSION OF INTEREST FOR THE  
SELECTION OF INSURANCE INTERMEDIARY FOR NORKA-ROOTS**

***NORKA-ROOTS  
Head Office: Norka Centre  
3<sup>rd</sup> Floor, Thycaud P.O  
Thiruvananthapuram-695014.***

## TABLE OF CONTENTS

<b>SL No</b>	<b>CONTENTS</b>	<b>Page No</b>
<b>1</b>	<b>Text of Advertisement Invitation for Expression of Interest</b>	<b>3</b>
<b>2</b>	<b>Letter of Invitation</b>	<b>4</b>
<b>3</b>	<b>Background</b>	<b>4</b>
<b>4</b>	<b>Scope &amp; Objectives</b>	<b>5</b>
<b>5</b>	<b>EOI Processing fees</b>	<b>6</b>
<b>6</b>	<b>Venue &amp; Deadline for submission of proposal</b>	<b>7</b>
<b>7</b>	<b>General Condition</b>	<b>7</b>
<b>8</b>	<b>Role &amp; Responsibility of the Insurance Intermediary</b>	<b>7</b>
<b>9</b>	<b>Evaluation/Selection Procedure</b>	<b>8</b>
<b>10</b>	<b>Instruction to participants</b>	<b>9</b>
<b>11</b>	<b>Qualification Criteria</b>	<b>10</b>
<b>12</b>	<b>Method of Evaluation</b>	<b>11</b>
<b>13</b>	<b>Evaluation criteria</b>	<b>11</b>
<b>14</b>	<b>Award Of Contract</b>	<b>12</b>
<b>15</b>	<b>Condition Under Which EOI Is Issued</b>	<b>13</b>
<b>16</b>	<b>Date Of Submission Of EOI</b>	<b>13</b>
<b>17</b>	<b>Guidelines regarding pre-bid documents</b> A. Pre-bid letter B. Pre -bid details C. Organizational details D. Check list for the pre-qualification bid	<b>14-16</b>
<b>18</b>	<b>Technical proposal</b> A. Terms and conditions B. Technical proposal letter C. List of client D. Financial strength of the organization E. Check list -for technical proposal	<b>17-20</b>
<b>19</b>	<b>Declaration</b>	<b>20</b>

## 1. TEXT OF ADVERTISEMENT

### INVITATION FOR EXPRESSION OF INTEREST

**Norka Roots**, a Government company under NORKA Department invites sealed Expression of Interest from the interested IRDA registered **Insurance Intermediaries** for providing Medical Insurance & Personal Accident Insurance to Non Resident Keralites ie; Anybody who resides and works outside the geological boundary of Kerala. The Organization wishes to introduce Medical Insurance & Personal Accident Insurance policy through an experienced, licensed and registered Insurance Provider capable of implementing and managing a transparent, efficient, cost effective and sustainable Insurance Plan. The EOI Documents contain the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. It can be downloaded from the website [www.norkaroots.org](http://www.norkaroots.org). The non transferable/non refundable tender participating fee of **Rs. 10,000/-(Rupees ten thousand only)**, should be paid by way of Demand Draft (DD) from any nationalised/ scheduled bank, drawn in favour of CEO, Norka Roots payable at Thiruvananthapuram. Completed sealed tender with Pre-Bid documents, technical bid in separate covers along with EMD of **Rs 5,00,000/-(Rupees five lakh only)** should be addressed to the CEO, Norka Roots last **by 20-02-2023**. Pre-qualified bidders will be informed thereafter. The undersigned reserves the right to reject any /all tenders without assigning any reason.

Further details can be obtained from the CEO, Norka Roots, Norka Centre, Thycadu, Thiruvanthapuram.

**Last date of submission of EOI is 20-02-2023 up to 12 hrs. The Pre-Bid meeting will be on 13-2-2023.** Sealed envelope containing EOI along with EMD of Rs.500,000/-by way of DD/ Pay Order in favour of CEO, Norka Roots, Norka Centre, Thycadu, Thiruvananthapuram, payable at Thiruvananthapuram may be submitted to the captioned address.

Applicants who satisfies pre-qualification criteria will be invited for technical presentation. The date and time of technical presentation will be informed to all pre-qualified applicants.

K.Harikrishnan Nambhoothiri

Chief Executive Officer  
Norka Centre, Thycadu  
Thiruvananthapuram, Kerala

Note - The Chief Executive Officer reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI without assigning any reason.

## 2. LETTER OF INVITATION

**NORKA-ROOTS**  
(A Government company under NORKA Department)  
**Norka Centre, Thycaud, Thiruvananthapuram,**  
**Kerala Pin. 695014**

**No.**

**Dated**

**Dear Sir/Madam,**

**Norka Roots, a Government** company under NORKA Department invites Sealed Expression of Interest [EOI] from the interested IRDA registered Intermediaries for providing insurance coverage to Non –Resident Keralites against Medical Insurance & Personal Accident Insurance. The EOI Documents contains the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria be enclosed.

The EOI document is available on the website – [www.norkaroots.org](http://www.norkaroots.org)  
You may submit your responses in sealed envelopes in prescribed format to the undersigned last by 12 hrs **20<sup>th</sup> February 2023**. The Pre-Bid meeting will be at 2.30 pm on **13 /02/2022**.

**Yours faithfully**

**Chief Executive Officer  
Norka Centre, Thycaud  
Thiruvananthapuram, Kerala**

**Note - Queries may be referred in writing to the Norka Roots, Thycaud,  
Thiruvananthapuram.**

**Telephone no. 0471 2770528, 04712770543 or at  
Email :- [ceo.norka@kerala.gov.in](mailto:ceo.norka@kerala.gov.in), [idhelpdesknorka@gmail.com](mailto:idhelpdesknorka@gmail.com)**

### 3. BACKGROUND:

Norka Roots, as a Government company under Non-Resident Keralites Affairs Department, Government of Kerala is implementing major welfare schemes for NRKs having origin in the State of Kerala. In addition to this, Norka Roots is entrusted with the significant task for providing beneficial and attractive insurance plan such as Medical Insurance, & Personal Accident Insurance for Non Resident Keralites, to dispense financial support to reduce the out of pocket expenditure of the NRKs and thereby ensuring a social security.

#### 4. SCOPE & OBJECTIVES

##### Detailed Scope of Work

##### I. Insurance coverage

Age bracket: 18-70 Years

Policy Type	Benefit Table
1. Medical Insurance	<ul style="list-style-type: none"><li>• Coverage Limit: INR 5,00,000/- per member.</li><li>• For Families: INR 5,00,000/- floater</li><li>• Family Definition: Member + Spouse + 2 dependent children</li><li>• Age Limit 21 years for dependent children and 18-70 years for members</li><li>• Hospitalization (Room Charges, Doctors/surgeons/Anesthetist/Medical practitioner/Consultants/Specialists fees, ICU/ICCU, Medicines, pathology reports, etc)</li><li>• Domiciliary Hospitalization</li><li>• Pre and Post Hospitalization</li><li>• Dental Cover( Dental Treatment or surgery necessitated by accident and requiring hospitalization)</li><li>• Pre-existing diseases</li><li>• Ambulance charges</li><li>• Ayurvedic, Homeopathic and Unani system treatments.</li><li>• Cataract Surgery</li><li>• Supply and fitting of external prosthetic devices, artificial aids including eye glasses, hearing aids, artificial limbs, etc. if the same is necessitated following an accident.</li><li>• 30 days waiting period to be waived off</li><li>• Day care procedures</li></ul>

<b>2. Personal Accident</b>	<ul style="list-style-type: none"> <li>• Capital Sum Insured (CSI) : INR 10,00,000</li> <li>• Accidental Death – 100% of CSI</li> <li>• Permanent Total Disablement (PTD) – 100% of CSI</li> <li>• Permanent Partial Disablement (PPT) – As per Continental Scale</li> </ul>
-----------------------------	--

## 11. Claim Management

a). Age demography of the persons who will require this cover is from 18 to 70

b). **Insurance coverage is only limited for Member + Spouse + 2 dependent children**

c). For Pre-Existing illness 30 days waiting period to be waived off.

d). Maximum number of hospitals across India

should be empanelled for cashless treatment wherever possible.

e) Time frame for settlement– Claims should be settled within 30 days from the date of receipt of claim proposal along with required credentials

### 11.1. Claim Settlement.

**The claims will be settled via a third party administrator or TPA who is the intermediary between the insurance company and the hospital.**

### 5. EOI Processing Fees.

A non refundable processing fee for **Rs.10000/-** has to be submitted along with EOI by interested parties in the form of a Demand draft or a Pay Order drawn in favour of CEO Norka Roots, payable at Thiruvananthapuram. Bid received without or with inadequate EOI processing fees shall be liable to be rejected.

- **Earnest Money of Rs. 5,00,000/- (Rupees five lakh only)** in the form of Demand Draft in favour of “CEO Norka Roots, payable at Thiruvananthapuram”, to be submitted along with the tender documents failing to which the Tender will not be accepted
- The **Earnest Money** of the successful Bidder will be kept as Security Deposit and will be **refunded without interest**, after successful completion of the assignment. Earnest Money of the unsuccessful Bidders will be refunded without interest after the exercise for selection of partner is completed

## **6. Venue & deadline of submission of proposal:**

**EOI proposal shall be sent to the address: Chief Executive Officer, Norka Roots, Norka Centre, Thycaud, Thiruvananthapuram. Last date of submission is 20-02-2023 up to 12.00 hours.**

## **7. General Conditions**

Structuring and Servicing of Insurance Schemes for NRK's (Expatriates). The brokers shall be responsible for inter *alia* for the following work;

1. Assist NORKA-ROOTS to structure an appropriate insurance for NRK's (Expatriates) & Dependents especially for Group Health Insurance & Personal Accident Insurance.
2. Placement of Insurances.
3. Prepare and execute a Service Level Agreement with the Insurer and Third – Party Administrator.
4. Assist the department in the enrolment of Members and Dependents, for the program.
5. Assist the members in prompt settlement of the claims.
6. Monitor the settlement of claims within the agreed Turnaround time (TAT).
7. Co-ordinate/negotiate with the various stake holders such as insurance company, Third Party Administrator, in case of dispute in settlement of claims subject to the terms of the policy.
8. Periodical services of the Scheme and arrange review meetings in co-ordination with NORKA-ROOTS.
9. Technological support in servicing the members of the scheme.
10. Dedicated man power should be provided for the smooth servicing of the scheme.

## **8. ROLE AND RESPONSIBILITY OF THE INSURANCE INTERMEDIARY**

- The insurance Broker shall be responsible for all the works related to Study of the proposals, policies, Risk Assessment etc.
- Facilitating the insurance Company for placement of order for the insurance policies and Claim settlements etc.
- Intermediary should give due priority to the instructions/given by Norka Roots from time to time in claim settlement and other policy matters.

The Insurance related activities shall be carried out as per IRDAI (Insurance Brokers) Regulations 2002 and the subsequent amendments. For carrying out the above assignment, NORKA-ROOTS will not make payment as Professional Fees. The CEO, NORKA-ROOTS, Norka Centre, Thycaud will be at liberty to withdraw or cancel the appointment with 30 days' notice.

## 9. EVALUATION / SELECTION PROCEDURE:

Evaluation / selection shall be carried out in the following stages:-

(i) A selection committee of the Norka shall scrutinise the prequalification documents and prepare the list of agencies fulfilling the prequalification conditions.

(ii) The prequalified agencies will be called for technical presentation and commercial parameters to demonstrate their capabilities, their financial resources, experience and expertise covering, inter-alia, the following areas:

a) Company Profile – Management Structure, Main Business & Areas of Specialization, Duration of Business, Service Centres in Kerala

b) Details of Third Party Administrators and their role & responsibilities.

c) Stepwise business/claim process

e) Profit & Loss Account of the last three financial years and Net Worth.

iii) The **Tender Fee, a non refundable amount of Rs. 10,000/- (Rupees Ten Thousand Only)** should be paid by a Demand Draft/Pay Order on any Nationalised/Scheduled bank drawn in favour of CEO Norka Roots, payable at Thiruvananthapuram, along with Tender document , failing to which the Tender will not be accepted.

iv) **Earnest Money of Rs.5,00,000/- (Rupees five lakh only)** in the form of Demand Draft in favour of “CEO Norka Roots, payable at Thiruvananthapuram”, to be submitted along with the tender document failing to which the Tender will not be accepted.

v) The **Earnest Money** of the successful Bidder will be kept as Security Deposit and will be **refunded without interest**, after successful completion of the assignment. Earnest Money of the unsuccessful Bidders will be refunded without interest after the exercise for selection of partner is completed

vi) Bidder should submit the technical proposal in original and pre bid document along with EMD, tender participation fee, with soft copy thereof put in separate envelopes duly sealed. The envelope containing the technical proposal in original and the soft copy should be put in



an outer envelope, which should be duly sealed and super scribed clearly as “**TECHNICAL PROPOSAL**”.

**Vii)** The covers containing Pre -Bid document and Technical proposal should be put together in an envelope. The envelope must be clearly superscribed - “**PROPOSAL IN RESPECT OF PROVIDING INSURANCE COVERAGE TO NON –RESIDENT KERALITES.**” DO NOT OPEN EXCEPT IN THE PRESENCE OF THE TENDER OPENING/EVALUATION COMMITTEE.

**viii)** Companies are required to sign & place Company’s Stamp on all the pages of the tender document in lieu of acceptance of the tender conditions

## **10. Instructions to the Participants**

### **A. HOW TO SUBMIT QUOTATION**

- i.** Pre-bid details:-Pre-bid documents [in the prescribed Performa] with EMD and Tender processing Fee should be submitted in a separate cover **with the Pre-bid Marked A.**
- ii.** Technical Bid – The technical proposal in original, with soft copy thereof should be put in separate envelopes duly sealed. The envelope containing the technical proposal must be sealed with super scribing “Technical Bid for providing insurance coverage to non –resident Keralites ” – **Marked ‘B’**
- iii.** The above two sealed envelopes i.e. ‘A & B must be put in another single big sealed envelope super scribing proposal in respect of providing Health insurance coverage to Non – Resident Keralites and to be submitted at Norka Centre,Thycaud,thiruvananthapuram,Kerala,Pin-695014 before 12hrs. of **20-02-2023.**
- iv.** The envelope containing the **Pre-Bid qualification document, will be opened on the specified date and time in presence of bidders.** In the event of the date specified for bid receipt and opening being declared as a holiday, the due date for submission and opening of bids will be the following working day at the appointed times.

### **B. Proposal Opening**

Preliminary scrutiny of the proposal will be done at opening of the proposal. The proposals do not confirming with the pre-bid will be rejected. Date and time of the technical

presentation will be informed through email to all prequalified companies. Technical Presentation can be done in direct appearance.

### C. Disqualification

Norka Roots may at their sole discretion and at any time during the evaluation of the proposal Disqualify any proposers, if the proposers have

- . Submitted the documents after the last date.
- . Submitted the proposal without processing fee.
- . Submitted the proposal without required documents.
- . Misled or false representation in the forms, statements and supporting documents with the proposal.
- . Declared ineligible by the Government of India or any State Government for corrupt and fraudulent practices or black listed.

EOI Documents can be downloaded from our website [www.norkaroots.org](http://www.norkaroots.org)

The bidders are requested to examine all instructions, forms, terms and other details before submitting the bid.

The selected consultant Companies have to submit their audited accounts statement of the last three financial years attested by the responsible officer/ authority

#### 11. Qualification Criteria: **Each eligible participant should have possess the following pre- Qualification criteria**

SL No	Pre –Qualification Criteria	Supporting Compliance Documents
1	The applicant company shall be a registered company under companies act in India and shall have office in Kerala.	Copy of Registration Certificate.
2.	The Respective company should have IRDA Accreditation.	Copy of IRDA Accreditation certificate
3.	The firm should be in the business of providing similar service / insurance activities for at least five years	Supporting Documents proving experience.
3	The bidders should have a minimum annual turnover of INR-2 Crore in each of the last three consecutive financial years (2019-2022)	CA audited financial statements for the last three financial years

4	The company should not have a history of banned or blacklisted	Signed Affidavit by the authorized signatory of the company
5	Bidders should have an office in Kerala.	Company profile and copy of original registration certificate
6	Details of the office if they have branch office in Kerala	Company profile with details of the branch office

## 12. Method of Evaluation:

A. Screening of EOI shall be carried out by a selection committee of the NORKA ROOTS experts in this field.

B. EOI will be evaluated for short listing inter alia based on their past experience and performance, financial strength, claim settlement performance etc.

## 13. Evaluation Criteria

### A. Evaluation of the Technical Proposal

The technical evaluation and comparison of the bids shall be done for the following parameters. The evaluation committee will carry out technical evaluation applying the evaluation criteria specified below. Each responsive proposal will be attributed a technical score (TS)

Sl No	Evaluation Criteria	Maximum Points	
1.	<b>Company Profile Professional Experience</b> 1 – 3 years                      -5 marks 3- 5 years                        -10 marks More than 5 years            -15 marks	<b>15 marks</b>	
2.	<b>Annual turnover –</b> Up to 2-5 crore                – 10 marks More than 5 crore            - 15 marks		<b>15 marks</b>
3.	<b>Branch offices in Kerala district wise</b> More than 5 less than 10 -10marks More than 10                 - 15marks		<b>15 marks</b>

4.	<b>Based on product features</b>	<b>45 marks</b>
5.	<b>Involvement in similar project</b>	<b>10 marks</b>
		<b>Total -100 marks</b>

i. Based on the evaluation of the Technical proposals, the Proposers shall be ranked highest to lowest in accordance with the total marks obtained. **The minimum marks for qualification of Technical bid will be 60 points. (i.e 60%).** The decision of the Evaluation Committee shall be final in this regard. Technically qualified bidders will be informed through registered letter or e-mail or by fax, the last date of submission of financial bid from Insurance companies.

**B. Negotiations with Successful Bidder**

- i. Negotiation will be conducted with the 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> ranking bidders only.
- ii. The aim of negotiations is to arrive at a reasonable agreement on the terms of the contract with a view to initialling a draft contract by the conclusion of negotiations.
- iii. Negotiations will commence with a discussion on the Technical proposal, the proposed methodology (work plan), training and any suggestions the bidder may have made to improve the ToR. Agreement must then be reached on the final ToR.
- iv. The negotiations will be concluded with a review of the draft General Terms of Contract given in RFP, to which specific terms of contract will be added. Norka Roots and the Selected Insurance Company will finalise the contract agreement to conclude negotiations.

**14. AWARD OF CONTRACT**

Norka Roots will issue a letter to the selected Insurance Company after the negotiations have been completed. The terms as per this RFP as finalised in negotiations will be included to form a contract and after legal vetting, it will be entered between Norka Roots and the selected Insurance Company. Within fifteen

(15) days from the date of issue of the letter of acceptance, the selected training partner will be required to execute the Contract Agreement.

**15. Conditions under which EOI is issued.**

The EOI is not an offer and is issued with no commitment. Norka Roots has the right to withdraw EOI and or vary any part thereof or make any changes at any stage. Norka has further right to disqualify any bidder, should it be so necessary at any stage and also have the right to reject any bid without stating any reason.

**16. Date of submission of EOI**

- a) The last date of submission of EOI is **20.02.2023 (12.00 hrs.)**.
- b) Tender Time Line

Sl.No	Particular	Detail
1	Tender Reference	Norka Roots
2	Pre-bid Meeting	13-02-2023
3	Last date of submitting Quotation / Technical/ proposal	12 hrs 20-02-2023
4	Opening of Pre Bid Documents	15 hrs 20-02-2023
5	Opening and Presentation of Technical proposal	Date will be informed

**17. GUIDELINES REGARDING PRE-BID DOCUMENTS**

Pre-bid details should be submitted in the following format along with the technical proposal

**A. PRE-BID LETTER**  
**APPLICANT'S EXPRESSION OF INTEREST**

**To,**

**Chief Executive Officer  
Norka Centre, Thycaud  
Thiruvananthapuram, Kerala**

**Dear Sir,**

**Sub: Submission of Expression of Interest for Insurance Intermediaries -reg**

**In response to the Invitation for Expressions of Interest (EOI) published on .....for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy.**

- 1. Pre-Bid Details**
- 2. Organisational Details**
- 3. Demand draft of Rs. 10000/- for tender processing fee. (DD .No. & Date)**
- 4. Demand draft of Rs. 500,000/-for EMD. (DD .No. & Date)**
- 5. Additional information**
- 6. Declaration**

**Sincerely Yours,**

**Signature of the applicant  
[Full name of applicant]**

**Stamp.....Date:**

**Encl.: As above.**

**B. PRE -BID DETAILS**

1.	Name of the Firm/Company/Man Power Service Providers	
2.	*Registration No	
3.	*PAN Number & details.	
4.	*Service Tax Registration No.	
5.	Full Address in capital letters	
6.	*Professional experience in years	
7.	*Details of accreditation with IRDA (Specify affiliation/ Accreditation Number)	
8.	Details of the EMD: DD No.....dated ..... for an amount of Rs. . /- drawn on..... payable at Thiruvananthapuram in favor of chief executive officer NORKA ROOTS	
9.	*Annual turnover for preceding 3 years	
10.	Any other relevant information the firm/agency would like to furnish for their evaluation	

**C. Organizational Details**

SL NO	Organizational Details	
1	Name of Organization	
2.	Main areas of business	
3	Type of Organization Company/Partnership firm/Individual	
4	If it is a company / partnership firm: Registration no.	

5.	Address of registered office with telephone no & fax & E mail	
6	Whether the firm has been blacklisted by any authority in the country If yes, details thereof	
7	Address of offices in Kerala	
8	Contact Person with telephone no. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

**Signature of the applicant**

**Full name of the applicant**

**Stamp & Date**

#### **D. CHECK LIST FOR THE PRE-QUALIFICATION BID**

The Pre-Bid document submitted without the following shall be rejected:

- i. BID SECURITY/EARNEST MONEY DEPOSIT (EMD): The bidder shall furnish, as part of the bid, a bid security (EMD) for the amount of Rs.500,000/- by DD in favour of Chief Executive Officer, Norka Roots payable at Thiruvananthapuram issued by any Nationalised/ Scheduled Bank in India along with Pre-Bid documents. Only after the confirmation of valid bid security, the technical bid will be opened.
- ii. Pre-bid document signed in original on all pages along with two photocopies.
- iii. In case bidder is a company - certified copy of certificate of incorporation for companies and Memorandum and Articles of Association.
- iv. List of present Directors/Owners/Executive Council members/Trustees as applicable.
- v. Certified copy (duly signed) of service tax registration certificate.
- vi. Audited balance sheet and Income statement duly signed by the statutory auditors and authorised signatory of the bidder for the years 2019-20, 2020-21 and 2021-22
- vii. Documentary evidence (signed by authorised signatory) providing that the bidder fulfils the criteria.



## **18. TECHNICAL PROPOSAL**

### **A. TERMS AND CONDITIONS**

- i. The proposal should contain detailed and concrete action plan for achieving the deliverable Specified.
- ii. A selection committee will scrutinise the proposal.
- iii. The proposer should bring Involvement in similar project.
- iv. The organisation should not be placed under black list by any Government agencies.
- v. The organisation will have to sign MOU with NORKA ROOTS which will be framed out in due course stipulating therein the acceptable terms and conditions of the contract.
- viii. The decision of the CEO, NORKA ROOTS is final in selection or rejection of any proposal

### **B. TECHNICAL PROPOSAL LETTER**

**To,**

**Chief Executive Officer  
Norka Centre, Thycaud  
Thiruvananthapuram, Kerala**

**Dear Sir,**

**Sub:** Submission of Expression of Interest for providing insurance coverage to non – resident Keralites”

I/We..... herewith enclose Technical Proposal for selection **In response to the Invitation for Expressions of Interest (EOI) published on .....for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach the following documents in separately sealed envelope.**

- 1. List of clients**
- 2. Financial strength of the organization**
- 3. Additional information**

**Sincerely Yours,**

**Signature of the applicant  
[Full name of applicant]**

**Stamp.....Date:      Encl.: As above.**

**C. List of clients**

List of Clients (at least 10) with which company have past experience		
Sl No	Name	Address
1		
2		
3		

Signature of the applicant

Full name of applicant

Stamp & Date

**D. Financial Strength of the Organization**

Financial Strength of the Organization		
Sl. No	Financial Year	Annual Turn Over ( Lakh of Rupees )

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant

Full name of applicant

Stamp & Date

E. CHECK LIST -FOR TECHNICAL PROPOSAL

Sl.No	Particulars	YES/NO
<u>1.</u>	Whether applied in prescribed format?	
<u>2</u>	Whether the application is submitted in 2 separate sealed cover superscribed as Pre-bid documents & super scribed as Technical Bid?	
<u>3</u>	Whether EMD, given in form of DD ?	
<u>4.</u>	Whether a note on the firm, giving details of registration, key professionals, relevant experience and abstract of works undertaken so far with emphasis on the immediate last 3 years submitted?	
<u>5.</u>	Whether the applicant has minimum prescribed professional experience?	
<u>6.</u>	Whether the applicant has track record of completed projects?	
<u>7.</u>	Whether the applicant has provided the registration number of the firm/company?	
<u>8</u>	Whether PAN is furnished?	
<u>9</u>	Whether Service Tax Registration Certificate is furnished?	
<u>10</u>	Whether the firm have accreditation with NSDC/GOI	
<u>11</u>	Any other information furnished by the applicant?	

**Declaration**

**We hereby confirm that we are interested in competing for the insurance Services to undertake the task related work for NRKs through Norka Roots. All the information provided herewith is genuine and accurate.**

**Date**

**Signature.**

**Name and Designation:**