

APPOINTMENTS

NAINITAL BANK THE NAINITAL BANK LTD. (A Premier Scheduled Commercial Bank and an Associate of Bank of Baroda) REQUIRES a) Training Faculty on Contract Basis - 01 (ONE) Last Date for submission of application is till 04.07.2023

KERALA WATER AUTHORITY e-Tender Notice (1) Jal Jeevan Mission-CRWSS TO ARYANADU AND UZHAMALACKAL PANCHAYATHS-Construction and commissioning of 5.5 LLOHSR (2) KIFB-CWSS to Kallara and Pongode-Replacing 350 mm AC transmission cum distribution main from Chamavilla - Nellimkku with 350 mm DI K9 pipe...

Infosys Limited Navigate your next Infosys Limited Corporate Identity Number (CIN): L85110KA1981PLC013115 Regd. Office: Electronics City, Hosur Road, Bengaluru - 560 100.

Notice is hereby given that a meeting of the Board of Directors of the Company will be held on Wednesday and Thursday, July 19 and 20, 2023 inter alia to: 1. Approve and take on record the audited consolidated financial results of the Company and its subsidiaries as per Indian Accounting Standards (INDAS) for the quarter ending June 30, 2023;

SINCLAIRS HOTELS and RESORTS Notice of 51st Annual General Meeting, Remote E-Voting Information and Book Closure Notice is hereby given that the 51st Annual General Meeting ("AGM") of the Company will be held on Friday, July 17, 2023, at 11 am through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM"), in compliance with the General Circular issued by the Ministry of Corporate Affairs ("MCA Circulars"), to transact the business as detailed in the Notice convening the AGM.

SINCLAIRS HOTELS LIMITED Notice is hereby given that the 34th Annual General Meeting of the Company ("AGM") will be held on Thursday, July 27, 2023 at 5:00 p.m. IST through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM") in compliance with the applicable provisions of the Companies Act, 2013, Rules framed thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with General Circular No. 10/2022 dated December 28, 2022, issued by the Ministry of Corporate Affairs ("MCA") and Circular No. SEBI/HO/CFD/PoD-2/P/CIR/2023/4 dated January 5, 2023, issued by the Securities and Exchange Board of India ("SEBI") (collectively hereinafter referred as "Circulars"), without the physical presence of the Members at a common venue, to transact the business as set out in the Notice.

IN THE NATIONAL COMPANY LAW TRIBUNAL DIVISION BENCH-II CHENNAI IN THE MATTER OF (UNDER SECTION 9 OF THE INSOLVENCY AND BANKRUPTCY CODE, 2016 R/W RULE OF THE INSOLVENCY AND BANKRUPTCY (APPLICATION TO ADJUDICATION AUTHORITY) RULES, 2016) AND CP (IB) / 28 (CHE) 2023 Between M/s HR Polycots Pvt. Ltd., 4257 / 2, Jai Mata Market, Tri Nagar, New Delhi - 110035 ... Applicant/Operational Creditor -Vs- M/s Kolon Glotech India Pvt Ltd, SF. NO.850/2A2, Hussain Nagaram, Mappedu, Thiruvallur, Tamil Nadu, 631402 ... Respondant / Corporate Debtor NOTICE OF PETITION To, M/s Kolon Glotech India Pvt Ltd, SF. NO.850/2A2, Hussain Nagaram, Mappedu, Thiruvallur, Tamil Nadu, 631402

PARRY AGRO INDUSTRIES LIMITED CIN: U01132TN2011PLC079800 Regd. Office: Parry House, 43, Moore Street, Chennai - 600 001 E-mail id: secretarial@pai.murugappa.com; web: www.parryagro.com Tel No: +91-44-25306789 Fax: +91-44-25358114 13th ANNUAL GENERAL MEETING TO BE HELD OVER VIDEO CONFERENCING 1. Shareholders may note that the 13th Annual General Meeting (AGM) of PARRY AGRO INDUSTRIES LIMITED will be held on Friday, the 28th of July, 2023 at 12 Noon I.S.T by way of Video Conferencing ("VC"), in compliance with all the applicable provisions of the Companies Act, 2013 and the Rules made thereunder read with framework issued by the Ministry of Corporate Affairs vide its General Circulars and other applicable circulars issued by the Ministry of Corporate Affairs (MCA) and Government of India, to transact the businesses set forth in the notice of the meeting.

PUBLIC NOTICE AP Power Distribution Companies (APDISCOMs)-viz APOPCDL, APEPDCL and AFSPODL: It came to the knowledge of APDISCOMs that the official Liquidator of GVK Industries Limited has issued E-Auction Sale Notice under the provisions of IBC-2016 in the Business Standard dated 09.06.2023 for Sale of Asset of GVK Phase-II Combined Cycle Gas Based Project 220 MM and land around 24.875 Acres in Kesavaram Village and Jegurupadu Village, on a Going Concern Basis. In this connection, APDISCOMs intend to inform as following. In fact the land on which the GVK-Stage-II plant is erected and installed was already agreed to be transferred by sale along with other land in total 211.73 acres together with plant & machinery of GVK-I and the purchaser APDISCOMs have paid around Rs 320 Crores in the year 2016 fully taking No Objection from lender bankers and has been in possession of the entire land including the said land on which GVK-II project assets, as permissive possessor but not as owner. This is for the information to "whomever it may concern" in the subject E-Auction Sd/- Chairman & Managing Directors of three APDISCOMs.

AMAN DHYANI Advocate A-363, Defence Colony, (L.G.F), New Delhi - 110 024, Ph: +919717464364 Email - amandhyanid@msn.com & Rahul Unnikrishnan Advocate 226, New Addl Law Chambers, High Court Buildings , Chennai - 600 104

MCX METAL & ENERGY Trade with Trust Multi Commodity Exchange of India Limited Exchange Square, CTS No. 255, Suren Road, Chakala, Andheri (East), Mumbai - 400 093. www.mcxindia.com

NOTICE NOTICE is hereby given that Siddhi Vinayak Commodities Private Limited, member of Multi Commodity Exchange of India Ltd ("MCX"), having Member ID - 21560 and SEBI registration no. INZ000059530 ceases to be Member of MCX with effect from June 14, 2023 in terms of Rule, Bye laws and Business Rules of Exchange. Any client(s)/constituent(s) of the above Member, having any claim against the Member, arising out of the transactions executed on MCX platform, may lodge their claim within 60 days of this notification. Any claim (s) received against the Member after the period of 60 days shall not be entertained by the Exchange and it shall be deemed that no such claims exist against the Member or such claims, if any, shall be deemed to have been waived and would not be considered for apportionment from Member's deposit, if any.

ORACLE ORACLE FINANCIAL SERVICES SOFTWARE LIMITED Regd. Office: Oracle Park, Off Western Express Highway, Goregaon (East), Mumbai - 400 063 Tel: +91 22 6718 3000 Fax: +91 22 6718 3001 CIN: L72200MH1989PLC053666 Website: https://investor.ofss.oracle.com E-mail: investors-vp-ofss\_in\_grp@oracle.com NOTICE TO THE MEMBERS OF 34th ANNUAL GENERAL MEETING Notice is hereby given that the 34th Annual General Meeting of the Company ("AGM") will be held on Thursday, July 27, 2023 at 5:00 p.m. IST through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM") in compliance with the applicable provisions of the Companies Act, 2013, Rules framed thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with General Circular No. 10/2022 dated December 28, 2022, issued by the Ministry of Corporate Affairs ("MCA") and Circular No. SEBI/HO/CFD/PoD-2/P/CIR/2023/4 dated January 5, 2023, issued by the Securities and Exchange Board of India ("SEBI") (collectively hereinafter referred as "Circulars"), without the physical presence of the Members at a common venue, to transact the business as set out in the Notice.

Indian Institute of Insurance Surveyors and Loss Assessors (IIISLA) (Promoted by IRDAI Govt. of India as a SRO) Registered Office: #6-1-73, Off. No:- 104 & 106, First Floor, Saeed Plaza, Lakdikapool, Hyderabad-500004, Telangana. Tele Phone No: 040-23261072/1073 E-mail: admin@iiisla.co.in NOTICE INVITING EXPRESSION OF INTEREST Date: 16/06/2023 Reference No:- TNAK/2023/06/14/E01/T Indian Institute of Insurance Surveyors and Loss Assessors (IIISLA) intends to Design, Develop & Implement IT initiatives for management of its members & internal operations to achieve digital enablement and paper free operations along with integration with multiple stake holders. Inviting Expression of Interest from reputed and eligible Software companies for same. Interested agencies may download the proposal documents from www.iiisla.co.in or collect the documents from our registered office. The expression of interest may be submitted along with Demand Draft of Rs. 5000 + 18% GST (Total - 5900/-) towards the name of "Indian Institute of Insurance Surveyors and Loss Assessors". The last date of submission of the expression of interest is 20/06/2023. The agencies, maximum three No's, who will qualify the criteria accordance with the proposal may inform by mail as per convenience of the committee. For any further queries related to this notice and tender, please contact Mr. Unni Anand, Admin, IIISLA, Email id: admin@iiisla.co.in, Mobile No.9946107606, Phone No:- 040-23261072, 23261073. In case of any difficulty you may contact- Mr. Ashok Kumar, CEO, IIISLA, Email id: ashok.habitat@gmail.com, Mobile No-9431238417/9955354299 Or Mr. Yogesh Patil, Vice President, IIISLA Email id: yogeshpatil1969@yahoo.co.in, Mobile No.- 9372024242/9422272245

Manaksia Steels Limited AN ISO 9001 : 2015 COMPANY Regd. Office: Turner Morrison Building, 6 Lyons Range, 1st Floor, Kolkata - 700 001 Phone No.: +91-33-2231 0055; Fax No.: +91-33-2230 0336 Email: info.steels@manaksiasteels.com; Website: www.manaksiasteels.com Corporate Identity Number: L27101WB2001PLC138341

NOTICE Notice is hereby given to the Members of the Company, pursuant to Sections 108 and 110 of the Companies Act, 2013 ("the Act") and other applicable provisions, if any, of the Act, read with the Companies (Management and Administration) Rules, 2014, as amended, and in line with the MCA Circular Nos. 14/2020, 17/2020, 22/2020, 33/2020, 39/2020, 10/2021, 20/2021, 03/2022 and 11/2022 dated April 8, 2020, April 13, 2020, June 15, 2020, September 28, 2020, December 31, 2020, June 23, 2021, December 08, 2021, May 5, 2022 and December 28, 2022 respectively ("MCA Circulars"), and pursuant to the applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended ("Listing Regulations") that the Company has on Thursday, 15th June, 2023, completed dispatch of the Postal Ballot Notice, through electronic mode to the Members who have registered their email Ids With the Depository Participant(s)/Company as on Friday, 9th June, 2023 (Cut-Off Date), to transact Special Business(es) as mentioned in the Notice, which is proposed to be passed by the Members of the Company through electronic means. Please note that physical copies of the Notice, Postal Ballot forms and pre-paid Business Reply Envelopes have not been sent to Members for this Postal Ballot. A person who is not a Member as on the cut-off date should treat the Notice for information purpose only. In line with the MCA Circulars, the Members are provided with the facility to cast their vote electronically and the Company has engaged the services of the National Securities Depository Limited ("NSDL") for the purpose of providing e-voting facility to all its Members. The Board of Directors has appointed Vinod Kothari & Company, Practising Company Secretaries, 1006-1009, Krishna Building, 224, A/J Bose Road, Kolkata - 700 017, as the scrutiner for conducting the Postal Ballot process via e-voting in a fair and transparent manner. Members are informed that: 1. The Business as set out in the Notice of Postal Ballot will be transacted through e-Voting only. 2. The e-Voting period commences on Friday, 16th June, 2023 [09:00 A.M. (IST)] and ends on Saturday, 17th June, 2023 [05:00 P.M. (IST)]. No e-voting shall be allowed beyond the said date and time. Once the vote on a resolution is casted by the shareholder, the same shall not be allowed to change subsequently. 3. The cut-off date for determining the eligibility to vote by remote e-voting is Friday, 9th June, 2023 and the voting rights of the Members shall be in proportion to the equity shares held by them in the paid-up equity share capital of the Company as on the cut off date. 4. A person whose name is recorded in the Register of Members or in the Register of Beneficial Owners maintained by the Depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting. 5. The Notice of the Postal Ballot has been displayed on the website of the Company i.e., www.manaksiasteels.com and is also available on the websites of BSE Limited i.e., www.bseindia.com and National Stock Exchange of India Limited i.e., www.nseindia.com, and on the website of NSDL i.e., www.evoting.nsdl.com 6. The manner in which the Members, who are holding shares in dematerialised mode or physical form or who have not registered their e-mail addresses with their Depository/ Company, can cast their vote through remote e-voting has been provided in the Notice of the Postal Ballot. 7. The results of the Postal Ballot along with the Scrutinizer's Report will be made available on the website of the Company at www.manaksia.com and on the website of NSDL at www.evoting.nsdl.com and intimated to BSE Limited ("BSE") and the National Stock Exchange of India Limited ("NSE"), where the equity shares of the Company are listed, on or before Tuesday, 18th July, 2023. Additionally, the results will also be placed on the notice board at the Registered Office of the Company. 8. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on: 022 - 4886 7000 and 022 - 2499 7000 or send a request to Ms. Pallavi Mhatre, Senior Manager at evoting@nsdl.co.in. For Manaksia Steels Limited Sd/- Ajay Sharma Company Secretary Place : Kolkata Date : 15.06.2023

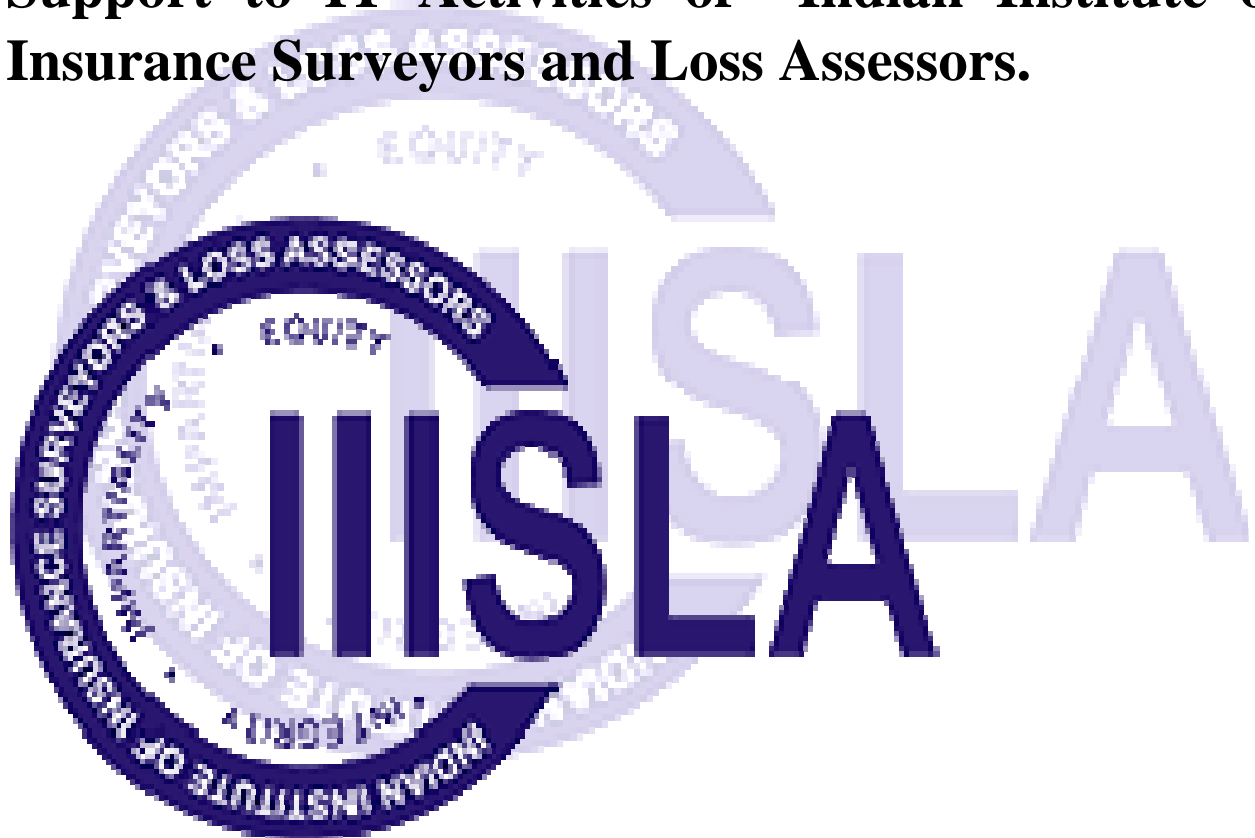
Manaksia Limited Regd. Office: Turner Morrison Building, 6 Lyons Range, Mezzanine Floor, North-West Corner, Kolkata - 700 001 Phone No.: +91-33-22310055; Fax No.: +91-33-22300336 Email: investor.relations@manaksia.com; Website: www.manaksia.com Corporate Identity Number: L74950WB1984PLC038336

NOTICE Notice is hereby given to the Members of the Company, pursuant to Sections 108 and 110 of the Companies Act, 2013 ("the Act") and other applicable provisions, if any, of the Act, read with the Companies (Management and Administration) Rules, 2014, as amended, and in line with the MCA Circular Nos. 14/2020, 17/2020, 22/2020, 33/2020, 39/2020, 10/2021, 20/2021, 03/2022 and 11/2022 dated April 8, 2020, April 13, 2020, June 15, 2020, September 28, 2020, December 31, 2020, June 23, 2021, December 08, 2021, May 5, 2022 and December 28, 2022 respectively ("MCA Circulars"), and pursuant to the applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended ("Listing Regulations") that the Company has on Thursday, 15th June, 2023, completed dispatch of the Postal Ballot Notice, through electronic mode to the Members who have registered their email Ids With the Depository Participant(s)/Company as on Friday, 9th June, 2023 (Cut-Off Date), to transact Special Business(es) as mentioned in the Notice, which is proposed to be passed by the Members of the Company through electronic means. Please note that physical copies of the Notice, Postal Ballot forms and pre-paid Business Reply Envelopes have not been sent to Members for this Postal Ballot. A person who is not a Member as on the cut-off date should treat the Notice for information purpose only. In line with the MCA Circulars, the Members are provided with the facility to cast their vote electronically and the Company has engaged the services of the National Securities Depository Limited ("NSDL") for the purpose of providing e-voting facility to all its Members. The Board of Directors has appointed Vinod Kothari & Company, Practising Company Secretaries, 1006-1009, Krishna Building, 224, A/J Bose Road, Kolkata - 700 017, as the scrutiner for conducting the Postal Ballot process via e-voting in a fair and transparent manner. Members are informed that: 1. The Business as set out in the Notice of Postal Ballot will be transacted through e-Voting only. 2. The e-Voting period commences on Friday, 16th June, 2023 [09:00 A.M. (IST)] and ends on Saturday, 17th June, 2023 [05:00 P.M. (IST)]. No e-voting shall be allowed beyond the said date and time. Once the vote on a resolution is casted by the shareholder, the same shall not be allowed to change subsequently. 3. The cut-off date for determining the eligibility to vote by remote e-voting is Friday, 9th June, 2023 and the voting rights of the Members shall be in proportion to the equity shares held by them in the paid-up equity share capital of the Company as on the cut off date. 4. A person whose name is recorded in the Register of Members or in the Register of Beneficial Owners maintained by the Depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting. 5. The Notice of the Postal Ballot has been displayed on the website of the Company i.e., www.manaksia.com and is also available on the websites of BSE Limited i.e., www.bseindia.com and National Stock Exchange of India Limited i.e., www.nseindia.com, and on the website of NSDL i.e., www.evoting.nsdl.com 6. The manner in which the Members, who are holding shares in dematerialised mode or physical form or who have not registered their e-mail addresses with their Depository/ Company, can cast their vote through remote e-voting has been provided in the Notice of the Postal Ballot. 7. The results of the Postal Ballot along with the Scrutinizer's Report will be made available on the website of the Company at www.manaksia.com and on the website of NSDL at www.evoting.nsdl.com and intimated to BSE Limited ("BSE") and the National Stock Exchange of India Limited ("NSE"), where the equity shares of the Company are listed, on or before Tuesday, 18th July, 2023. Additionally, the results will also be placed on the notice board at the Registered Office of the Company. 8. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on: 022 - 4886 7000 and 022 - 2499 7000 or send a request to Ms. Pallavi Mhatre, Senior Manager at evoting@nsdl.co.in. For Manaksia Limited Sd/- Pradip Kumar Kandar Company Secretary Place : Kolkata Date : 15.06.2023

**NOTICE INVITING REQUEST FOR  
PROPOSAL (RFP)**

**For**

**Selection of Agency for Designing, Development, Implementation, Operations & Management Support to IT Activities of Indian Institute of Insurance Surveyors and Loss Assessors.**



**Issued by:**

**Mr. Ashok Kumar**

**CEO & DIRECTOR , IIISLA**

**On behalf of**

**Indian Institute of Insurance Surveyors and Loss Assessors  
(IIISLA)**

## DISCLAIMER

1. Though adequate care has been taken while preparing the RFP Document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder from the date of notification of RFP Document/ Issue of the RFP Document, it shall be considered that the RFP Document is complete in all respects.
2. The information contained in this Request for Proposal document ("RFP") or subsequently provided to Applicants (Bidders), whether verbally or in documentary or any other form by or on behalf of Indian Institute of Insurance Surveyors and Loss Assessors (herein after referred to as IISLA) or any of its employees, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
3. This RFP is not an agreement or an offer by the IISLA to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation & submission of their Proposals pursuant to this RFP.
4. This RFP includes statements, which reflect various assumptions and assessments arrived at by the IISLA in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.
5. This RFP may not be appropriate for all persons, and it is not possible for the IISLA and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources. Information provided in this RFP to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The IISLA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

6. The IISLA and its employees/ advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, Statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
7. The IISLA also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.
8. The IISLA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
9. The issue of this RFP does not imply that the IISLA is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the project and the IISLA reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
10. Indian Institute of Insurance Surveyors and Loss Assessors (IISLA) reserves the right to modify, amend or supplement this RFP Document.
11. The IISLA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
12. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, uploading delivery fees, expenses associated with any demonstrations or presentations which may be required by IISLA or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and IISLA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Bid, regardless of the conduct or outcome of the Selection process.

## DEFINITIONS

Particulars	Description
IIISLA	Indian Institute of Insurance Surveyors and Loss Assessors (IIISLA)
Agency/ Firm	Refers to experienced Registered Proprietorship/Partnership / Private Limited / Public Limited who deliver required services.  Applicant, Agency, Firm and Service Provider are used interchangeably throughout the document
Contract	Contract signed by the Parties and all the attached documents and the appendices.
BDS	“Bid Data Sheet (BDS)” means such part of the Instructions to Agencies used to reflect specific assignment conditions.
Day	a calendar day.
ITC	“Instructions to Agencies (ITC)” means the document which provides short listed Agencies with information needed to prepare their Proposals.
LOI	Letter of Invitation being sent by the Client to the short-listed Agencies.
Personnel	professionals and support staff provided by the Agency or by any Sub-Agency and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside India; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside India.
Proposal	Technical Proposal and the Financial Proposal submitted by the Agency.
RFP	Request for Proposals prepared by the Client for the selection of Agencies.
Services	Work to be performed by the Agency pursuant to the Contract.
TOR	“Terms of Reference” (TOR) means the document included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Agency, and expected results and deliverables of the assignment.
Applicant / Bidder	Refers to experienced Firms/ Agencies/ Service Providers/ Registered Proprietorship / Private Limited / Public Limited Company / Registered Society who deliver required services. Applicant, Bidder and Service

	Provider are used interchangeably throughout the document
Bid	Proposal submitted by Bidder for qualification in response to this document
Currency	Indian Rupees (INR)
Date Format	DD/MM/YYYY
Financial Year	12-month period – commencing from 1st day of April of any year and ending on the 31st of March of the following calendar year
MSP	Refers to Master Service Provider –A successful Applicant / Bidder who has been awarded the project for end-to-end implementation of the project scope
PDD	Proposal Due Date / Bid Closing Date
QA / QC	Quality Assurance / Quality Control
GPA	General Power of Attorney
LoA	Letter of Award
MoA	Memorandum of Agreement
MIS	Management Information System

# INDEX

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## SECTION-I

### **PREFACE**

The Indian Institute of Insurance Surveyors and Loss Assessors is established under Section 25 of the Companies Act 1956 on 4th October 2005.

The Surveyor and Loss Assessor are experts in many fields. In addition to a thorough knowledge of technical and insurance and of the area in which they work, they can advise both the insurance company and the policyholder on repair and replacement techniques. After discussions with the policyholder, the Surveyor and Loss Assessor's report to the insurance company enables the company to process the claim without delay.

Appointment of the Surveyor and Loss Assessor is mandatory for the Insurance companies as per SLA Regulation as well as Section 64UM(2) of Insurance Act that “ No claim in respect of a loss which has occurred in India and requiring to be paid or settled in India equal to or exceeding fifty thousand rupees in value on any policy of insurance in Motor and Rs. One Lakhs in Non Motor, arising or intimated to an insurer at any time after the expiry of a period of one year from the commencement of the Insurance (Amendment) Act, 1968, shall, unless otherwise directed by the Authority, be admitted for payment or settled by the insurer unless he has obtained a report, on the loss that has occurred, from a person who holds a license issued under this section to act as a surveyor or loss assessor.

The Surveyor and Loss Assessor will visit the policyholder, within days after submission of the claim form, to discuss the circumstances of the claim. The Surveyor and Loss Assessor will verify:



« That the loss or damage falls within the terms of the insurance policy

« That the sums insured on the policy are adequate

« That the amounts being claimed are fair and reasonable

« That all valid items of claim have been included and nothing omitted

The Surveyor and Loss Assessor are able to advise how home security or safety could be improved to avoid a further incident. The Surveyor and Loss Assessors can often point to aspects of the claim which the policyholder may have overlooked. They can advise on repair techniques, such as the matching of a damaged carpet or bathroom suite. They will know of specialist firms in the area who can undertake work in connection with the claim.

The Surveyor and Loss Assessor reports his findings and recommendations to the insurance company. The company is then in possession of full facts on the matter and is able to make a decision.

**(A) THE MAIN OBJECTS :-**

- 1) To promote quality in profession of Surveyors and Loss Assessors through education and training facilitate introduction of best practices amongst its members and to disseminate technical information amongst its members to upgrade their skill and knowledge.
- 2) To conduct Professional examinations relating to the profession of Surveyors and Loss Assessors.

- 3) To promote research and studies in loss control and minimization techniques and measures and share the same with Insurance Industry and general public and to update its members on application of new technologies for improving service to the users and consumers.
- 4) To bring out guidance notes, instruction manuals, periodicals for the use and benefit of members and others connected with the profession of surveyors and loss assessors.
- 5) To develop and administer code of conduct and ethics from time to time with the concurrence of the IRDA and ensure compliance of the same by its members and also ensure that the members maintain/adhere to high standards of integrity, transparency, discipline, and professional conduct.

**(B). THE OBJECTS INCIDENTAL OR ANCILLARY TO THE ATTAINMENT OF THE MAIN OBJECTS :**

- 1) To organise, present, manage, superintend, conduct and participate at any place or places talks, lectures, seminars, conferences, and other educational and professional development functions on insurance or other appropriate or insurance related subjects like loss mitigation, loss prevention, loss assessment , and risk management and to establish, promote and maintain libraries, and reading and writing rooms, and to furnish the same respectively with books, reviews, magazines, newspapers and other publications; and to issue, print, publish and/or sell any publications, newspapers, periodicals, magazines, books, reports or leaflets that the company may think desirable for the promotion of its objects and diffuse among its members of the profession of surveyors and loss assessors information on all matters affecting the profession of surveyors and

loss assessors, and to improve and elevate the technical and general knowledge of persons engaged in or about to engage in the profession of surveyors and loss assessors or any employment in connection therewith.

- 2) To study and promote all matters enhancing the profession of surveyors and loss assessors, and issue diplomas or certificates under its own authority subject to prior sanction of appropriate Government.
- 3) To establish reciprocal relations and or arrangements with allied or kindred Companies in India and elsewhere and concert and promote measures for the promotion of the Profession of Surveyors and Loss Assessors.
- 4) To make and from time to time alter, revoke, re-enact and enforce regulations for the benefit of and binding on its members, and if and so far as may be requisite or expedient, for the making, passing and enforcement of the regulations in the interest of the profession of surveyors and loss assessors.
- 5) To buy, purchase, take on lease or in exchange or on hire, or otherwise acquire any movable or immovable property of any tenure or description and collect any estate or interest thereon and any rights or privileges which the Company may think necessary or convenient for the promotion of its objects, and to construct, maintain and alter any buildings or erections necessary or convenient for the work of the Company.
- 6) To sell, let out, lease, mortgage, exchange, gift, dispose of, manage, develop, build or alter or improve or to account all or any of the property or assets of the Company as may be thought expedient with a view to the promotion of its objects.

- 7) To receive and accept donations or contributions in cash or kind for the furtherance of the aims and objects of the Company and upon such terms and conditions as the Company may in its absolute discretion determine.
- 8) To invest the surplus moneys of the Company not immediately required in such securities in such manner as may from time to time be determined.
- 9) To engage, employ and remunerate persons other than members of the company for carrying on the work of the Company - on such terms as may be determined from time to time.
- 10) To raise money by way of subscriptions, fees or other lawful means from its members for the purposes of the objects of the company.
- 11) To provide/institute scholarships, prizes, medals or other awards connected with the examinations generally or any subject or subjects thereof conducted by the Company or otherwise in relation to the profession of surveyors and loss assessors.
- 12) To co-operate and share information with any other national and/or international educational organizations whose objects are similar or similar in part to the objects of the company.
- 13) To amalgamate, any other association or institute or body whose objects are similar or in part similar to the objects of the company, with the company the establishment or promotion of which may be beneficial to the company.

## **The role of the Insurance Surveyors and Loss Assessors :-**

- (1) A surveyor and loss assessor shall, for a major part of the working time, investigate, manage, quantify, validate and deal with losses (whether insured or not) arising from any contingency, and report thereon, and carry out the work with competence, objectivity and professional integrity by strictly adhering to the code of conduct expected of such surveyor and loss assessor.
  
- (2) The following, shall, inter alia, be the duties and responsibilities of a surveyor and loss assessor:-
  - i. declaring whether he has any interest in the subject-matter in question or whether it pertains to any of his relatives, business partners or through material shareholding;
  - ii. Explanation: For the purpose of this clause “relatives” shall mean any of the relatives as mentioned in Schedule IA to the Companies Act, 1956;
  - iii. maintaining confidentiality and neutrality without jeopardizing the liability of the insurer and claim of the insured;
  - iv. conducting inspection and re-inspection of the property in question suffering a loss;
  - v. examining, inquiring, investigating, verifying and checking upon the causes and the circumstances of the loss in question including extent of loss, nature of ownership and insurable interest;
  - vi. conducting spot and final surveys, as and when necessary and comment upon franchise, excess/under insurance and any other related matter;
  - vii. estimating, measuring and determining the quantum and description of the subject under loss;
  - viii. advising the insurer and the insured about loss minimization, loss control, security and safety measures, wherever appropriate, to avoid further losses;

- ix. commenting on the admissibility of the loss as also observance of warranty conditions under the policy contract;
- x. surveying and assessing the loss on behalf of insurer or insured;
- xi. assessing liability under the contract of insurance;
- xii. pointing out discrepancy, if any, in the policy wordings;
- xiii. satisfying queries of the insured/insurer and of persons connected thereto in respect of the claim/loss;
- xiv. recommending applicability of depreciation and the percentage and quantum of depreciation;
- xv. giving reasons for repudiation of claim, in case the claim is not covered by policy terms and conditions;
- xvi. taking expert opinion, wherever required;
- xvii. Commenting on salvage and its disposal wherever necessary.

The standards of professionalism and integrity demanded by the Institute have led to its members being respected throughout the insurance world.

The services of surveyor and loss assessors benefit the insurers and insuring public on technical excellence and a very wide variety of fast and professional responses to the losses. The surveyor and loss assessors have always strived for an amicable, cost effective and fair settlement between the parties involved. The surveyor and loss assessors are independent specialists who will add value to any insurance or business sector.

The primary function of a surveyor and loss assessors is to investigate, negotiate and agree the conclusion of insurance and other claims. Core skills include

communication, negotiation and the ability to acquire and assimilate relevant information. The surveyor and loss assessors must also possess a sense of what is fair and act with even handedness. This must be backed up with a sound knowledge of the law, insurance contracts and general and specific knowledge of those areas likely to feature in claims. Added to this surveyor and loss assessors must be practical problem solvers – in other words people who can settle claims. Different skills are needed for different types of claims and a surveyor and loss assessor will often work alongside with the relevant field experts also.



## SECTION-II

### RFP INFORMATION

Name of the assignment : Selection of agency for Designing, Development, Implementation, Operations & Management Support to IT Activities of IISLA

S.No	Event	Information to the Agency
1	Date of Release	16-06-2023
2	Last date of submission of RFP	20-06-2023
3	Date of Opening of Technical Bid	As per suitable date on visit of the IT committee between any day of June 21 <sup>st</sup> – June 30 <sup>th</sup> of 2023
4	Date of Opening of Financial Bid	Next day of opening of Technical BID
5	RFP Document	Obtained through the IISLA Web Portal i.e <a href="http://www.iisla.co.in">www.iisla.co.in</a> or from the H.O, Hyderabad by paying the Scheduled fee in form of DD with the Tender Bid.
6	EMD #	Rs. 3,00,000/- (To be paid in form of DD in favour of IISLA)
7	RFP Processing Fee (Non-Refundable)	Rs. 11,800/- inclusive if GST (To be deposited in the account of IISLA in the bank details as mentioned in this document)
8	Address for Bid Submission	# 6-1-73, Off No.104 & 106 First Floor, Saeed Plaza, Lakdikapool, Hyderabad - 500 004.
9	Contact Person & email id	Mr. Unni Anand Admin , IISLA <a href="mailto:admin@iisla.co.in">admin@iisla.co.in</a> Mobile No.- 9946107606 Tel. No.:- 040-23261072, 23261073
10	Mode	Sealed Proposals

# The tender is to be submitted by all the participating Bidders in the form of Demand Draft in favour of IISLA of an amount of **Rs.5,900.00 (Including GST) as a Tender Application Fee** and **Rs. 11,800.00 (Including GST) for RFP Fee** which are Non refundable.

# The EMD (Earnest Money Deposit) is to be submitted by all the participating Bidders in the form of Demand Draft of an amount of **Rs.3,00,000/- (Three lakhs only/-.)** in favour of IISLA. The EMD of unsuccessful Bidder will be returned within 90 days from the period of expiry of BID. The bid shall remain valid for a period of 90 days from the date of bid submission



## SECTION-III

### SCOPE OF THE WORK

This project is all about the Automation and standardization to the IISLA. This project will provide IISLA with the functionality to fulfil all aspects of the full end-to-end IISLA Process from initial user level indent creation process, accounting process, administration process and all information process to Members.

The scope of work for the software application includes planning, execution, and software implementation for the points mentioned below. The selected Service provider will be responsible for the design and development of the new software application with approval from IISLA management at various stages / milestone. High level functional scope is as below –

#### Part 1: Membership & Claim Management

S.No.	Feature
A	<b>Membership Management</b>
	<b>New Member</b>
1.	Membership Registration by Member
2.	Online Payment by Member
3.	Online Renewal of Membership
4.	Member Login
	<b>Admin</b>
5.	Add/Edit Membership Details.
6.	Membership Approval by Admin.
7.	Membership block / Unblock on certain business condition.
8.	Assign Role/Rights
9.	Online Payment Details
10.	Add/Edit Council Members
11.	Auto Generated Provisional Membership Certificate on Members ID with approval of Admin or Designated Officer / Person
	<b>Web Services</b>
11.	Get Member Summary
12.	Get Member Details
13.	Get Member Documents

<b>B</b>	<b>Training Management</b>
1.	Training Approval online by Unit/Chapter/Zone
2.	Online Payment by Participants
3.	Observer/Organizer Login
4.	Online Report of Organizer/observer
	<b>Admin</b>
5.	Add / Edit Participants Details.
6.	Participants Approval by Admin.
7.	Participant block / Unblock on certain business condition.
8.	Assign Role/Rights
9.	Online Payment Details
10.	Add/ Edit Trainers Details
11.	Auto Generated Provisional Certificate on Members ID with approval of Admin or Designated Officer/Person
<b>C</b>	<b>Complaints/Grievance Management</b>
1	Raise Complaint (Member/External Stakeholders)
2.	View/ Resolve Complaints.
3.	OTP Validation for External Stakeholders.
<b>D</b>	<b>Various APIs required for integration with third party applications</b>
1.	Integration will include secured integration with the likes of IRDAI, Insurers, surveyor applications and any other applications of which the need may arise from time to time during the term of the contract.

This shall include any Infrastructure related design / development / support including Hardware, Servers, Storage, and Internet connectivity, System up Time, Backup, and Disaster Recovery, Domain Name Registration, Public IP Address, Name Servers, Email. Servers, SMS Package, Payment Gateway.

User On-Site/Off-Site application Training

Any data migration activities

## **Part 2: Internal process Management**

### **User Manager**

- Create User
- Modify User
- Delete User
- Assign Role
- Assign Right
- On Line User
- On Line Gateway User

### **MASTERS :-**

1. **IIISLA ADMIN MASTER**
2. **ORGANISATIONAL STRUCTURE ( H.O/UNIT/CHAPTER/ZONE MASTER) & ASSETS MASTER**
3. **CC VIRTUAL MEETING MASTER ( Connected to every level directly to H.O)**
4. **MEMBER MASTER**(Online Registration, Approval/Rejection, Online payment, Certificate Issue, Member's ID creation, Member's Data storage(certificate, Training, Payment, Form-12A etc, Licence Renewal support etc)
5. **ON-LINE PAYMENT MASTER & AUTO GENERATED RECEIPT MASTER**  
( Membership Fee, S/Fee, IBF Fee, Training Fee, Educational Fee & Others )
6. **ACCOUNTS MASTER** (General Ledger, Voucher Entry, Grouping, Profit & Loss Account, Salary Structure, Financial Statements and Reports)
7. **CLAIM SERVICING MASTER** ( Monitor the claims through Apps and Call centre )
8. **IBF MASTER**

9. **TRAINING/SEMINAR/WORKSHOP MASTER (Online Apply/Approval/Rejection, Online payment, Online observer's report , online Accounts submission and Certificate Issue )**

10. **EDUCATIONAL INSTITUTE / RESERCH SCHALOR MASTER**

11. **SYLLABUS MASTER**

12. **E-MAGZINE MASTER**

13. **AOA/MOA & IISLA Regulation/COC MASTER**

14. **DISCIPLINARY COMMITTEE MASTER**

15. **LEGAL CASES & COMMITTEE MASTER**

16. **AUDIT COMMITTEE MASTER**

17. **EXECUTIVE & OTHER COMMITTEE MASTER**

18. **IT & WEB SITE Master / ERP Development & implementation**

1. **IISLA ADMINISTRATIVE MASTER :**

- **Operating ID** of all operating individual member/Staffs/H.O/Zonal/Chapter/Unit Office.
- **Employee Data & Records** - Employee General Information, Payroll Management, Payment details, Salary configuration, Salary Processing, Pay slip generation, PF Challan & Reports, ESI Challan & Report, Employee Biomatrix Attendance, Leave Management, Time Management, Loan History Management System, Employee Transfer, Promotions & Increments, Employee Bonus, Employee 360 Appraisal, Medical, LTA Reimbursement,
- **H.R.D Procedures** - Joining Information. Probation Confirmation details, Employee Profile, Employee Current position and job profile, Family background details, Local address and References details, Emergency address and contact person details, Qualification and experience detail, Final Settlement, Gratuity, Superannuation, Tax Calculation , Medical History, Awards given to Employee and their Children, Assets given to employee, extra Circular Activities / sports / social etc., Training details, Appraisals History, Facility given

- **IIISLA Recruitment Process:** Department Requisition & Consolidation, Employee Profile Bank, Employee Profile against Department Requisition, Interview Schedules and Selection, Interview Details, Offer Letter, Transfer Selected Candidates Details to Employee Profile.
- Bio matrix attendance system and online CC TV observation
- All information automation system on Mobile No of CC members
- Administrative Information of all committee's functions
- A committee for MOA/AOA to be monitor separately with MOM
- Administrate the Accounts :- Payment Entry, (On line Payment towards Subscription Fee, IBF, Training/Seminar/Workshop, Education Master & Auto receipt generate Master), Voucher Entry, Ledger Account, Grouping, Profit & Loss Account, Salary Structure, Financial Statements and Reports,
- All CC meeting, AGM/EGM and other meeting information including MOM
- MIS (Management information system) to regulate/observe the Training/Seminar, Institutional Activities, Accounts, Audit, Legal, IBF, Disciplinary, IT system and information of all members (Area wise/Category wise/Department wise)
- Identify the Surveyor in location (GPRS Based through IIISLA Apps)
- **ID of all individual IIISLA members**
  - All individual members have to fulfil the modified format and upload all required documents as per instruction made
  - Members will submit all payment on line through his ID to concern A/C of IIISLA i.e for Subscription Fee by know your O/S Fee , Training Fee or any other fee as required.
  - Member may enrol himself for any training program through his ID
  - Members may use blogging site for technical debates and queries through his ID
  - Members will get online certificate on his ID directly after completion of Training and submission of the A/C by the program coordinator.
  - All Notice / Circulars , member may obtain from his ID and
  - Most important –  
*Members may get all deputation through the IIISLA APPsbased on multiple criteria and accordingly uploaded on his ID automatically*

## 2. ORGANISATIONAL STRUCTURE (H.O / UNIT / CHAPTER / ZONE MASTER) :

- Operating ID of all operating individuals H.O/Zonal/Chapter/Unit office staffs
- Online requisition procedure for Membership, Upgradation, Renewal, Disciplinary, Training, Education , Form 12A - Online Accounting on Quarterly basis with soft copy of vouchers/ Bills and submission of yearly Balance sheet.
- Assets Master of H.O/Zone/Chapter /Unit

## 3. CC VIRTUAL MEETING MASTER (Connected to every level directly to H.O)

## 4. MEMBERSHIP MASTER :

- New Membership Format
  - Application to be sent within 3 days to Chapter by Unit and Chapter is bound to send to Zonal office within 2 days and Zonal is bound to send to Head office within 2 days
  - H.O is bound to approve or reject the application within 7 days and applicant has to pay requisite fee within 3 days after approval of the application through his newly generated ID.
  - Member will receive Provisional Membership Certificate & I-Card on his ID after online payment of Fee .
- Membership Data i.e( Lic. No , Dt. of Exp., Membership No., Qualification, Aadhaar No , Date of Birth , Deptt., Category , PAN. NO., Blood Group, Mobile No., e-mail ID, Address,.
- Status of Membership - Status (Independent/ Corporate/Employee/In-House)
- Medi-Health Details ( Spouse & Childrens) ) mean all information as given in Application form
- Renewal of Licence update / information / follow up /status
- Up-gradation of Membership
- Removal from Membership
- Re-Entry Membership

## 5. **ON-LINE PAYMENT MASTER & AUTO GENERATED RECEIPT MASTER**

( Membership Fee, S/Fee, IBF Fee, Training Fee, Educational Fee & Others through online gateway )

## 6. **ACCOUNTS MASTER**

- All Accounts to be compiled head wise automatically on ERP Based system with auto calculation of IT Return, GST & other required field. i.e Payment Entry, ( On line Payment towards Subscription Fee, IBF, Training/Seminar/Workshop, Education Master & Auto receipt generate Master), Voucher Entry, Ledger Account ( Day Book, ledger Entry, Cash Book/Bank Book, Annexure), Grouping, Profit & Loss Account, Salary Structure, Income & Expenditure, Trail Balance/Financial Statements, Balance sheet and Reports )
- Know Your Fee
- S/Fee and/or any other fee with auto generated receipt system
- IBF Details ( Amount submitted details, FD details, Payment Details, O/S Details )& Expenses
- PA Policy Details ( Claim details, Payment details, Outstanding Details )
- Admin Expenses
- Training Expenses
- Educational/Institutional Expenses
- Infrastructure Expenses
- Employee Payment , Overdraft, incentive and/or any other benefit
- AGM/EGM/CC Expenses
- IT Expert, Server , Gateway and other related expenses
- Call centre ( towards claim servicing ) expenses
- Executive committee & other Committee Expenses
- Audit Committee Expenses
- Legal and others Expenses
- International Tie up Expenses
- Charter Committee Expenses &
- Misc Expenses

## **7. CLAIM SERVICES ( FOLLOW UP ) MASTER :**

- Software format for all types of the claim to generate Form-11A, 12A , Survey Deputation, Report submitted, Report O/S, Fee Paid, Fee O/S automatically and members/insurer have to fill up the required data compulsorily as under-
  - Date of Accident / Incident
  - Policy No.
  - Insurer Details with contact No. & Address
  - Claim No.
  - Insured Details with contact No. & Address
  - Vehicle No./ Firm Name
  - Estimated Amount
  - Place of Loss /Accident
  - Place of Survey
  - Claimed Amount
  - Date of Claim Reported
  - Date of Deputation of Surveyor with SLA & Membership No.
  - Date of Survey made ( GPRS Based )
  - Expected Loss / Assessed Amount
  - Date of report submitted , if not, then specify the reason
  - Survey Fee Details ( Prof. Fee, Conveyance, Holtage, Photographs, Misc. and GST )
  - Survey Fee Paid with Amount with details by Insurer ( Prof. Fee, Conveyance, Holtage, Photographs, Misc, IT & GST )
  - If Survey fee paid unsatisfactorily then make protest online by surveyor
  - Survey Fee O/S ( Not Paid )
  - Follow up Mechanism as per TAT by IISLA ( Automatic time bound cooling , in case of delay in submission of report )

## **8. IBF COMMITTEE MASTER :**

- IBF Committee Members, it's meetings , MOM and activities informed to IISLA admin.
- IBF Membership Format
- Members Data with all required details



- Claim Format, to be filled online and uploaded the required documents through Unit or Chapter after proper verification
- On Line recommendation by Chapter within 2 days and accordingly approved or reject by IBF Committee with 2 days
- After on line approval H.O is bound to pay online within 3 days , subject to receiving of Hardcopy
- Claim Data Report (Auto generated ) on prescribed format
- Claim reported, Claim Paid and Claim O/S
- All FDs details and Auto generated FDs to be adopted
- Financial Year wise Opening Balance, Amount receipt , Amount Paid, Amount O/S, Interest Amount received and Closing Amount

## 9. **TRAINING/SEMINAR/WORKSHOP MASTER**

- Online prescribed requisition/Format for Training/Seminar by Unit/Chapter or Z.O with budget, Course, faculty (suggestions only) and Infra details
- H.O Observers supervision report & recommendation with remarks, if any
- On Line approval or rejection by H.O/Committee
- Display of the IISLA website & all individuals ID automatically after getting approval.
- On line registration and payment through IISLA website and/or all individual members ID in centralised accounts for Training & seminar specifically
- Auto generated receipt and enrolment No. as well as Certificate .
- H.O have to pay all payment by Net-banking directly to Hotel or any prescribed agency/ Event management agency
- Up to Rs. 50,000/- ( Max.) may be paid to coordinator for small expenses and they are bound to submit their vouchers/bill just after the completion of program, duly verified by observer, failing which concern chapter account may be seized and certificate to be on hold till final submission of accounts.

## **10. EDUCATIONAL INSTITUTE / RESERCH SCHOLAR MASTER**

- Institutional Administration Setup
- MIS information for IISLA Admin
- Educational Committee / Board and his Report
- Courses and Syllabus
- Books & Printing
- Souvenir
- Software structure for administrative setup of the Educational Institute
  - Employee, Faculty and Research scholar required data
  - Students / Research Scholar online approval & enrolment
  - On Line Payment of Fee and Auto-generated receipt and Roll No. /ID Card
  - Bio-matrix attendance for Employee and Students
  - On Line Exam / Result & Provisional Certification
- Faculty Data with Details
- Faculty Training Modules

## **11. SYLLABUS MASTER :**

- A committee to be constituted on permanent basis under Education set up as well as administrative set up to prepare, update, modify the syllabus .
- A continue process of research work to be constituted

## **12. E-MAGZINE MASTER :**

- A committee to be constituted on permanent basis under Technical set up as well as administrative set up to prepare, update, modify the Technical Knowledge through e-magzines .
- A continue process of research work to be constituted

## **13. AOA/MOA & IISLA Regulation/COC MASTER/IRDAI Regulation MASTER :-**

- Constitution of IISLA, Code of conduct, IIS:LA Regulation and all Regulation of Surveyors ( IRDAI ) to be posted on the web site.

- A committee for MOA/AOA to be monitor by admin
- All reports and correspondences to be files in admin
- Code of conduct to be affidavit by all members

#### **14. DISCIPLINARY COMMITTEE**

- Disciplinary Committee it's meetings , MOM and activities informed to IISLA admin.
- On line notice served on prescribed Format to any member on his ID , if required and accordingly a hardcopy served by post to members.
- Details of Notice served with auto generated Ref. No. to identify the Reason
- Details of Members Name, Contact No, Address, Member's ID, Mail ID etc
- Date of Notice served, Reply, Remarks of the committee
- Suspension from Membership
- Notice of Physical hearing
- Acceptance or rejection of pleading
- Acceptance or acceptance with fine and/or Removal from Membership

#### **15. LEGAL COMMITTEE**

- Function of Legal Committee, it's report & Implementation
- Legal Expert on Retainer-ship
- Details of all Legal cases filed against IISLA or in which IISLA is a party
- Details of all advocates of all individual cases
- Status of the cases
- Expenses of cases , duly decided by CC towards each and every legal cases separately

#### **16. AUDIT COMMITTEE**

- CS or C.A on Retainer-ship for submission of IT Return, GST and other compliances
- Statutory Audit committee , it's report and implementation
- Discussion with IRDAI and MOF on Audit committee report

## **17. EXECUTIVE COMMITTEE & MISC**

- Function of Executive Committee, it's report & Implementation
- Appointment and Function of Liaison officer on retainer basis to make liaison with IRDAI, MOF , INSURERS, G.I.Council, GIPSA and IISLA to get charter status as well as empower the IISLA, International Tie-ups etc.

## **18. IT & WEB SITE Master / ERP Development & implementation**

- Technical person to regulate the internal IT system , Server & Gateway
- IT Cell for regulate the MIS
- All Gateway payment to be integrated with ERP Accounting
- Regulate Call Centre ( towards claim servicing )
- Claim Software to be integrated with all individual members ID
- Claim Deputation to be regulated through IISLA Apps on Android mobile & members ID
- Virtual Meeting and/or Classes system
- Assets Managements etc.
- Virtual Meetings
- Virtual Classes
- SMS Gateway ( Automatic email/SMS alert )
- Smartcard, Barcode and Touch screen support
- Online and Offline, both enquiry tracking
- Identity card, Hall Ticket generation through Barcode
- Online attendance tracking through time attendance machine

## SECTION-IV

### PRE-QUALIFICATION CRITERIA

Pre-Qualifying Criteria (Mandatory Requirements) for Selection of Agency for Designing, Development, Implementation, Operations & Management Support to IT Activities of IISLA

#### (a) Financial Criteria

The Bidder shall furnish documentary evidence that it meets the following financial requirement(s):

- i) The Bidder shall have average Annual Financial Turnover of not less than INR 300.00 Lakhs in the last three financial years from 2020-21, 2021-22, 2022-23(Provisional) years.
- ii) The Bidder shall have Positive net worth for last 3 financial years
- iii) The Bidder shall be in profits for last 3 financial years

Relevant Audited Balance sheets, Chartered Accountant's Certificate to be submitted confirming the above criteria

#### (b) Minimum Criteria

1. Bidder/Agency Must be a registered firm as a Partnership/LLP/Private Limited/Public Limited company in India.
2. Bids from Joint Venture/consortium firms shall not be accepted.
3. The Agency / Firm should be in existence for more than 10 years with minimum experience of 5 years' service to Government/Semi government organizations with proven track record. Relevant work completion Certificate/Satisfaction letter should be provided.
4. The Agency/Firm must have a minimum single project executed worth more than Rs.1 Crore Rupees or Two projects of Rs. 75 Lakhs and above each in any of the last 5 financial years. Proof of the same should be produced.
5. The Agency must have a Local Branch office & Local Service centre in Telangana or Delhi, for last 3 years. A proof of same to be submitted

6. The Agency/Bidder must have previous work experience with Government/Semi Government organisations. Proof of the same should be furnished as stated in supra 3 above.
7. The Bidder should have ISO 9001-2008 (or above) Certification for Quality Management System from IAF recognized or similar body.
8. The bidder should have ISO 20000-1- 2011 and ISO 27001-2013 (or above) Certification for Information Security Management System from IAF recognized or similar body.
9. The Agency/Bidder having work experience in similar projects earlier will be preferred. Agency must be well aware of the processes and functionality of the requirements. The Bidder should submit relevant work orders/ completion certificates in regards to this.
10. The agency/Bidder must have experience in designing & development of Assets & Insurance Claim Management and processing system for any reputed companies.
11. The Agency/firm must not have been blacklisted or placed under funding restriction by any Ministry or Department of the Government of India or by a State Government (or its agency). A Self Declaration, duly notarized to be submitted along with proposal.
12. The Agency / Firm should have minimum 20 manpower on their payroll. Should provide PF/ESI statements of last 6 months proving the same.
13. The Firm/Agency Must have developed Mobile app for at least 2 Government Organisations/Semi Government. Work completion certificate/Satisfaction letter should be submitted as proof.
14. Agency should have maintenance contracts with Government Organisations/ Semi Government Organisations on Software services. Work Completion certificate or Satisfaction letter should be provided as proof.

## SECTION-V

### **1. PREPARATION OF TECHNICAL PROPOSAL:**

The proposal document may be submitted with each page numbered and an index of pages identifying the information contained. The proposal prepared by the Agency/Company shall be provided in the following Model Response

The technical proposal should explain the followings strictly in the same order:

- a. Cover letter in prescribed format
- b. Name & Introduction of the Agency
- c. Agency Profile
- d. Executive summary of the proposal (1 - 2 pages maximum).
- e. Profile and background of the Agency / Firm explaining its previous experience, expertise in general, previous achievements, human resource and other technical expertise that makes your Agency / Firm most competent to participate in the EOI process (2 pages maximum).
- f. The detail of the similar experience in other Government.
- g. Financial capabilities and last 3 years turnover details
- h. EMD/RFP/Tender Application Fee Details
- I. Clear plan & methodology for taking up the project (1 - 2 pages maximum)
- j. Composition of the staff deploying for managing work

Documents in support of the above may be furnished with page numbers indicate in the index. Please use separate sheets wherever necessary

The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "Financial Proposal" followed by the name of the assignment, and with a warning "Do Not Open with The Technical Proposal." The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and be clearly marked "Do Not Open, before [insert the time and date of the submission deadline indicated in the RFP]". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may

be cause for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

## **2. FINANCIAL PROPOSAL**

The financial proposals shall contain proposed slab wise pricing of the project as prescribed in Annexure. It is the responsibility of the Agency to estimate the scope of work, man power, resources as per the details given in this RFP and other required costing analysis completely before quoting the price. Agencies should familiarize themselves with any clarifications required or current condition before submitting Proposals. To obtain first-hand information on the assignment, Agency suggested seek clarifications via email on the email id specified in the RFP. Format of the financial proposal shall be as follows

- a. covering letter in prescribed format
- b. financial proposal should clearly mention pricing differently for each of the categories as mentioned in proforma.
- c. A proposal submitted with an adjustable price, quotation will be treated as non-responsive and will be rejected.
- d. The Proposal may however contain discounts, if any, offered by the Agency/Company.
- e. All prices and other information like discount etc having bearing on the price shall be written both in figures and words in the offer form. If there is discrepancy between the price/information quoted in words and figures, the price/information in words would be treated as final.
- f. Price quotes shall include any necessary service to be provided by the selected proposer (even if such services are not expressly enumerated) in order to ensure a satisfactory fulfilment of the contract, as well as any other expenses incurred by the selected proposer, e.g. travel, equipment, accommodation, daily subsistence, telecommunication, postal charges, contingencies, etc.
- g. In no case may the selected proposer invoke a hiatus or an oversight in the description of the work components in the proposal documents or claim inadequate explanations for seeking any price increase or any release from contractual liabilities.

## **SECTION-VI**

### **RFP EVALUATION METHODOLOGY**



## 1. BID EVALUATION METHODOLOGY

The Bidders are invited to submit Technical and Financial proposals as per the given formats in the assignment.

Evaluation of the Technical and financial proposals will be based on Quality cum Cost Based Selection mode with weighted average of 70:30 for technical and financial proposals respectively.

### Evaluation of Technical Bid

The technical proposal shall be evaluated in three phases.

- a) In the first phase the Technical Proposals shall be evaluated on the basis of minimum technical and financial eligibility criteria as mentioned in SECTION-IV
- b) Agencies Qualifying minimum Criteria shall be invited for presentation
- c) In the second phase the firms shall be given marks based on Table:1 of this RFP.
- d) Firms scoring more than 75% marks in the technical evaluation shall be eligible to open financial bid.

**Table1**

S.No	Evaluation Parameter	Marks	Maximum Marks
1	Financial Turnover in last 3 years	Up to 3 Crores = 05 4 Crores = 10 5 Crores = 15 6 Crores and above = 20	20
2	Experience in Working with Government/Semi Government Organisations/ Projects related to web/MIS development, dashboard etc	10Project = 05 20 projects = 10 30 projects and above = 20	20
3	Experience in development of Mobile Apps in Government/Semi Government Organisations	2 projects = 05 3 projects and above = 10	10
4	Experience in AMC of MIS based Projects in Government/Semi Government Organisations	1 Projects = 2 Marks 2 and above Projects = 3 Marks	5
5	Experience in developing both, asset management and claims management software.		5

6	Presentation on understanding on the scope of the project, working methodology	Discretionary*	40
<b>Total Marks</b>		<b>100</b>	<b>100</b>

\*This will be at the discretion of the Tender committee or the official nominated by IISLA and will be binding on the bidder

The selected bidder shall provide professional, objective, and impartial advice and at all times hold IISLA's interest paramount.

Timing and sequence of events resulting from this RFP shall ultimately be determined by IISLA.

No oral conversations or agreements with any official, agent, or employee of IISLA shall affect or modify any terms of this RFP and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of the Authority shall be superseded by the definitive agreement that results from this RFP process. Oral communications by the Authority to bidders shall not be considered binding on the Authority, nor shall any written materials provided by any person other than the Authority.

Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against the Authority or any of their respective officials, agents, or employees arising out of, or relating to this RFP or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).

IISLA reserves its right to accept or reject any application/s without assigning any reasons. The decision of IISLA for Technical and financial qualification of applicants would be final and binding on upon all parties/bidders/applicants and in no circumstances would be open to them to seek for or demand IISLA to share her bidding process, scoring procedures and results thereof.

### **Opening of Financial Proposal**

Firms scoring more than 75% marks in the technical evaluation shall be eligible to open financial bid.

### **Evaluation as per Quality and Cost Basis Selection (QCBS)**

Threshold for short listing agencies for technical evaluation will be 75% of 100 marks. The technical evaluation carried out by IISLA shall be final in all aspects. The financial proposals of only technically shortlisted bidder will be opened and will be ranked in terms of their total evaluated cost.

**Technical Points**

Technical Points will be awarded to the bidder based on their technical evaluation score. Technical Points will be evaluated as below:

Agency	Technical Score
A	76
B	83
C	79

**Financial Points**

In case of financial bid, agency with lowest fee/price will be given 100 as Price Point and Price Points of other two bidders will be calculated with formula as below:

Lowest Price/Individual Price X 100. If price quoted by B is 90 (lowest one) and price quoted by A and C are 120 and 96 respectively, then Price Point of B = 100 and Price Point of A =  $90/120 \times 100 = 75$  and price point of C =  $90/96 \times 100 = 93.75$ .

Agency	Financial Quote/Price	Financial Points
A	120	75
B	90	100
C	96	93.75

### **Total Points**

For evaluating the Total Points, quality and cost basis selection shall be applied with below mentioned weights

<b>Parameters</b>	<b>Weight</b>
Technical Points	70%
Financial Points	30%
Total	100%

The Total Points shall be calculated using the formula as (Technical Point x 0.70+ Price Point x 0.30) The Proposals/Bids securing the highest Total Points in the above evaluation will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. Illustration of the same is as below

<b>Agency</b>	<b>Technical Points (T)</b>	<b>Financial Points (F)</b>	<b>Total Points (0.7T+0.3F)</b>	<b>Ranking</b>
<b>A</b>	<b>76</b>	<b>75</b>	<b>75.10</b>	<b>H3</b>
<b>B</b>	<b>83</b>	<b>100</b>	<b>88.10</b>	<b>H1</b>
<b>C</b>	<b>79</b>	<b>93.75</b>	<b>83.43</b>	<b>H2</b>

The agency with the Highest ranking (H1) shall be recommended for project. In scenario of a tie in Total Points, agency with higher Technical Points will be ranked higher.

## SECTION-VII

### GENERAL CONDITIONS OF RFP

1. The bidder must fulfil the eligibility criteria/pre-qualifying conditions for evaluation of their bids. Bids of bidders fulfilling the eligibility/pre-qualifying conditions will only be evaluated by the duly constituted evaluation committee. Bids of the bidders not fulfilling the eligibility/pre-qualifying conditions given this document may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
2. IISLA reserve the right to verify/confirm all original documentary evidence submitted by the bidder in support of above-mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and notified in writing by IISLA shall result in summarily rejection of the bid.
3. Engagement with IISLA does not confer any right to the agencies to be invited for participating in any bids, RFP etc. floated by IISLA. IISLA reserves the right to call bids/assign work/associate the agency/agencies in any area as may be deemed fit by IISLA depending upon the profile provided by the agencies and requirement of assignment.
4. IISLA reserves the right of granting the project to any technically qualified bidder of its choice. IISLA will have absolutely no obligations of submitting any further reasons to bidders for acceptance or rejection of proposals/ bids. IISLA reserves the right to accept or reject any or all requests for engagement without assigning any reason
5. Acceptance of the application(s) constitutes no form of commitment on the part of IISLA. Furthermore, this acceptance of the application confers neither the right nor an expectation on any application to participate in the proposed project.
6. IISLA reserve the right to waive off any shortfalls; accept the whole, accept part of or reject any or all responses to the RFP.
7. IISLA reserve the right to call for fresh RFPs at any stage and /or time as per the present and /or envisaged IISLA requirements even if the RFP is in evaluation stage.
8. IISLA reserve the right to modify, expand, restrict, scrap, re-float the RFP without assigning any reason for the same.  

The responder shall bear all costs associated with the preparation and submission of its response, and IISLA will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the RFP process.
9. Consortium and joint venture responses are not allowed, in any case. Also, bidders have to note that no sub-contracting / sub-letting is allowed.
10. The Bidder shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment/contract without the express written consent of IISLA. Failing which RFP awarded may be cancelled and legal action as deemed fit may be taken.

10. The Bidder's rate should remain valid for a period of contract from the date of acceptance of contract on successful award of the same.
11. No terms and conditions other than as stipulated above will be entertained. RFPs without acceptance of the terms and conditions stipulated above are liable to be rejected.
12. The Bidder/contractor shall ensure the compliance of all Statutory Acts and rules including the EPF Act and any other Labour Acts. The IISLA shall not be liable for any financial burden/ liability due to negligence by the contractor or his failure to comply with labour laws or any other Statutory Acts /Rules as per notifications issued from Govt. Of India from time to time.
13. Work contract period shall be concluded in the agreement with the successful bidder. IISLA shall decide the term of contract based upon the preferences, priorities of IISLA.
14. Based on the requirements, IISLA may at its discretion direct for execution of scope of work other than mentioned in this RFP. For any such additional award of the work empanelled agency shall bring it to the notice of IISLA quote the price and take up the work up on acceptance by IISLA. Agency must have enough man power to handle any emergency/time bounded projects as and when required.
15. All the taxes, duties, levies and all other charges applicable and shall be valid for delivery of the items to the designated delivery points. All payments will be subjected to tax deduction at source as applicable/required at the prevailing tax rates.  
IISLA may pay any increase in duties, taxes and surcharges and other charges on account of any revision, enactment by the Government during the period of validity of the Bids and also during the contract period. The decision of IISLA in this regard will be final and binding and no disputes in this regard will be entertained
16. Rates and Prices
  - a. Bidders should quote item-wise rates/ prices including all taxes and duties by explicitly mentioning the breakup of basic prices and applicable taxes.
  - b. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall lead to forfeiture of the EMD of said bidder.
17. Payment shall be made on Monthly Basis. Whole Quoted contract value shall be divided into parts and payment shall be made up on completion of services in the respective month
18. In case of default in services or denial of services during contract period, IISLA, at its sole discretion, will be free to avail services of other service providers at your "Risk & Cost".
19. All other terms and conditions of the GENERAL CONDITIONS OF CONTRACT shall be applicable.
20. Bidders are advised to refrain from taking any deviations on this RFP. Still in case of any deviations, all such deviations from this RFP document shall be set out by the Bidders, Clause by Clause in the format as mentioned in Form IV and submit the same as a part of the Technical Bid. Please note that in case of deviations to the RFP terms, bids may be liable for rejection.

## SECTION-VIII

### Letter for Submission of RFP

**FORM-I**

To,  
The Director / CEO ,  
Indian Institute of Insurance Surveyors and Loss Assessors (IIISLA)  
# 6-1-73, Off No.104 & 106 First Floor, Saeed Plaza, Lakdikapool,  
Hyderabad - 500 004.

Sub.: Submission of Bid for “Selection of agency for Designing, Development, Implementation, Operations & Management Support to IT Activities of IIISLA”-Reg.

Dear Sir,

1. With reference to your RFP No. ----- dated ----- for Selection of agency for Designing, Development, Implementation, Operations & Management Support to IT Activities of IIISLA, I wish to apply for engagement with IIISLA.

Further, I hereby certify that

**I have read the provisions of the all clauses and confirm** that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of RFP are acceptable to me

2. Our bid shall remain valid for period of 180 days from the last date of bid submission.

Date: Signature .....

Place: Full Name .....

Designation..... Address .....

***Note: In absence of above declaration/certification, the Bid is liable to be rejected and shall not be taken into account for evaluation.***

**Pre-Qualification Criteria Details**

Selection of agency for Designing, Development, Implementation, Operations & Management Support to IT Activities of IISLA

Agency Name	
Date of Inception (Must be 10 years old)	
Type of legal entity (Proprietor, Partnership, Pvt Ltd, Society etc)	
Name of Registering Authority	
Registration Number	
Whether any Legal/Arbitration /proceeding is instituted against or the Agency has lodged any claim in connection with works carried out by us	
Corporate office Address	
Telangana Branch Office Address	
Telangana Service Centre Address	
Name of the top executive with designation:	
Telephone Number(s)	
E-mail Address	
GSTIN No:	
TAN Number:	
PAN Number:	
Date of Latest GST Returns Filed:	



(Copy of the Returns to be submitted)	
Date of Latest Income Tax Returns filed: (Copy of the Returns to be submitted)	
Date of Latest TDS Tax Returns filed: (Copy of the Returns to be submitted)	
ISO 9001 Certificate: (Must have been issued prior to the RFP Notification date)	Certification Standard: Issuing Authority: Date of Issue: Date of Expiry:
ISO 27001 Certificate: (Must have been issued prior to the RFP Notification date)	Certification Standard: Issuing Authority: Date of Issue: Date of Expiry:
ISO 20000-1 Certificate: (Must have been issued prior to the RFP Notification date)	Certification Standard: Issuing Authority: Date of Issue: Date of Expiry:
Awards & Recognitions (if any):	

**For and on behalf of:**

**(Company Seal)**

**Signature** :

**Name** :

**Designation** :

**(Authorized Representative and Signatory)**

***Note: In absence of above declaration/certification, the Bid is liable to be rejected and shall not be taken into account for evaluation.***

**FINANCIAL STANDING - ANNUAL TURNOVER**

Certificate from the Statutory Auditor regarding Annual Turnover of the Bidder in the immediately preceding **3 Financial Years**

Based on its books of accounts and other published information authenticated by it, this is to certify that \_\_\_\_\_ (name of the Agency) had, over the last three Financial Years, an **Average** annual Total Turnover of Rs. \_\_\_\_\_ Lakhs, as per year-wise details noted below:

<b>Financial year ending 31<sup>st</sup> March</b>	<b>Total Turnover (in Rs. Lakhs)</b>	<b>Positive Net worth (Amount)</b>	<b>Positive Worth (%)</b>	<b>Profit (Amount)</b>	<b>Profit (Percentage)</b>
2020-21					
2021-22					
2022-23 (Provisional)					

It is also certified that the company has been in Positive net worth and profits for last 3 financial years

**Name of the audit firm/ Chartered Accountant:**

**Seal of the audit firm:**

**(Signature, name and designation and registration Number of the Chartered accountant)**

**Date:**

**Note:**

Please provide certified copies of Audited Financial Statements of the firm for the immediately preceding three financial years.

***Note: In absence of above declaration/certification, the Bid is liable to be rejected and shall not be taken into account for evaluation.***

**PREVIOUS EXPERIENCE**

Details of projects and work experience with Government / Semi Government organisations.

Please use separate table for each Product Category (Web based MIS/App/ projects)

S.NO	Name of the Government/Semi Government Agency	State/Place of Work	Description of Services	Period of Service
1				
2				
3				
4				
5				
6				

Relevant Work orders/work completion certificates to be attached along

**For and on behalf of:**

**(Company Seal)**

**Signature**

:

**Name**

:

**Designation**

:

**(Authorized Representative and Signatory)**

***Note: In absence of above declaration/certification, the Bid is liable to be rejected and shall not be taken into account for evaluation.***

**DETAILS OF MAJOR PROJECTS EXECUTED**

Please mention details of the major projects being executed/executed with value more than Rs. 50 Lakhs

S.No	Name of the Government/Semi Government Agency	Details of the Project	Value of the Project in Rs.	Period of Service
1				
2				
3				
4				
5				
6				

Relevant Work orders/work completion certificates to be attached along

**For and on behalf of:**

**(Company Seal)**

**Signature** :

**Name** :

**Designation** :

**(Authorized Representative and Signatory)**

***Note: In absence of above declaration/certification, the Bid is liable to be rejected and shall not be taken into account for evaluation.***

**DETAILS OF RESOURCES TO BE DEPLOYED**

**(Enclose CVs of each Resource)**

S.No	Resource type	Name	Qualification	Experience	Other certifications if any

**For and on behalf of:**

**(Company Seal)**

**Signature :**

**Name :**

**Designation :**

**(Authorized Representative and Signatory)**

***Note: In absence of above declaration/certification, the Bid is liable to be rejected and shall not be taken into account for evaluation.***

**FINANCIAL BID**

**(To be submitted on company letter head in separate sealed envelope)**

To,  
The Director IT,  
Indian Institute of Insurance Surveyors and Loss Assessors (IIISLA)  
# 6-1-73, Off No.104 & 106 First Floor, Saeed Plaza, Lakdikapool,  
Hyderabad - 500 004.

Sub.: Submission of Bid for “Selection of agency for Designing, Development, Implementation, Operations & Management Support to IT Activities of IIISLA”-Reg.

Reference: **File No.**

We, the undersigned, offer services for Selection of agency for Designing, Development, Implementation, Operations & Management Support to IT Activities of IIISLA in accordance with your Request for Proposal dated \_\_\_\_\_. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in

We understand you are not bound to accept any Proposal you receive.

For and on behalf of

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

Company Seal

## FINANCIAL PROPOSAL

S.No	Description of Service	Total Amount (Rs.)
<b>One Time Development Costs</b>		
1	Cost for Development of MIS System as per the specifications mentioned in Section-III	
3	Annual Maintenance Cost	
Sub Total (Excluding GST)		
GST		
Total Amount including GST		

We hereby confirm that the rates are invited for entering into Rate Contract valid for two years from the date of issue of contract. Actual Quantities may vary as per final requirement of IISLA. IISLA reserves the right to increase the scope of work (on same rate and terms and conditions) by another 110% if required.

For and on behalf of

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

**IISLA**

Company Seal

## Checklist of the Documents

S.No	Description	Compliance (Yes/No)	Abstract Details Page No	Proof Documents, Page No's
1	The Bidder shall have average Annual Financial Turnover of not less than INR 300.00 Lakhs in the last three financial years from 2020-21, 2021-22, 2022-23(Provisional), Audited Balance Sheet & CA Certificate (FORM III)			
2	Bidder should have positive net worth for last 3 financial years (FORM III)			
3	Bidder must be in profits for last 3 financial years (FORM III)			
4	The Agency / Firm should be in existence for more than 10 years with minimum experience of 5 years' service to Government /Semi Government organizations			
5	The Agency/Firm must have a minimum single project executed worth more than 1 Crore Rupees in any of the last 5 financial years (Form- V)			
6	The Agency must have a Local Branch office & Local Service centre in Telangana, for last 3 years			
7	The Agency/Bidder must have previous work experience with Government /Semi Government organizations(Form-IV- Web/MIS based Govt. Projects)			
8	The Bidder should have ISO 9001-2008 Certification			
9	The bidder should have ISO 27001-2013 Certification			
10	The Bidder should have ISO 20000-1- 2011 certification			



11	The Agency/firm must not have been blacklisted or placed under funding restriction by any Ministry or Department of the Government of India or by a State Government (or its agency). -Declaration			
12	The Agency / Firm should have minimum 20 manpower on their payroll, provide last 6 months ESI&PF statements			
13	The Firm/Agency Must have developed Mobile app for at least 2 Government /Semi Government organizations (Form-IV- Mobile App Development projects)			
14	Latest GST return copies			
15	Latest TDS return copies			
16	Form-I			
17	Form-II			
18	Form-IV-Technology Projects			
19	Form –VI – Details of dedicated resources and CVs			
20	DD for Processing Fee of Rs.10,000			
21	DD for EMD of Rs.3,00,000			

**Issued by:**

**Mr. Ashok Kumar**

**Director & CEO**

**On behalf of**

**Indian Institute of Insurance Surveyors and Loss Assessors  
(IISLA)**