

**EXPRESSION OF INTEREST(EOI)**  
For Short listing exclusive mandated broker

**for**

**Telangana State Civil Supplies Corporation Limited**

Short listing exclusive mandated broker for a period of ONE year towards rendering Pre-Placement, Placement and Post Placement services to TS Civil Supplies Corporation Limited on various General Insurances Policies

**“OBS (QUALITY BASED SELECTION)”**

EOIs invited on TGSCSCL Website

**Address of the Compnay:** Regd. Office: 6-3-655/1/A,B Block Civil Supplies Bhavan, Somajiguda, Hyderabad

**Ph: 7995050702/7995050703**

**E-mail: homktg.tgscscl@gmail.com**

## NOTICE INVITING EoI

SI No	Particulars	Details
1	Department Name	TGSCSCL inviting Expression of Interest (EOI)
2	Office Name & Address	Civil Supplies Bhavan, Regd. Office: 6-3-655/1/A,B Block, Somajiguda, Hyderabad
3	Notice Subject	Short listing of Exclusive Mandated Broker for a period of <u>ONE year</u> towards rendering Pre- Placement, Placement and Post Placement services To various General Insurances policies
5	Notice Schedule Available Date & Time <i>in TGSCSCL website</i>	<i>From 30.07.2024 12.00 Noon.</i>
6	EOI Submission Closing Date	<i>05.08.2024, 10.00 AM (e-mailed) , 12.00 Noon (Hard Copies)</i>
7	EOI Opening Date <i>for scrutiny</i>	<i>05.08.2024, 2.00 PM</i>
8	Notice Submission	At email: <a href="mailto:homktg.tgscscl@gmail.com">homktg.tgscscl@gmail.com</a> and by hand at Office address: Civil Supplies Bhavan, Regd. Office: 6-3-655/1/A,B Block, Somajiguda, Hyderabad
9	Presentation	<i>05.08.2024, 2.00 PM</i>
10	Place Of Notice Opening	Office address
11	Officer Inviting Bids	VC & MD TSCSCL Hyderabad.
12	Contact Details	Ph: 7995050703 E-mail: <a href="mailto:homktg.tgscscl@gmail.com">homktg.tgscscl@gmail.com</a>
13	Validity of EOI	<b>120 days</b> from the date of opening
14	General Terms & Conditions	EoI document.

*for. VC & Managing Director*

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**SECTION-I:PRE-QUALIFICATION REQUIREMENTS &  
IMPORTANT INSTRUCTIONS TO BIDDER**

**TGSCSCL or CORPORATION or PURCHASER:** shall mean **Telangana State Civil Supplies Corporation.**, (a Govt.of Telangana Undertaking) having its Regd.Office: 6-3-655/1/A, B Block Civil Supplies Bhavan, Somajiguda, Hyderabad

**INSURANCE INTERMEDIARY/ BROKER/ BROKING COMPANY or SHORT LISTED PARTICIPANT:** shall mean the Participant Broker/ Intermediary with whom MoU is entered against this Tender/ EoI Specification.

**1.0 ELIGIBILITYCRITERIA:**

- 1.1 Only IRDAI (Insurance Regulatory and Development Authority of India) Licensed Direct/Composite Insurance Broking Companies that are registered under Companies Act are eligible to apply.
- 1.2 The applicant must have Registered Head Office/ Branch Office established in Hyderabad in accordance with Section 40 (4) and No. 8 in SCHEDULE I – Form O of IRDAI (Insurance Brokers) Regulations, 2018. Details of Head Office of participating Broking Company that are registered with IRDAI must be submitted.

**1.3 Earnest Money Deposit:**

The participant broker shall furnish EMD of Rs.1,00,000/- (Rupees One Lakh Only) by way of NEFT/RTGS as per details given below

Name: *Telangana State Civil Supplies Corporation*

**Bank Name: *State Bank of India***

**Account No: 62461252180**

**IFSC No. SBIN0020072**

The EMD of unsuccessful bidders will be refunded to their respective accounts within 7 days from the date of completion of evaluation of all responses.

The EMD of successful bidder will be adjusted towards Security Deposit.

**1.4 Security Deposit:**

The shortlisted /Appointed/ Exclusively Mandated Insurance Broker shall furnish a Security Deposit of **Rs.3,00,000/- (Rupees One Lakh Only)** by way of NEFT/RTGS as per details given below (successful brokerage firm shall immediately furnish SD after appointment)

Name: *Telangana State Civil Supplies Corporation*

**Bank Name: *State Bank of India***

**Account No: 62461252180**

**IFSC No. SBIN0020072**

The Security Deposit of successful bidder will be released after the completion of the contract period.

**2. Qualification requirements:**

Only those bidders, who satisfy the following requirements, need to quote.

a	Bidder must be an IRDAI (Insurance Regulatory and Development Authority of India) Licensed Direct / Composite Insurance Broking Company, registered under Companies Act. Must be having registration on or before 1st July 2009.
	Bidder must currently be serving any Government Organization.
b	No deviations are allowed in respect of the following requirements stipulated in this Tender.
	i. Submission of EMD.
	ii. Registered Office establishment in Hyderabad.
	iii. Terms & Conditions of this Notice.

Those offers which are not accepting/ meeting the above requirements will be rejected.

**List of Self-Attested documents to be submitted in support of Pre-Qualification requirements:**

(All the copies should be self-attested by the **PRINCIPAL OFFICER DIRECTOR** of Broking Company.)

- I. Certificate of incorporation under Companies Act.
- II. IRDAI License:
  - a. Copy of Inception license issued by IRDAI for acting as Insurance Broker
  - b. Copy of Latest Renewal License issued by IRDAI while granting the permission to act as Insurance Broker
- III. Copy of PAN Card.
- IV. Copy of GST Registration (Form – 6).
- V. Address of the Registered/ Head Office, Address for communication, and Address of the Head Office / Branch office.
- VI. Copies of audited financial statements for latest 2 (Two) Financial Years
- VII. An undertaking duly signed by the **PRINCIPAL OFFICER/ DIRECTOR** of Broking Company, furnishing “Details of total Premium handled for the last 3 Financial Years i.e., 2021-22, 2022-23 and 2023-24. (Premium handled under Direct Insurance Only)”.
- VIII. Copies of expired and ongoing/ active insurance policies of Government/ Private Clients’ (As on date of publishing this EoI) on storage risk.
- IX. The Shortlisted/ Appointed/ Exclusive Mandated Insurance Broker shall submit the Declaration/ Undertaking certificate (as per the Proformas enclosed at Page No.10 & 11).
- X. Details of Penalties imposed and ShowCause Notices issued, by IRDAI for violation of any applicable regulations such as Brokers Regulations, Brokers’ Code of Conduct and Protection of Policy Holders’ Regulations etc.,

***Responsibility for correctness of the information submitted in response to this Expression of Interest (EOI) lies with participant/ applicant only. If any information furnished in the response is proved to be false at a later date, the response will not only be rejected but also the participant/ applicant will be BLACKLISTED, duly forfeiting the SD amount.***

for. VC & Managing Director

SECTION-II:GUIDELINES TO BIDDERS for participating in“TGSCSCL’s e-procurement” tenders uploaded on website

1. The details of Notice can be accessed from TGSCSCL’s website, <https://tgsescl.telangana.gov.in/tgsescl/>. The document shall be read and understand clearly the general instructions and terms and conditions of the document before uploading of documents and submission of the bid.
2. Bidder need to submit their EoIs at E-mail id and submit their EoIs by hand at the below address on or before the due date and time.
3. For any queries on EOI submission, the bidders may have to contact HELPDESK by Ph.No. 7995050703.
4. The EOI, will be opened at the time and place specified in the tender notice.
5. **In case of variation in the attached documents and Failure of submission of original hard copies:** If any successful bidder fails to submit the original hard copies of attached certificates/documents within stipulated time or if any variation is noticed between the attached documents and the hardcopies submitted by the bidder, the bid is will be rejected. If any of the documents/information furnished by the bidder is found, at any point of time, to be false/ fabricated/ bogus, such Bidder is liable for blacklisting, cancellation of LoI/Purchase order as the case applicable and criminal prosecution.
6. All the EOIs received by TGSCSCL would be scrutinized w.r.t the Eligibility/ Pre-Qualification Requirements (PQR). Selection will be based on the total points scored as per as per Annexure-I (EVALUATION SHEET) of Notification and Presentation.
7. Any effort on the part of the firm to influence evaluation process may result in rejection of the EOI.

for VC & Managing Director

for

## **SECTION-III:SCOPE OF SERVICES/ WORK AND OTHER TERMS & CONDITIONS**

TGSCSCL invites Tenders available at <https://tgscscl.telangana.gov.in/tscscl/> for Short listing of exclusive mandated broker for a period of 1yr towards rendering Pre-Placement, Placement and Post Placement services to various General Insurances Policies of TGSCSCL for the following Warehousing including the upcoming units and the units contemplated in future.

The scope of services of Insurance Broking Company and other terms & conditions are detailed below.

### **1.0 Role and Scope of services/ work of Insurance Intermediary/ Broking company:**

The scope of work for the Insurance Broking Company shall cover the following. However, TGSCSCL may enhance or modify the scope of work at any point of time depending upon its need.

- i. To approach various IRDAI Licensed General Insurance Companies and Solicit Insurance coverage, Premium, Terms & Conditions in a cost-effective manner for various current and upcoming insurance requirements of TGSCSCL to ensure that the claim is paid in full or to the maximum extent possible.
- ii. To give prompt and effective service in Pre-Placement, Placement & Post-Placement Services such as Invoicing, Underwriting, Policy Generation, Subsequent Endorsements, Intimation, Processing and Settlement of Claims, Handling and Resolution of Grievances, Contesting Unpaid, Underpaid and Rejected claims (past and future claims of TGSCSCL) with Insurance Ombudsman/ Consumer Forums.
- iii. Such other services that is imperative, obligatory & essential for the successful evaluation of insurance needs of TGSCSCL.
- iv. To liaise amongst Warehousing units, MLS points, TGSCSCL, Insurance Companies, Re-insurance companies, Surveyors and Loss Assessors, Risk Engineers.
- v. To maintain utmost confidentiality while abiding by the “MoA” or “Service Level Agreement”.
- vi. No invoice shall be raised to TGSCSCL or any of their subsidiaries for the services rendered as Broker’s remuneration will be paid by insurance companies as per IRDAI (Payment of Commission or Remuneration or Award to Insurance Intermediaries) Regulations, 2016 as amended from time to time.
- vii. Ensure that the policies issued by insurance companies are in accordance with RFQ/ RFP/ Tender Specification and Quotes submitted.
- viii. To ensure that the quotations submitted and policies issued by the insurance companies are in accordance with applicable IRDAI regulations, IIB Loss Cost Rates and such other guidelines of TAC and GIC Re etc.,
- ix. The Broker must ensure the settlement of claims in the following ways:
  - a. Efficiently scrutinize the claim within before it is sent to the Insurance Company.
  - b. Ensure that all documents required for settlement of the claim are complete before forwarding the same to the insurance company.

- c. Once the documents are forwarded to the insurer, the intermediary shall continue to follow up with them till the claim is paid within 15-day period or till the claim is fully paid.
  - d. Will appraise to TGSCSCL, the status and performance of the policies through periodic MIS on Claims that are Intimated Settled, Rejected and Outstanding with respective reasons.
  - e. To put forth such disputed claims during periodic review meetings for deliberations amongst Officials of TGSCSCL, Insurance Company and Intermediary.
  - f. Without waiting for any decision from minutes of such review meetings, to put forth disputed claims before Grievance Redressal Machinery of the Insurance Company/ IRDAI.
- x. Despite this, even if some claims/proposals are not settled by the Insurance Company, as a last resort the intermediary should advise in initiating the matters as necessitated in different forums viz. District, State & National Consumers Redressal Forums respectively/ Court in the concerned jurisdiction, to settle the claims in their right spirit.
  - xi. Reviewing of existing policies with TGSCSCL and suggesting improvements if any. To suggest methodology to maximize risk coverage with minimum premium. Arranging Risk inspections at Warehousing of TGSCSCL periodically and suggesting improvement measures. Identifying the risk exposures and to suggest how they can be covered by insurance.
  - xii. To suggest methodology for arriving insurable values of different assets and to value the same.(i.e.,policy excesses, limits of liability under liability policies, terminology & policy wording etc.). Initially, the Insurance Broker shall prepare draft copy of Evaluation/Insurable values of assets of TGSCSCL and submit to the concerned department, for remarks. After obtaining remarks and recommendations on the same final document on valuation of assets shall be submitted either Location or Unit wise. Basis/ criteria for arriving reinstatement value/ evaluation of the assets shall also be furnished.
  - xiii. To conduct work shop/awareness programs on various terms & clauses of insurance policies and any other related issues at Civil supplies and as well as at Head Quarters, to deal with the insurance issues in an effective manner. To update IRDAI Guidelines on premium rates and claims settlement matters and others etc., time to time to the concerned department at H.O of TGSCSCL.
  - xiv. To design insurance oriented technical terms & conditions to be included in the tender to be floated for insurance coverage.
  - xv. To assess the premium for the assets and risks covered under various insurance policies.
  - xvi. To monitor the solvency of insurer/re-insurer and suggest on Co-Insurance, Allocation of Premiums etc., depending on Per Risk PML Limits of insurance companies
  - xvii. To monitor the claims submitted for early settlement and to arrange monthly reports, periodical review of the same. Assisting TGSCSCL in filing and documentation of claims reported. Assistance in early settlement of all long pending claims with Insurance Companies
  - xviii. To forecast and validate additional coverage benefits.
  - xix. To recommend and confirm the placement of various insurance policies.

- xx. To provide guidance notes detailing the steps involved for lodging various types of claims for losses that may arise under different insurance policies and the documentation requirements thereof.
- xxi. **Claims Management:**  
In case of claims Management:
- Taking up with the Insurer, overseeing surveyor appointment and provide all assistance, technical etc., for completing claim documents.
  - Necessary follow up and early settlement of all existing insurance claims and continuous coordination with Insurer and Surveyor for smooth and speedy settlement of claims and
  - To submit periodical reports on the claims.
  - To submit criteria (*i.e., methodology considered to settle claim amount*) considered to settle claim amount.
  - It is the sole responsibility of the Broker, till the payment is received towards claim settlement.
- xxii. To act/respond immediately to the email, fax and oral intimation by the site officials or by HQs officials. While replying, complete details like subject, the office correspondence reference and company address shall be clearly indicated.
- xxiii. To advise on the integration of the expansion project assets within the Insurance coverage opted/to be opted prior to/after commissioning & of commercial use.
- xxiv. Over all administration of insurance policies and claims.

**Note: Notwithstanding anything in contrary TGSCSCL reserves the right to modify the scope of work at any point of time.**

## **2.0 OTHER TERMS& CONDITIONS:**

### **2.1 Charges:**

No invoice shall be raised on TGSCSCL or any of their subsidiaries for the services rendered as a Broker as the Broker's remuneration will be paid by insurance companies as per IRDAI (Payment of Commission or Remuneration or Award to Insurance Intermediaries) Regulations, 2016 as amended from time to time.

### **2.2 Period of Contract:**

The period of engagement of the Insurance Broker will be **1 year from the date of entering into MoU**. However, TGSCSCL reserves the right to terminate the service of the brokers at any point of time by serving 30 days notice or the Contract period may be extended depending on merit and performance of the company in providing insurance services.

In case of Termination of contract/ closing of contract period, all the pending claims by that time shall be settled (*i.e., payment shall be made by the insurer*) otherwise TGSCSCL will record bidder performance in future tenders. The firm shall confirm their acceptance to this clause.

### **2.3 Period of Validity Of EOI/Bid:**

The EOI/Bid shall be valid for a **period of 120 days from the date of opening of EOI**. The period of validity cannot be counted from any other date other than the date of opening of the bids, and to be extended as required.

### **2.4 Sub-Letting and Assignment:**

The Insurance Intermediary shall not Transfer/ Assign the insurance policies (or) any part thereof (or) interest therein (or) benefit (or) advantage thereof in any manner, whatsoever.



**2.5 Negligence and Default:**

The Insurance broker shall execute his services with due diligence and in compliance with any reasonable instructions given, either by Managing Director or by GM of TGSCSCL,

In case of any Negligence on the part of the Insurance broker to comply with the same, the TGSCSCL may give 30 days' notice, in writing, to the Broking firm. If the firm fails to comply with the notice within the time considered to be reasonable by TGSCSCL, the firm may be black-listed and all business dealings with the firm may be suspended for a specific period, apart from forfeiture of security deposits etc.

**2.6 Termination of Contract:**

2.6.1 TGSCSCL may reject without the necessity of prior legal proceedings, the service or any part thereof, which in its opinion does not possess the qualities required under the appointment and to obtain it elsewhere, at any price, and on Appointee's account, should the appointee fail to execute the service required by the TGSCSCL.

2.6.2 Should the Appointee for any cause whatsoever, become unable or fail to carry out the services with efficiency, or should he refuse or neglect to comply with the directions given to him by TGSCSCL, or in any other aspect act contrary to the terms of the appointment, then TGSCSCL shall have the right to terminate the appointment.

2.6.3 Notwithstanding anything in contrary, the agreement of appointment shall get automatically terminated without giving any notice period, if the license of the appointee is cancelled by IRDA.

**2.7 Jurisdiction:**

Any and all disputes or differences arising out of or touching during execution of contract, shall be decided by courts or tribunals situated in Hyderabad **only**.

*We confirm to the above:*

*Signature of*  
**PRINCIPAL OFFICER/DIRECTOR**  
*of Broking Company*

*In token of acceptance*  
*Seal of the company:*

*for.*  **VC & MANAGING DIRECTOR**

*Ra*

**SECTION-V**

**DECLARATION/UNDERTAKING-I**

I \_\_\_\_\_ Principal Officer/ Director hereby declare the following on behalf of M/s \_\_\_\_\_:

- i. **We are not penalized/ issued a show cause notice by IRDAI for violation of Brokers Regulations/ Brokers Code of Conduct/ Protection of Policy Holders Regulations or any such applicable regulations under the ambit of IRDAI. However so, we have disclosed all /any such details of penalties/ showcause notice/s issued by IRDAI in the Pre-Qualification Requirements.**
- ii. There is no case with the Police/Court/ IRDA / SEBI / Regulatory Authority against the Company/Directors/Employees.
- iii. We have not been suspended/delisted / blacklisted by any Govt. Ministry/ Department/ Public Sector Undertaking /IRDA / SEBI/Autonomous Body/ Financial Institution/Court etc.
- iv. We certify that neither our Company nor any of the Directors/employees are involved in any scam or disciplinary proceedings settled or pending adjudication.

We hereby undertake and confirm that we have understood the scope of work properly and shall **carry out the work as mentioned in the subject EOI**".

*Signature of*  
**PRINCIPAL OFFICER/ DIRECTOR**  
*of Broking Company*

*Seal of the company:*

**SECTION-VI**

**DECLARATION/UNDERTAKING-II**

We hereby declare that we have an office at \_\_\_\_\_ in the state of Telangana As per Section 40 (4) and No. 8 in SCHEDULE I – Form O of IRDAI (InsuranceBrokers)Regulations, 2018 and we have enclosed the Rental Agreement/ Bank Statement etc., as address proof.

*Signature of*  
**PRINCIPAL OFFICER**  
*Of Broking Company*

*Seal of the company:*

**ANNEXURE-I (EVALUATION SHEET)**

**(FOR THE USE OF TGSCSCL VALUATION COMMITTEE ONLY)**

TGSCSCL – Short listing of exclusive mandated broker for a period of 03 years towards rendering Pre-Placement, Placement and Post Placement services to various General Insurances Policies of various assets/ stocks of TGSCSCL.

<i>S.No</i>	<i>PARAMETER &amp; RESPECTIVE POINTS</i>	<i>DOCUMENTS REQUIRED</i>	<i>MAXIMUM SCORE</i>	<i>SCORE AWARDED</i>	<i>BIDDER'S REPLY</i>
1 (a)	The applicant Insurance Broker/ Broking Company should be licensed by IRDAI to act as Direct (or) Composite Insurance Broker by IRDAI.	As per S.No:2 of Checklist.	5		
1 (b)	Date of Registration as Insurance Broker since inception greater than or equal to 12 years (12 Points) as on 30 <sup>th</sup> June 2024. (Points as per years of experience)	As per S. No: 2 of Checklist.	12		
2	<b>Total “Premium” handled in the last 3 Financial Years i.e.,2021-22, 2022-23 &amp; 2023-24 (Direct Premium handled by the Broker shall only be considered)</b>	As per S.No: 7,8 & 9 of Checklist.	20		
	Less than Rs. 50 Cr (5 Points)				
	Rs.51 Cr to less than Rs.75 Cr (10 Points)				
	Rs.76 Cr and less than Rs. 100 Cr (15 Points)				
	Above Rs. 100 Cr (20 Points)				
3	<b>No of Government Organizations/Private being serviced (at present) By the broker as on the date of publishing this EoI/ Bid</b>	As per S.No: 10 of Checklist.	8		
	Upto5 (2 Points)				
	From 5-10 (5Points)				
	Above 10Clients (8 Points)				
5	<b>No. of years of experience of continuously handling any Govt Organization, as on date of Publishing this EoI.(1 point per year not Exceeding 5 Points)</b>	As per S.No: 11 & 12of Checklist.	5		
6	<b>Experience in handling claims under Fire, &amp; allied perils of clients with warehousing/ Storage risks in last 2 yrs?</b>	As per S.No: 13 of Checklist.	5		
	Upto 5Claims (2Points)				
	Above5 Claims (5Points)				
7	<b>Details of penalties levied and showcase notice issued by IRDAI for violation of Brokers Regulations/Brokers Code of Conduct/ Protection of Policy Holders Regulations or any such applicable regulations under the ambit of IRDAI.</b>	As per S.No: 16 of Checklist.	5		
	YES(-no points)				
	NIL(5Points)				
<b>TOTAL POINTS</b>			<b>60</b>		

Please note that in the event of failure in submission of supporting documents wherever mentioned score will be given as zero for that particular parameter.

8	<b>Presentation including Profile of Directors, KMPs, Authorized/Allocated Personnel/ Employees to TGSCSCL, Projects Handled, Relevant Experience, Value added services and any relevant information, statistics of claims handled in the last two years and how the firms experience would be useful for TGSCSCL(40 Points)</b>	
<b><u>Grand Total for100 Points</u></b>		

## CHECKLIST

S. No	Description	Document/s Required (Self Attested by Principal Officer)	Type
1	Incorporation Details	Certificate of Incorporation	Mandatory
2	IRDAI License	(i) Inception License issued by IRDAI (ii) Current IRDAI License i.e., in force (or) Renewal Fee Receipt	Mandatory
3	PAN	Copy of PAN Card	Mandatory
4	GSTIN	GSTIN FORM - 6	Mandatory
5	Address Proof of Registered Head Office/ Address for Communication	Address Proof such as Bank Statements, Rental Agreement etc.,	Mandatory
6	Address Proof of Registered Head Office/Branch Office anywhere in Telangana	Address Proof such as Bank Statements, Rental Agreement etc., and filing with IRDAI	Mandatory, wherever applicable
7	Audited Financial Statements	Audited Financial Statements of FY19-20 & 20-21 and Audited/ Unaudited Financial Statements of FY 21-22	Mandatory, wherever applicable
8	Turnover	Turnover certificate of Previous Financial Year issued by a Chartered Accountant.	Mandatory, wherever applicable
9	Premium Handled	An undertaking duly signed by the PRINCIPAL OFFICER of Broking Company, furnishing "Details of total Premium handled for the last 3 Financial Years i.e., 2021-22, 2022-23, 2023-24 (Premium handled under Direct Insurance Only)".	Mandatory, wherever applicable
10	Proof of servicing Govt. clients at present	Copies of Active Purchase Orders or Policy Copies of Government Departments/PSUs/Entities/Institutions/ Local Authorities etc., as proof of servicing PSU/Govt. clients at present. (As on date of publishing this EoI).	Mandatory, wherever applicable
11	Proof of servicing Govt and Pvt Client's Storage/ Warehousing risk related insurances	Copies of expired and ongoing/ active insurance policies of Govt and Pvt clients' storage and warehousing related policies.	Mandatory, wherever applicable
12	Proof of continuous handling of Warehousing related clients as an Insurance Broker, as on date of publishing this EoI.	Copies of expired and ongoing /active insurance policies of Warehousing entities as a proof of continuous handling of Warehousing related clients as an Insurance Broker, as on date of publishing this EoI.	Mandatory, wherever applicable
13	Proof of handling claims pertaining to PSU/ PVT. Warehousing Clients	Claim Settlement Vouchers as well as respective policy copies of claims handled that are of PSU/ PVT. Warehousing Clients	Mandatory, wherever applicable
14	Declaration-1	Declaration/Undertaking certificate (as per Section – V of the EoI Document).	Mandatory, wherever applicable
15	Declaration-2	Declaration/Undertaking certificate (as per Section – VI of the EoI Document).	Mandatory
16	Penalties or show cause Notices issued by IRDAI or other regulators.	Details of Penalties imposed and Show Cause Notices issued, by IRDAI for violation of any applicable regulations such as Brokers Regulations, Brokers' Code of Conduct and Protection of Policy Holders' Regulations etc.,	Mandatory, wherever applicable
17	Professional Indemnity	Professional Indemnity Insurance Policy Copy of participating Broker	Mandatory
18	Proof of EMD payment	Transaction id is required to be submitted	Mandatory