



UNITED INDIA INSURANCE COMPANY LIMITED
REGD & HEAD OFFICE: 24 WHITES ROAD, CHENNAI-600 014
CIN: U93090TN1938GOI000108
Enterprise Risk Management Department

**APPOINTMENT OF INDIVIDUALS AS MENTOR TO GUIDE THE ENTERPRISE RISK
MANAGEMENT TEAM, FOR IMPLEMENTATION OF RISK MANAGEMENT ACTIVITIES IN
UNITED INDIA INSURANCE COMPANY LIMITED**

United India Insurance Company Limited (Company) invites applications from individuals, for appointment as Mentor to guide the Enterprise Risk Management team, for the implementation of Risk Management activities in the Company.

ELIGIBILITY AND PRE-QUALIFICATION CRITERIA

The bidders should be well experienced in Non- Life Insurance business and ERM activities in any Non-Life insurance Company. The bidder must be based in India.

SCOPE OF ASSIGNMENT

The scope of work would inter alia include:

- Preparing Risk Registers for Head Office Departments/ Regional Office/ Large Corporate and Brokers Cell/ Divisional Office/ Branch Office/ Micro Office/ Service Hubs
- Developing Risk Appetite statements, defining risk limits for placing before Risk Management Committee/ Board and monitoring deviations and developing mitigation plans
- Conducting Annual Risk and Control Assessment workshops for ERM Nodal Officers and senior management for identifying, assessing and prioritising risks of operating offices/ HO Departments.
- Finalising Top risks (Risks that matter) and developing Mitigation plans

TERMS AND CONDITIONS:

- The Company reserves the right to reject any or all Bids without assigning any reasons.
- The Bidders will be shortlisted on the basis of assessment as per Technical Bids. The Financial Bids of these shortlisted Bidders only will be opened.

Technical Bids and Financial Bids are to be signed on each page of Bids.

PERIOD OF VALIDITY OF BID

The Bidder shall submit the Bids which shall remain valid up to 60 days after the last date of Bid submission.

PROFESSIONAL FEES:

The Professional Fees shall be payable along with applicable taxes.

PROCEDURE FOR SUBMISSION OF BIDS

Bidders (eligible as above), shall apply under Two Bid systems and submit separate sealed envelopes, as under:

- Envelope I - Technical Bid to contain the following as per Annexure 1
 - All the documents enclosed with the Technical Bid to be duly signed.
 - The Technical Bid NOT to contain any details of Financial Bid.
 - This sealed Envelope I to be super-scribed as under:

**Technical Bid of _____, for Appointment as Mentor for ERM in
UIIC.**

- Envelope II - Financial Bid to contain the following as per Annexure 2.
 - Fees for the assignment excluding taxes, in the given format.
 - This sealed Envelope II to be super-scribed as under:

**Financial Bid of _____, for Appointment as Mentor for ERM in
UIIC.**

- Envelope III : Envelopes I and II to be sealed in another sealed Envelope III which should be super-scribed as under:

**Technical and Financial Bids of _____, for Appointment as
Mentor for ERM in UIIC.**

- Envelope III to be sent to the following address:
Shri K Nandakumar,
Deputy General Manager,
United India Insurance Company Limited,
24, Whites Road,
Chennai – 600014.

TIMELINE FOR SUBMISSION

The last date for submission of bids is 11th March 2019.



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FORMATS FOR TECHNICAL AND FINANCIAL BIDS

The applicants should necessarily submit the information as per the prescribed formats while submitting both Technical and Financial Bids. Any deviation in this regard entails the applicant for disqualification.

Annexure 1-Proforma for Technical Bid

To,

Shri K Nandakumar,
Deputy General Manager,
United India Insurance Company Limited,
24, Whites Road,
Chennai-600014.

Sr. No.	Particulars	
1.	Name and address for communication with contact number	
2.	Date of Birth & Age	
3.	Details of Qualifications	
4.	Details of work experience (a) ERM related assignments In General Insurance (b) ERM related assignments in others	
5.	Details of current assignment and place of work.	
6.	Any other relevant information	

Signature: -----

Name: -----

Date: -----

Place: -----



UNITED INDIA INSURANCE COMPANY LIMITED

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Annexure 2-Proforma for Financial Bid

To,

Shri K Nandakumar,
Deputy General Manager,
United India Insurance Company Limited,
24, Whites Road,
Chennai-600014.

Sr. No.	Particulars	Fees in INR (In Figures)
1.	Fees for the assignment	

Total amount in words: Rupees _____ only.

Signature: -----

Name: -----

Date: -----

Place: -----