

**Tender Form
for
Insurance of Movable & Immovable
Properties of the Bank**



**M.P. Rajya Sahakari Bank Mydt.,
Head Office,
New Market,
T.T.Nagar,
BHOPAL – 462 003**

No. of Pages - 14



M. P. RAJYA SAHAKARI BANK MYDT.

(APEX BANK)

T. T. NAGAR, BHOPAL

0755—2674710/2674728

Notice Inviting E - Tender

Online e-tender are invited from insurance company (Broker Company/Brokers not allowed) who are interested in providing various insurance covers for movable and immovable properties of the Bank across M.P.

Sr. No.	Name of work	Cost of Tender Form with GST	Last Date & time of tender submission
01	Insurance of all movable & immovable properties of the Bank	2,360/-	10/06/2023 (06.30 PM)

- (1) Other conditions and details of the NIT can be viewed on website <http://www.apexbank.in>.
- (2) Eligible tenderer can submit the tender documents on payment of requisite amount through online from 03/06/2023 to 10/06/2023. In case of any problem, please contact the help desk no. given in website <http://www.mptenders.gov.in> for assistance.

I/c. Managing Director

Other Conditions : -

- (1) Bidder should submit all the details as required in Technical Bid & Commercial Bid through e-tender process only.
- (2) If the opening date of tender happens to be a Bank holiday then tenders will be opened on next working day.
- (3) The rate quoted for policy will be valid for one year and must not under any circumstances be altered.
- (4) Rate quoted should be inclusive of all taxes & duties.
- (5) The Technical Bid will be opened on 12/06/2023 at 11.00 AM.
- (6) The Commercial Bid will be opened on 14/05/2023 at 11.30 AM. at M.P. Rajya Sahakari Bank Mydt., Head Office, 2nd Floor, New Market, T.T. Nagar, Bhopal, at the time of opening of Bid Company representative may be present.
- (7) Bank reserves its right to reject any or all the tenders without assigning any reason.

I/c. Managing Director

M. P. RAJYA SAHAKARI BANK MYDT.(APEX BANK)

T. T. NAGAR, BHOPAL

TERMS AND CONDITIONS OF TENDER

- 1. M.P. Rajya Sahakari Bank Mydt. (Apex Bank) reserves the right to :**
 - Reject any or all responses received in response to the bid without assigning any reason whatsoever.
 - Cancel the Tender at any stage, without assigning any reason whatsoever.
 - Waive or Change any formalities, irregularities, or inconsistencies in this proposal (format and delivery). Such a change / waiver would be duly and publicly notified in the Bank website before the closure of the bid date.
 - Extend the time for submission of all proposals and such an extension would be intimated by Bank.
2. Bank requires rates for various Insurance cover of all movable & immovable properties of the Bank.
3. The rate quoted for policy will be valid for one year and must not under any circumstances be altered.
4. Rate quoted should be inclusive of all taxes & duties (if any).
5. Bank will prefer to select single Insurance Company for all type of insurance for this negotiation could be done with the company who have maximum lowest quotes if company is ready to match other company's lowest rate obtained than single company will be selected otherwise multiple company will be selected as per their quoted lowest rates.
6. Financial Bids of only those bidders, who have qualified in Technical Bids, will be opened.
7. For any clarification inform us on Email id. insurance.apexbank@gmail.com during 05.06.2023 to 09.06.2023 only email communication will be entertained by the Bank.
8. The Technical bid will be opened on 12/06/2023 at 11.00 A.M. at M.P. Rajya Sahakari Bank Mydt., 2nd Floor, Head Office, Bhopal.
9. The Commercial bid will be opened on 14/05/2023 at 11.30 P.M. at M.P.Rajya Sahakari Bank Mydt., 2nd Floor, Head Office, Bhopal. At the time of opening of bid, company representative may be present.

10. AWARD OF CONTRACT

The contract shall be awarded to the Insurance Company, by conveying acceptance of the proposal by Bank through letter. Negotiation with the Insurance Company, if needed will be done before award of contract. All the terms and conditions as stated in the Tender Documents, Appendices and Acceptance conveyed by the Bank will constitute the contract between the Insurance Company and Bank.

11. OBLIGATIONS OF THE INSURANCE COMPANY

Claims Assessment and Settlement:- The Insurance Company shall be responsible to settle all the admissible claims received by them with all the mandatory documents within the time duration of 30 days and if not, they are required to inform the related BANK's office the reason of delay.

12. ARBITRATION

In the event of any dispute arising amongst the parties, the parties agree to use their best efforts to resolve all disputes in prompt, equitable and good faith. In the event the parties are unable to do so, then such dispute shall be finally resolved by Arbitration. The Arbitration shall be conducted in the English language and the venue of the Arbitration shall be in Bhopal.

The sole Arbitrator will be appointed by M.D. of the Bank whose decision in this regard would be final and binding.

13. JURISDICTION

The parties hereby irrevocably consent to the sole jurisdiction of the Courts of Bhopal only in connection with any actions or proceedings arising out or in relation to this Tender.

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3. Electronic Equipment Policy for Computers

Scope of Cover –

1. The policy covers sudden and unforeseen physical damage including break-down to the Electronic Equipment covered under the policy.
2. Thus it covers damage caused by the following perils :
 - Smoke, soot dust, corrosive gases etc.
 - Water and Humidity.
 - Short circuit and Electrical Fire risk.
 - Faulty Operations, lack of skill.
 - Falling object and entry of foreign bodies.
 - Fire, lightning, explosion,
 - Riot and strike and malicious damage and terrorism.
 - Theft and Burglary
 - Natural calamities – flood, inundation, storm, cyclone and earthquake.
 - Subsidence, landslide, rockslide.

4. Pedal Cycle Insurance Policy

Scope of Cover –

Section I –

Loss or Damage by accidental external and by fire external explosion or lightning or burglary, housebreaking, larceny or theft accidental external means or by malicious act.

Section II –

Liability to Third Party.

- Death of or bodily injury to any person.
- Damage to property.

5. Standard Fire & Special Perils Policy

For Building, Library Books, TV/LED/LCD, Furniture/Fixture, Computers, Camera, Generators, Glow Sign Boards/Neon Sign Boards, & Note Counting Machine, Note Binding Machine & Ultra Violet Machines.

6. **Bankers Indemnity Insurance Policy**

Scope of Cover –

- **On Premises** : Covers money and/or securities belonging to, or in the custody of bank , whilst on their own premises or on the premises of their bankers, against loss or destruction by Fire, Riot and Strike, Malicious damage, terrorist act, burglary, theft, robbery or hold-up.
- **In Transit** : Covers money and/or securities if they are lost, stolen, mislaid, misappropriated or made away with, whilst in transit in the hands of its employees whether by negligence or fraud of the employees.
- **Forgery or Alteration**: Covers losses suffered as a result of payment of bogus, fictitious, forged cheques or drafts as also forged endorsements on genuine cheques or drafts or FDRs.
- **Dishonesty**: Covers loss of money and / or securities suffered due to dishonest or criminal act of its employees.
- **Hypothecated Goods**: Covers losses suffered due to fraudulent or dishonest act of employees in respect of goods or commodities pledged or hypothecated to the insured bank and under its control.
- **Registered Postal Service**: Covers loss of registered postal sending by robbery, theft or any other cause not specifically excluded, provided that each post parcel shall be insured with the post office.
- **Appraisers** : Covers loss due to infidelity or criminal act on the part of appraisers, provided that such appraisers are on the bank's approved list.
- **JantaAgents**: Covers loss due to infidelity of criminal acts on the part of Janata Agents, Chhoti Bachat Yojana Agents / Pygmie Collectors.
- Losses due to flood, inundation, hurricane, typhoon, storm tempest, tornado, cyclone, earth quake, fire & shock and additional sum insured can be opted for under Section A & B.

Details of Company Profile**Annexure - I****Technical Bid****A- (To be filled up by the Tenderer)**

Sr. No.	Parameters	List of Documents to be furnished as "marked"
1	Name & Full Address of the firm:	
2	Registered Office with Address (Copy of registration certificate of firm may be enclosed)	
3	Income Tax PAN No. (Enclosed copy)	
4.	Date of Registration of Firm.	
5.	Number of years since License given by IRDA as on 31.03.2023. (Enclosed copy)	
6	GST No.	
7	If Private Limited or Public Company, then name & Address of Directors.	
8	Number of offices in M.P. (Details enclosed) If so detailed, addresses of the same.	
9	Name & Address of the authorised person who will represent the firm while dealing with the APEX BANK.(Mobile No. & email id)	
10	Gross Total Premium underwritten within India.	
11	Name of State Coop, Bank insured with you for Fire, Burglary, and other Policies. (Enclose detail)	
12	Name of State Coop, Bank insured with you for Bankers Indemnity Insurance Policy. (Enclose detail)	
13	Name of Re-assurance Co.	

**SIGNATURE OF THE TENDRER
WITH SEAL**

Place :

Date :

Technical Bid**B. Eligibility Criteria of Company -**

Following acceptance is required from the Company :-

Sr. No.	Description
1.	Commitment of settlement of claims within one month from the date of claim lodged.
2.	In case of any claim settlement, the salvage will be kept by the Insurance Co. and its amount will be paid to the Bank.
3.	All policy premiums will be subjective to "Excess Clause" as per the policy norms of I.R.D.A. and claim will be settled accordingly.
4.	Sum Insured amount for various policy indicated in Annexure – IV, V & VI may be increased or decreased by the Bank.
5.	After inception of the any policy, midterm inclusion in the same policy for additional asset of the bank, will be allowed on pro-rata basis.
6.	For new Vehicles insurance policy with Nil Depreciation will be issued for atleast 5 years. Annexure – VI.
7.	For vehicles insurance "premium calculation sheet" required for each vehicle as per enclosed Proforma. Annexure –VII.
8.	Bank decision will be final and should be acceptable to Company.
9.	Bank reserves its right to reject any or all the tenders without assigning any reason.
10.	The Insurance Company should provide Toll Free Contact No. for 24 hours.

ANNEXURE – II

AUTHORISATION LETTER

No.

Dated:

The Managing Director,
M.P.RajyaSahakari Bank Mydt.,
Head Office, T.T.Nagar, New Market,
Bhopal (M.P.)

Dear Sir,

Sub: Letter of authorisation to bid for the Insurance of all movable &
immovable Various properties of the Bank.

We M/s. _____
_____(Name & address of the Company) hereby authorize Mr.
_____(Name & address of Employee)
our employee to submit a bid for providing Insurance of all movable & immovable
various properties of the Bank.

We hereby extend our full authority to Mr. _____
_____ to commit, discuss, and negotiate etc. as per Clauses
of Contract for providing Insurance of movable & immovable various properties of
the Bank.

Yours faithfully,
(Name)
(Name of Insurance Company
On behalf the proposal is submitted)
With Seal

Place :

Note: This authority letter should be on the letter head of the Insurance Company be
signed by a person competent. It should be included by the Bidder in its bid.

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Annexure - III

Acceptance & Declaration

To whom so ever it may concern

We accept and declare that for Insurance of all movable & immovable properties of the Bank, policy will be issued to the Bank as desired and no additional clause is added in the policy to restrict the claim, if it is found in near future we are aware that our policy will be terminated immediately without assigning any reason and our company may be black listed by the bank for future business.

Place :

Signature of the Tenderer

Date : -

with Seal

Note :- Above declaration is to be given on Company letter head.

Commercial Bid Submission Format.

Sr. No	Insured Items	Tentative Sum Insured Rs.	Policy name	Annual Prem. Rate	Discount in %	Premium (All inclusive)
1	Bankers Indemnity Insu. Cash in Safe Cash in transit Cash at counter(Basic Sum Insured) Total Employees ATM TT Nagar Br. ATM Mobile Van ATM Arera Colony Br. ATM Piplani Br. ATM Main Br.Jabalpur No.of Br./Office	3,66,35,000.00 50,00,000.00 40,00,000.00 457 25,00,000.00 5,00,000.00 5,00,000.00 5,00,000.00 30,00,000.00 28	Bankers Indemnity Insurance Policy (Floater Basis) All Risk			
2	Guns (14)	1,82,498.00	Gun Policy			
3	Laptop (24) Rs.12,54,987/- Projector (3) Rs.1,59,348/- Tab (10) Rs.1,31,250/-& Camera (01)Rs.75,000/-	16,20,585.00	All Risk			
4	ATM Jabalpur Br. Rs.3,71,700 ATM Bhopal Br.Rs. 4.03,200 ATM Arera Colony Rs.3,71,700 ATM Piplani Br. Rs. 3,71,700 ATM Mobile Van Rs. 4,04,709 and other Accessories Total Rs. 5,04,152 (Generator Rs. 1,41,327, LED TV Monitor Rs. 25,696, CC TV Camera Rs. 25,696, AC System Rs.1,67,023, UPS Rs. 1,21,284 Awnings AMO 100 Rs. 23,126)	29,31,313.00	All Risk			
5	(Rs.in lakhs) Cost of Bldgs.Rs.2356.39 Computers & Accessories, Rs. 304.84 Stationery, Furniture Fixture, office equipments Rs. 877.37 Electric Items Rs. 322.79 Library Books Rs.3.25	3864.64 (Rs. in lakhs)	Fire Policy			
6	(Rs.in lakhs) Computers & Accessories, Rs. 304.84 Stationery, Furniture Fixture, office equipments Rs. 877.37 Electric Items Rs. 322.79 Library Books Rs.3.25 ATM	1508.25 (Rs. in lakhs)	Burglary Policy			
7	Lockers (5898)	50,66,10,000				
8	Pedal Cycles (10)	15,363.00	Pedal Cycle Policy (All Risk)			
9	19 Vehicles Details encl. Annexure-V		Package Policy			
10	10 Vehicles up to 5 years Annexure-VI		Nil Dep. Policy			

Place & Date

SIGNATURE OF THE TENDERE (with seal)

M.P. RAJYA SAHAKARI BANK MYDT., H.O. T.T. NAGAR, BHOPAL							
Details of Bank's Vehicles Insurance for Package Policy							
Sr. No.	Type of Vehicle	Vehicle Regn. No.	Date of Regn.	NCB %	C.C.	Seat. Capa.	Sum Ins. Rs.
1	SANTAFEE	MP04-CN-0010	28.01-15	0%	2199	7	875000
2	SWIFT DZIRE	MP04-CR-1275	02-08-16	50%	1197	5	255000
3	I-10	MP04-CR-1282	03-08-16	25%	1086	5	196520
4	I-10	MP04-CR-1302	03-08-16	50%	1086	5	196520
5	I-10	MP04-CR-1290	03-08-16	50%	1086	5	196520
6	SWIFT DZIRE	MP04-CH-9068	10.01.12	50%	1197	5	112000
7	BOLERO	MP04-CG-6940	07.03.11	50%	2523	7	108000
8	AUTO	MP04-RA -1914	23.03.10	50%	150	3	15000
9	AUTO	MP04-RA -1915	23.03.10	50%	150	3	15000
10	INNOVA	MP04-CJ-8612	09.08.12	50%	2494	7	300000
11	AUTO	MP04-RA-4195	09.08.12	50%	174	4	25200
12	BOLERO	MP04-CJ-8823	14.08.12	50%	2523	7	152000
13	INNOVA	MP04-BC-8009	23.04.17	35%	2393	7	1053000
14	BOLERO	MP04-CS-6115	31.05.17	50%	1493	7	373000
15	BOLERO	MP04-CS-6116	31.05.17	50%	1493	7	373000
16	BOLERO	MP04-CS-6117	31.05.17	50%	1493	7	373000
17	BOLERO	MP04-CS-6118	31.05.17	50%	1493	7	373000
18	FORTUNER	MP04-CT-8742	29.12.17	20%	2755	7	173650
19	BOLERO	MP04-CJ-8828	14.08.12	50%	2523	5	151765

SIGNATURE OF THE TENDERER

Place :

WITH SEAL

Date

M.P. RAJYA SAHAKARI BANK MYDT., H.O. ,T.T. NAGAR,
BHOPAL

Details of Bank's Vehicles Insurance for Nil Depreciation Policy

Sr No	Type of Vehicle	Vehicle Regn. No.	Date of Regn.	NCB %	CC	Seat. Capa	Sum Ins. Rs.
1	SAFARI	MP04-CU-7680	08.05.18	50%	2179	6	832000
2	FORTUNER	MP04-CU-6002	12.04.18	0%	2784	6	1822000
3	INNOVA	MP04-CS-3260	29.03.18	50%	2393	7	813250
4	CIAZ	MP07-CJ-4347	01-03-21	25%	1462	4	687450
5	FORTUNER	MP07-CH-5709	07.03.20	0%	2755	6	1817250
6	CELERIO	MP04-CX-6676	26-09-19	65%	998	5	311000
7	CELERIO	MP04-CX-6693	26-09-19	65%	998	5	311000
8	BOLERO	MP04-CX-6486	11-09-19	50%	1493	7	538000
9	BOLERO	MP04-CX-6495	03-10-19	50%	1493	7	538000
10	MOBILE VAN ***	MP04-GB-2973	10.10.18	0%	7500	2	510300

SIGNATURE OF THE TENDERER
(WITH SEAL)

Place :

Date :

M.P.RAJYA SAHAKARI BANK MYDT. H.O. BHOPAL**Information of Bank's Furniture/Fixture, Electric Items & Stationery etc.****Insurance for the year 2023-2024****(Rs.in lakhs)**

S.No.	Description of Office, Guest Houses & Residential Qtrs.	Cost of Bldg+6	Cost of Stationery, Furniture, Fixture & Office Equipments	Cost of Electric Items
1	2	3	4	5
1	Head Office, Bhopal	130.76	293.80	89.83
2	SubhashYadav Bhawan	835.88		
3	Staff Qtrs. & Guest House	359.65		
4	Divisional Br. Bhopal	0.00	46.20	14.58
5	M.P.Nagar, Bhopal	0.00	19.74	38.79
6	Ibrahimpura, Bhopal	0.00	1.36	0.79
7	Hamidia Road, Bhopal	0.00	4.29	5.77
8	Kotra Sultanabad, Bhopal	0.00	9.67	10.26
9	Arera Colony, Bhopal	49.57	46.55	3.75
10	Piplani, Bhopal	0.00	16.55	11.84
11	Awadhपुरi, Bhopal	0.00	16.45	7.55
12	Gulmohar, Bhopal	0.00	21.51	3.86
13	Karond, Bhopal	0.00	17.73	8.11
14	Kolar, Bhopal	0.00	20.91	0.78
15	Training College, Bhopal	141.58	30.29	12.90
16	Divisional Br. Indore	183.95	45.48	20.66
17	Bima Nagar, Indore	0.00	14.07	10.08
18	Nihalपुरa, Indore	0.00	13.20	16.18
19	Divisional Br. Ujjain	150.94	24.14	16.94
20	Freeganj, Ujjain	0.00	26.68	6.31
21	Divisional Br. Jabalpur	268.95	57.89	17.34
22	Rampur, Jabalpur	0.00	8.83	2.16
23	Napier Town, Jabalpur	0.00	16.15	5.26
24	Divisional Br. Rewa	0.00	13.80	9.79
25	Divisional Br. Sagar	0.00	20.20	0.88
26	Divisional Br. Gwalior	152.57	8.25	0.62
27	Khargone Br.	82.54	55.00	1.35
28	Burhanpur Br.	0.00	28.63	6.41
	Total	2356.39	877.37	322.79

Gr.Total 3556.55

Annexure - VII

Premium Calculation Sheet for Vehicle No.MP04-

1.	Sum Insured (I.D.V.)	Rs. _____
2.	Basic Premium Rate _____ %	Rs. _____
3.	Electrical Accessories Rate ____ %	Rs. _____
4.	Discount _____ %	Rs. _____
5.	No Claim Bonus _____ %	Rs. _____
6.	Total O.D. Premium	Rs. _____
7.	Nil Depreciation Premium _____ %	Rs. _____
8.	Discount in Nil Dep.Prem _____ %	Rs. _____
9.	Total O.D. Premium	Rs. _____
10.	T.P.(Liability for Road Risk)	Rs. _____
11.	PA for Unnamed ____ Passenger Rs.2.00 lacs each	Rs. _____
12.	Legal Liability to paid Driver as per W.C.	Rs. _____
13.	Net Premium	Rs. _____
14.	CGST _____ %	Rs. _____
15.	SGST _____ %	Rs. _____
16.	Final Premium	Rs. _____

Authorised Signatory
with Seal