

**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 - 15



M. P. RAJYA SAHAKARI BANK MYDT.

(APEX BANK)

T. T. NAGAR, BHOPAL

0755—3545723

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	Date & time of Receipt of tender
01	Insurance of all movable & immovable properties of the Bank	2,360/-	31/07/2024 up to 02.30 PM

- (1) Other conditions and details of the NIT can be viewed on our website <http://www.apexbank.in>.
- (2) Eligible tenderers can submit the tender documents on <http://www.mptenders.gov.in> on payment of requisite amount through online from 17.07.2024 to 31.07.2024. In case of any problem, please contact the help desk no. given in website for assistance. Any amendment in tender terms/other conditions will be displayed on Bank website.

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) Technical Bid & Commercial Bid should be submitted separately.
- (3) If the opening date of tender happens to be a Bank holiday then tenders will be opened on next working day.
- (4) The rate quoted for policy will be valid for one year and must not under any circumstances be altered.
- (5) Rate quoted should be inclusive of all taxes & duties.
- (6) Technical Bid will be opened on 01/08/2024 at 02.30 PM.
- (7) Commercial Bid will be opened on 02/08/2024 at 02.30. PM.
- (8) 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 may be extended for another one year based on mutual consensus. The rate cannot be altered under any circumstances.
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. Technical bid will be opened on 01/08/2024 at 02.30 PM.
8. Commercial bid will be opened on 02/08/2024 at 02.30. PM.
9. **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.

10. 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.

11. 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 Managing Director of the Bank whose decision in this regard would be final and binding.

12. 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.

.....

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 1-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 must be enclose)	
3	Income Tax PAN No. (Enclose copy)	
4.	Date of Registration of Firm.(Enclose copy)	
5.	IRDA License No. (Enclose copy)	
6	GST No. (Enclose copy)	
7	Number of Offices in M.P. (Details enclose)	
8	Name & Address of the authorized person who will represent the firm while dealing with the APEX BANK.(Mobile No. & email id)	
9	Gross Total Premium underwritten within India in Financial Year 2023-24.	

**SIGNATURE OF THE TENDRER
WITH SEAL**

Place :

Date :

(To be submitted on Company letterhead)**Eligibility Criteria of Company -****(I) Following acceptance is required from the Company :-**

Sr. No.	Description	Yes	No
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	Insurance policy will be issued with Nil Depreciation at least for 5 years for new vehicles as per Annexure – VI.		
7	For vehicles insurance "premium calculation sheet" required for each vehicle as per enclosed Proforma as per 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 must provide Toll Free Contact No. for 24X7 hours.		

(II) Following Documents are required from the Company :-

Sr. No.	Description
1	Certificate of Registration in IRDA is must. The Company registration should have at least 5 years old from 30.06.2024. . (Enclose copy of Certificate).
2	The Tenderer must have issued at least one Policy for Fire or Burglary or Bankers Indemnity Insurance or any other Policies in the last 5 years from the date of issue of this tender in any Bank. (Enclose Policy copy).
3	The Company should have at least one Office in M.P. is mandatory. (Enclose any proof like Rental Agreement , Electricity Bill, Gumasta Certificate etc.

Note – Submitted Tender will be rejected in case of non-fulfillment of any of above requirement.**SIGNATURE OF THE TENDRER****Name****Designation****Mobile No.****With Seal**

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 &
Designation 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.

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	3,97,60,000.00 50,00,000.00 40,00,000.00 437 25,00,000.00 5,00,000.00 10,00,000.00 5,00,000.00 30,00,000.00 28	Bankers Indemnity Insurance Policy (Floater Basis) All Risk			
2	Guns (07)	97,000.00 (Rs.Ninety Seven thousand)	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 (Rs. Sixteen lakhs twenty thousand five hundred eighty five)	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 Rs. Twenty nine lakhs thirty one thousand three hundred thirteen)	All Risk			
5	(Rs.in lakhs) Cost of Bldgs.Rs.2356.39 Computers & Accessories, Rs. 359.25 Stationery, Furniture Fixture, office equipments Rs. 816.15 Electric Items Rs. 311.95 Library Books Rs.3.25	3846.99 (Rs. in lakhs)	Fire Policy			
6	(Rs.in lakhs) Computers & Accessories, Rs. 359.25 Stationery, Furniture Fixture, office equipments Rs. 816.15 Electric Items Rs.311.95 Library Books Rs.3.25	1490.06 (Rs. in lakhs)	Burglary Policy			
7	Lockers- No. of Lockers (5967) (As per RBI norms)	51,00,00,000.00 (Rs. Fifty One Crores) approx.	All Risk			

8	Pedal Cycles (10)	15,363.00 (Rs. Fifteen thousand three hundred fifty three)	Pedal Cycle Policy (All Risk)			
9	23 Vehicles List encl. Annexure-V		Package Policy			
10	06 Vehicles up to 5 years List enclosed Annexure-VI Annexure-VI		Nil Dep. Policy			

Place :
Date

SIGNATURE OF THE TENDERER
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	20%	2199	7	787500
2	SWIFT DZIRE	MP04-CR-1275	02-08-16	50%	1197	5	229500
3	I-10	MP04-CR-1282	03-08-16	35%	1086	5	176868
4	I-10	MP04-CR-1302	03-08-16	50%	1086	5	176868
5	I-10	MP04-CR-1290	03-08-16	50%	1086	5	176868
6	SWIFT DZIRE	MP04-CH-9068	10.01.12	50%	1197	5	100800
7	BOLERO	MP04-CG-6940	07.03.11	50%	2523	7	97200
8	AUTO	MP04-RA -1914	23.03.10	50%	150	3	13500
9	AUTO	MP04-RA -1915	23.03.10	50%	150	3	13500
10	INNOVA	MP04-CJ-8612	09.08.12	50%	2494	7	270000
11	AUTO	MP04-RA-4195	09.08.12	50%	174	4	22680
12	BOLERO	MP04-CJ-8823	14.08.12	50%	2523	7	136800
13	INNOVA	MP04-BC-8009	23.04.17	45%	2393	7	947700
14	BOLERO	MP04-CS-6115	31.05.17	50%	1493	7	335700
15	BOLERO	MP04-CS-6116	31.05.17	50%	1493	7	335700
16	BOLERO	MP04-CS-6117	31.05.17	50%	1493	7	335700
17	BOLERO	MP04-CS-6118	31.05.17	50%	1493	7	335700
18	FORTUNER	MP04-CT-8742	29.12.17	0%	2755	7	1562771
19	BOLERO	MP04-CJ-8828	14.08.12	50%	2523	5	136588
20	SAFARI	MP04-CU-7680	08.05.18	50%	2179	6	748800
21	FORTUNER	MP04-CU-6002	12.04.18	20%	2784	6	1269810
22	INNOVA	MP04-CS-3260	29.03.18	50%	2393	7	731925
23	MOBILE VAN	MP04-GB-2973	10.10.18	0%	7500	2	459270

**SIGNATURE OF THE TENDERER
WITH SEAL**

M.P.RAJYA SAHAKARI BANK MYDT. H.O. BHOPAL**Information of Bank's Furniture/Fixture, Electric Items & Stationery etc.****Insurance for the year 2024-2025****(Rs.in lakhs)**

S.No.	Description of Office, Guest Houses & Residential Qtrs.	Cost of Bldg.	Cost of Stationery, Furniture, Fixture & Office Equipment's	Cost of Electric Items
1	2	3	4	5
1	Head Office, Bhopal	130.76	253.66	93.15
2	SubhashYadav Bhawan	835.88		
3	Staff Qtrs. & Guest House	359.65		
4	Divisional Br. Bhopal	0.00	46.20	15.58
5	M.P.Nagar, Bhopal	0.00	19.68	3.88
6	Ibrahimpura, Bhopal	0.00	1.57	0.36
7	Hamidia Road, Bhopal	0.00	4.28	5.77
8	Kotra Sultanabad, Bhopal	0.00	9.92	10.68
9	Arera Colony, Bhopal	49.57	46.57	3.88
10	Piplani, Bhopal	0.00	18.76	9.61
11	Awadhपुरi, Bhopal	0.00	16.46	8.15
12	Gulmohar, Bhopal	0.00	26.77	3.86
13	Karond, Bhopal	0.00	17.73	8.11
14	Kolar, Bhopal	0.00	19.18	1.07
15	Training College, Bhopal	141.58	30.29	12.90
16	Divisional Br. Indore	183.95	48.39	20.66
17	Bima Nagar, Indore	0.00	14.07	10.35
18	Nihalपुरa, Indore	0.00	13.07	16.20
19	Divisional Br. Ujjain	150.94	26.71	16.94
20	Freeganj, Ujjain	0.00	26.92	6.31
21	Divisional Br. Jabalpur	268.95	57.98	17.75
22	Rampur, Jabalpur	0.00	8.83	2.58
23	Napier Town, Jabalpur	0.00	16.05	5.67
24	Divisional Br. Rewa	0.00	13.90	9.80
25	Divisional Br. Sagar	0.00	1.82	1.20
26	Divisional Br. Gwalior	152.57	5.00	3.18
27	Extension Counter Gwalior	0.00	11.50	2.83
27	Khargone Br.	82.54	32.62	12.80
28	Burhanपुर Br.	0.00	28.22	8.68
	Total	2356.39	816.15	311.95

Gr.Total 3484.49

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**

