



छत्तीसगढ़ राज्य ग्रामीण बैंक

(भारत सरकार, राज्य शासन एवं भारतीय स्टेट बैंक का संयुक्त उपक्रम)

CHHATTISGARH RAJYA GRAMIN BANK

(Joint Venture of Govt. of India, State Govt. & State Bank of India)

Reference No. – CRGB/HO/GB/476/2020-21

Date:-23.02.2021

सूचना (NOTICE)

INVITATION OF PROPOSALS FOR RENEWAL OF BANKERS INDEMNITY POLICY AND FIRE & BURGALARY POLICY FOR CHHATTISGARH RAJYA GRAMIN BANK

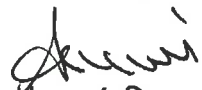
छत्तीसगढ़ राज्य ग्रामीण बैंक सबसे ज्यादा शाखाओं के साथ छत्तीसगढ़ राज्य में सबसे बड़ा बैंक है। इसकी 614 शाखाएँ राज्य के सभी 28 जिलों में स्थित हैं। बैंक का प्रधान कार्यालय रायपुर में है एवं इसके 10 क्षेत्रीय कार्यालय राज्य के सभी प्रमुख शहरों रायपुर, बिलासपुर, जांजगीर, रायगढ़, धमतरी, जगदलपुर, अंबिकापुर, बैकुंठपुर, दुर्ग एवं राजनांदगांव में स्थित हैं।

छत्तीसगढ़ राज्य ग्रामीण बैंक वित्तीय वर्ष 2021-22 हेतु **Bankers Indemnity** एवं **Fire & Burgalary Policy** के नवीनीकरण हेतु प्रस्ताव आमंत्रित करता है। इस हेतु प्रस्ताव बंद लिफाफे में दिनांक **05.03.2021** को शाम 4 बजे तक अपना प्रस्ताव प्रस्तुत करें।

बैंक के प्रधान कार्यालय में दिनांक 01/03/2021 को Pre- Bid meeting प्रस्तावित है।

किसी भी प्रकार की शंका समाधान या जानकारी के लिए कार्यालयीन समय में संपर्क किया जा सकता है।

स्थान – रायपुर
दिनांक –23.02.2021


महाप्रबंधक (परिचालन-1)

प्रधान कार्यालय - महादेव घाट रोड, सुन्दर नगर, रायपुर (छत्तीसगढ़) 492013

Head Office - Mahadeoghat Road, Sunder Nagar, Raipur (C.G.) 492013

Phone No. - +91 771 4388804, Toll Free - 1800-233-2300, Email - cgb_raipur@yahoo.co.in, Website - www.cgbank.in



CHHATTISGARH RAJYA GRAMIN BANK

"RENEWAL OF INSURANCE POLICIES"

Bankers Indemnity Policy

Fire & Standard Perils Policy

Burglary Policy



Calendar of Events

Policy term	01.04.2021 to 31.03.2022
Date, time & Venue of Pre-bid Meeting	01.03.2021 Chhattisgarh Rajya Gramin Bank, Head Office, Mahadev Ghat Road, Sunder Nagar Raipur- 492013
Last date, time & Venue for submission of Bid Documents	05.03.2021, 4 P.M Chhattisgarh Rajya Gramin Bank, Head Office, Mahadev Ghat Road, Sunder Nagar Raipur- 492013
Date and Time of technical Bid Opening	06.03.2021, 4 P.M
Date and Time of financial Bid Opening	Immediate after opening technical bid or later on will be intimate accordingly
Place of opening of Bids	Chhattisgarh Rajya Gramin Bank, Head Office, Mahadev Ghat Road, Sunder Nagar Raipur- 492013
Address for communication	Chhattisgarh Rajya Gramin Bank, Head Office, Mahadev Ghat Road, Sunder Nagar Raipur- 492013
Contact Person	Shri Sanjay Goyal , Manager, General Banking Phone no- 9826580820

Note: Financial and Technical Bids to be submitted in two separate sealed envelopes. Technical Bids to be opened first for evaluation and Financial Bids will be opened only for technically eligible bids. Bids will be opened in presence of the bidders' representatives (maximum two representatives per bidder) who choose to attend. In case the specified date of submission & opening of Bids is declared a holiday, the bids will be received till the specified time on next working day and will be opened on the mentioned day.



To,

All Public Sector, Private Sector General Insurance Companies & Insurance Brokers

Re: Renewal of Insurance Policies for the year FY 2021-22, Chhattisgarh Rajya Gramin Bank, Raipur

Dear Sir,

We wish to inform you that the following policies are due for renewal on 1st April 2021.

All the details pertaining to the policies have been mentioned in details along with Annexure I & II (Which is the Technical & Financial Bid). Also please contact our office for any query or clarification on the tender documents.

The General Insurance Companies which fulfill the under mentioned eligibility criteria are invited for submitting both Technical Bid & Financial Bid in separate sealed envelopes on **5th March 2021 at 4.00 P.M.** to the General Manager (Administration), Chhattisgarh Rajya Gramin Bank, Mahadev Ghat Road, Sunder Nagar, Raipur - 492013.

The bids will be opened on the **06.03.2021** by the Selection Committee of the Bank in presence of all the bidders at 4.00 P.M. for technical bids.

In connection to this 'Request for Quote', we also do invite the participating insurance companies to attend the Pre-Bid meeting on 01st March, 2021 at 11.00 A.M. For clarifications and enquiries, if any.

1. Details on Tender Process:

The renewal of F.Y. 2020-21 pertain to the Bids for the below mentioned Insurance Policies:

- i) Bankers Indemnity
- ii) Standard Fire & Special Perils
- iii) Burglary Policy

2. Eligibility Criteria:

- a. Insurance Companies registered under IRDAI and companies Act, 1956 for 6 consecutive years as on 31.12.2020 will be considered for this tender.
- b. Penalties levied, if any during the last 3 financial years should be informed.
- c. Insurance Companies intending to participate in Section I for the said renewal process of the bank should have the experience of underwriting multiple Insurance policies (Including Bankers Indemnity Policy) of at-least three Public Sector Banks/RRBs during the previous 5 years.
- d. The insurance companies intending to participate in the section I for the said renewal process must agree to comply with the underwriting and claims settlement guidelines specified in IRDA (Protection of Policyholders interests) Regulations, 2017.



- e. Bidders should specifically quote the Net Amount + All other eligible taxes (Mentioning amount of each tax separately) in their financial bids. The bidders will have to compulsorily apply for all the policies mentioned above.
- f. The Bidder must submit the financial Bid in the given format in Annexure-II.
- g. All terms of the bids/quotations shall be as per the terms of the tender. Any deviation in the terms of the bid shall lead to disqualification of the participant from the tender process. The same needs to be confirmed Annexure-I Technical Bid- Section I.
- h. The representative/s of the participating bidders attending the tender meeting must carry the authorization letter on the company's letter head duly stamped and signed by the authorized signatory of the company. The same has to be carried by the representatives separately.
- i. The Eligibility offer should contain proof for each of the points for eligibility evaluation. Any credential detail not accompanied by relevant documentary proof from the Bidder will not be considered for evaluation. All credential letters should be appropriately bound or stapled, labeled and segregated in the respective areas. There is no restriction on the number of credentials a Bidder can provide

3. Selection Criteria

- a. Each section would be having a separate Lowest 1 on the basis of the prices quoted by them subject to qualifying in the technical bid.
- b. The tender will be awarded to the L-1 bidders in all the three policies respectively.
- c. Bankers Indemnity being the core policy, if any company qualifies as L-1 in Bankers Indemnity and agrees to provide the other two (Fire & Standard perils and Burglary Policy) in L-1 rate, all the policies will be awarded to the one Insurance company.
- d. During the period of evaluation, bidders may be asked to provide more details and explanations about information provided in the proposals. Bidders should respond to such requests within the time frame indicated in the letter/e-mail seeking explanation.

4. Other Criteria

The preliminary evaluation will be done on the following parameters and offers from Bidder not conforming to these parameters will be rejected.

- a. Bidder should mandatorily have a Local office in Chhattisgarh.
- b. The policy must cover the risk of money/cash/valuables at each of our branch individually for all the 614 branches along with 10 Regional Offices and Head Office.
- c. The policy should also cover the loss/damage incurred by the branches in case of any robbery / theft attempt.
- d. Security against all kind of online frauds/Cyber Crime (internet/mobile banking/digital banking etc).



5. Technical specifications

- a. Please ensure to provide us standard operating procedure (SOP) for lodging settlement of claim and clearly mention all the terms and conditions of the policy, without the above mentioned details the bid will not be considered for evolutions.
- b. Turnaround time (TAT) for claim settlement should be clearly mentioned.
- c. Replacement/Repair cost for loss/damage of any item in branches due to any incident/situation mentioned in Item A to N should be covered in the Policy.
- d. Relaxation in any of the terms and conditions will not be given by the bank.
- e. All bidders must ensure that such clarifications / amendments have been considered by them before submitting the bid. Bank will not take responsibility for any omissions by bidder.
- f. At any time prior to the closing of Bids submission date, the Bank has reserve the right with any reasons whether, its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding Document.
- g. Bank may have its own discretion to extend the deadline (time period) for submission of bids in order to enable bidders to prepare or submit the bids so that competitive / lowest rate should be received with better offer price.

6. **SUBMISSION OF BIDS**- Proposal Name "**Banker's Indemnity Policy FY 2021-22 for Chhattisgarh Rajya Gramin Bank**" All envelopes should indicate the name and address of the Bidder on the cover and clearly marked as "Technical Bid and Financial Bids". **Note: The tender documents should be submitted in original, duly signed and stamped at each page. Fax/telegram/telex will not be acceptable.**

I. **Late Bids:**

Any Bid received after the deadline (time period) for submission of Bids prescribed, will be rejected and returned unopened to the bidder. The bids submitted by fax/telegram shall not be considered. No correspondence will be entertained on this matter. CRGB shall not be responsible for any delay in submission of bids. No further correspondence will be entertained on this matter.

II. The bidder is required to provide price breakup in **Annexure-II**.

III. **Technical Evaluation of bids**

- a. Bank will evaluate the technical and functional specification of the entire proposal.
- b. During evaluation and comparison of bids, the Bank may, at its discretion ask the bidders for clarification of its bid. The request for clarification shall be in writing and no change in Premium amount of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained.
- c. Please ensure to provide SOP for lodging and settlement of claim and clearly mention all the terms and conditions of the policy, without the above mentioned details the bid may not be considered.
- d. Turnaround time TAT for claim settlement should be clearly mentioned.
- e. Suitable TAT will be preferred.



IV. Evaluation of Price Bids and Finalization

- a. Only those Bidders who qualify in pre-qualification and Technical evaluation would be shortlisted for commercial evaluation i.e. financial bids.
- b. The L1 Bidder will be selected on the basis of net total of the price evaluation as quoted. However, the Bank reserves the right to reject the L-1 bid if it's not fulfilling the Technical evaluation.

For further clarifications, if any, you may contact at the following address:

General Manager (Admin),
Chhattisgarh Rajya Gramin Bank,
Head Office,
Mahadeoghat Road, Sunder Nagar
Raipur – 492013 (C.G.)
0771 – 4388830 / 29 / 28

- I. All legal disputes between the parties shall be subject to the exclusive jurisdiction of the Courts situated at Raipur.

ACCEPTED THE ABOVE TERMS & CONDITIONS

(Signature of authorized signatory)

Name-

Designation-

Place-

Company / Firm Stamp



Policies for Renewal:

The below mentioned insurance policies are to be renewed with effect from 01 April 2021 to 31 March 2022. All necessary details are given below:

I. Bankers Indemnity Policy

Insured's Name	CRGB
Address for communication	Head Office, Mahadev Ghat Road Sunder Nagar, Raipur: 492001
Period of Insurance	1 st April 2021 to 31 March 2022
Locations to be covered	Various Locations in all Chhattisgarh consisting of but not limited to: 1.Head Office 2.Regional Office 3.Branches Offices 4.Extension Counters 5.ATM Machine/Mobile ATM or ATM on wheels 6.Cheque Book Printing Machine 7. Passbook printing Machine 8.Desktop ATM machine/Micro ATMs 9.E-lobbies 10.BC points 11.Residence of BC agents 12.Drop Boxes etc.
Scope of Cover	As per modified Bankers Indemnity Policy give in Annexure III
Excess	5% of each loss subject to maximum of Rs. 25000/-

Sl No.	Particulars	Sum Insured's (INR Limits)
1	Basic Sum Insured (Insuring Clause-A to N)	60,00,00,000.00 (Rupees Sixty Crores Only)
Additional Sum Insured		
2	Premises including Mysterious Unexplainable Disappearance of Bank's property- Insuring Clause-A	Included in S.I
3	Transit- Insuring Clause-B	Included in S.I
4	Forgery & Alterations/Counterfeit Currency/Securities- Insuring Clause-C	Included in S.I
5	Employee Dishonesty- Insuring Clause-D	
6	Pledged Goods- Insuring Clause-E	Included in S.I
7	Registered Post parcel- Insuring Clause-F	Included in S.I
8	Appraisers, Property Valuers and Advocates- Insuring Clause-G	Included in S.I
9	Janta Agents/Pigmy Collection/MDSS- Insuring Clause-H	Included in S.I
10	Liability arising out of opening of Bank a/c with forged document- Insuring Clause I	
11	Infidelity of the Bank appointed vendors/vendors/All outsourced services providers- Insuring Clause-J	Included in S.I
12	ATM/other related fraud/ Card related fraud- Insuring Clause-K	₹ 5,00,00,000.00 (Rupees Five Crores Only)



13	Loss of Cash safe keys and safety locker keys held with Employees of the branch including duplicate key held with other Branches- Insuring Clause-L	Rs. 2, 00,000.00 subject to limit of Rs. 50000.00 per incident.
14	Door Step Banking Services- Insuring Clause-M	Included in S.I
15	Computer & Electronic Crime- Insuring Clause-N	₹2,00,00,000.00 (Rupees Two Crores Only) Included in S.I
	i) Computer System	
	ii)Electronic Computer Programmes	
	iii)Electronic Data & Media	
	iv)Computer Virus	
	v)Electronic & Telefacsimile Communications	
	vi)Electronic Transmissions	
vii)Electronic Securities		
<p>Note :- 90% on account payment shall be made on the basis of Survey Report in respect of all Claims which are assessed to be payable until the final Police Report is released.</p> <p>The rest of the 10% shall be paid on submission of Police Final Report copy or charge sheet copy (Bank's certified photocopy) after the same is released.</p>		
Total Number of Branches		614
Total Number of Regional Offices		10
Head Office		01
Total Number of Mobile ATM on wheels		06
Total Number of Employees in CRGB		2226

II. Fire & Standard Perils Policy

Insured's Name	CRGB
Address for communication	Head Office, Mahadev Ghat Road Sunder Nagar, Raipur: 492001
Period of Insurance	1 st April 2021 to 31 MARCH 2022
Location to be covered	Various Locations in all Chhattisgarh consisting of but not limited to: 1.Head Office 2.Regional Office 3.Branches Offices 4.Extension Counters 5.E-lobbies 6.ATM Machine/Mobile ATM or ATM on wheels 7. All other properties owned or rented.
Scope of Cover	Fire and Special perils policy 1.Earthquake (Fire & Shock) 2.STFI(Storm, Tempest, Flood and Inundation) 3.RSMD(Riot, Strike, Malicious and Damage) 4. Terrorism/Naxalite/Maoist attack cover.
Clauses to be attached	1.Escalation Clause 2.Earthquake 3. STFI(Storm, Tempest, Flood and Inundation) 4. RSMD(Riot, Strike, Malicious and Damage) 5. Terrorism/Naxalite/Maoist attack clause 6.Reinstatement value clause for buildings, machinery, Equipments, Electrical Installations, Hardware and Networking units



			7.Architect's and Engineer's Clause 8.Removal of Debris Clause 9. Market Value Clause for Stock, Stationary etc. 10.Goods held in trust Clause 11.72 Hrs Clauses 12.On account payment clause				
Property to be covered			Contents of every description on first loss basis				
S.No	Office/Branches	No	Dead Stock per unit	Subtotal of Dead Stock	Stationary per unit	Subtotal of Stationary	Total Cover
1	Branches 614	570	10,00,000	570,00,000	25,000	1,53,50,000	673,350,000
		44	20,00,000	88,00,000			
2	Regional Office	10	50,00,000	50,00,000	5,00,000	50,00,000	55,00,000
3	Head Office	1	2,50,00,000	2,50,00,000	5,00,000	5,00,000	25,50,000
	TOTAL			733,00,000		2,08,25,000	75,38,50,000

III. Burglary Policy

Insured's Name			CRGB				
Address for communication			Head Office, Mahadev Ghat Road Sunder Nagar, Raipur: 492001				
Period of Insurance			1 st April 2021 to 31 MARCH 2022				
Property to be covered			Interior works/Furniture/Fixtures/Fitting is own buildings as well as rented premises, Electrical/Electronic Equipment/Installation including accessories, ATM Machine /Mobile ATM or ATM on wheels Pass book printing machine/ Pass book printer Cheque Book printing machines Desktop ATM Machines/Micro ATMs/CCTV/DVR/Security Alarm System Office equipment, Stationary, etc. and all other contents as per Bank's Asset Register.				
Location to be covered			Various Locations in all Chhattisgarh consisting of but not limited to: 1.Head Office 2.Regional Office 3.Branches Offices 4.Extension Counters 5.E-lobbies 6.ATM Machine/Mobile ATM or ATM on wheels 7. All other properties owned or rented.				
Property to be covered			Contents of every description on first loss basis				
S.No	Office/Branches	No	Dead Stock per unit	Subtotal of Dead Stock	Stationary per unit	Subtotal of Stationary	Total Cover
1	Branches 614	570	10,00,000	570,00,000	25,000	1,53,50,000	673,350,000
		44	20,00,000	88,00,000			
2	Regional Office	10	50,00,000	50,00,000	5,00,000	50,00,000	55,00,000
3	Head Office	1	2,50,00,000	2,50,00,000	5,00,000	5,00,000	25,50,000
	TOTAL			733,00,000		2,08,25,000	75,38,50,000
Scope of Cover			The loss or damage to insured's property due to burglary, theft, robbery, hold-up, Dacoity, Terrorism/ Naxalite/Maoist attack cover, whether by the employee of the insured or any other person or persons whomsoever.				



	Automatic Sum Insured Reinstatement Clause to be attached.
Excess	1% of each loss subject to minimum of ₹5000.00



ANNEXURE-I Technical Bid

Annexure-I needs to be submitted in the company's letter head duly stamped and signed by the company's authorized signatory.

The technical bid must be submitted in a sealed envelope super scribed as "Technical Bid - Bankers's Indemnity Insurance/Fire and Special Perils/Burglary Insurance Policy for the year FY 2021 - 2022

Dated:

To,
The General Manager,
Chhattisgarh Rajya Gramin Bank,
Head Office, Mahadev Ghat Road
Sunder Nagar, Raipur-492013
Sub: Technical Bid - Renewal of Bankers's Indemnity Insurance/Fire and Special Perils/Burglary Insurance Policy for the year FY 2021 - 2022

Dear Sir,

We do hereby submit our Technical Bid for the renewal of your Bank's Bankers's Indemnity Insurance/Fire and Special Perils/Burglary Insurance Policy for the year FY 2021-22 that was sought for vide Tender no. CRGB/HO/GB/476/2020-21 dated 23/02/2021.

S.No	Qualification/Criteria	Yes/No	Remarks (For Bank's Use only)
1	We do hereby confirm that we are registered under IRDAI and Companies Act 1956 for 6 consecutive years as on 31.12.2019.		
2	Penalty or Penalties have been levied on us in the last 3 Financial Years. All details of the penalties have been furnished herewith.		
3	We have attached SOP for the process of lodging settlement of claim		
4	Our Financial Bid has been submitted in the given format as per Annexure II - Financial Bid .		
5	We agree to cover all the terms of the policies in the tender in Toto and there are no deviation/s in our Bid		
6	We do hereby agree to settle all claims within 30 days of lodging of those claims.		
7	Our representative/s is/are carrying the authorization letter on our company's letter head duly stamped and signed by our authorized signatory.		

(Seal & Signature of authorized Signatory)



Annexure – II

Financial BID

Price Breakup Schedule

I. Bankers Indemnity Policy

Sl No.	Details of Policy	Sum Insured	Premium Rate	GST	Total Premium
1	Basic Sum Assured (Item A to N) Total No Of Employees (2226) Total No Of Branches (614) No. Of Regional Office-10 Head Office -01	₹ 60.00 Crore			
2	Add on (Coverage Cyber Crime & Online Fruad)	₹ 5.00 Crore			
	Grand Total				

II. Fire & Special Perils Policy

Sl No.	Details of Policy	Sum Insured	Premium Rate	GST	Total Premium
1	Dead Stock & Stationary for all the 614 branches, 10 Regional Office & Head Office.	₹ 75.38 Crore			
	Grand Total				

III. Burglary Policy

Sl No.	Details of Policy	Sum Insured	Premium Rate	GST	Total Premium
1	Dead Stock & Stationary for all the 614 branches, 10 Regional Office & Head Office.	₹ 75.38 Crore			
	Grand Total				

(Seal & Signature of authorized Signatory)

