



Ref.No-SEC/HO/VHCL/28

Date : 21/04/2015

**SUBJECT : RFP FOR FLEET INSURANCE POLICY FOR BANK'S VEHICLES FOR 2015-2016.**

UCO Bank, one of India's leading public sector Banks, invites sealed 'Request for Proposal' (RFP) from reputed Insurance Companies, for Insurance policy for the Bank's owned **219** numbers of vehicles, individually for each vehicle.

However, the Bank has decided to take comprehensive Pan India fleet Insurance to ensure seamless cover and common renewal date of its own **219 (two hundred nineteen)** numbers of vehicles located & plying on different states through out India with effect from **15/05/2015 to 31/03/2016**.

Interested Insurance Companies may please visit our website ; "**www.ucobank.com** for details. Insurance Companies meeting the eligibility criteria and those who are interested in submitting their RFP, need to write to Assistant General Manager & Chief Security Officer, Central Security Department, Head Office, UCO Bank ,10, B.T.M. Sarani, Kolkata - 700 001, in the prescribed format with the details called for. The form may be down loaded from the website or collected from the department on any working day between 10 a.m. and 4 p.m. Last date of submission of RFP is **1200 hrs on 12/05/2015**.

Incomplete applications or applications received after the last date of submission mentioned above will not be considered for the tender.

The time schedule of entire tendering process shall be as under-

1.	Last date , time & place for submission of Tender	<b>12/05/2015</b> , up to 1200hrs,Central Security Department, H.O. Kolkata
2.	Pre-Bid Meeting, Venue	On <b>05/05/2015</b> , at 1500 hrs Central Security Department, H.O. Kolkata
3.	Date, Time, Place of opening of Technical Bid	<b>12/05/2015</b> , at 1500hrs,Central Security Department, H.O. Kolkata
4.	Date, Time, Place of opening of Financial Bid	<b>12/05/2015</b> , at 1600hrs,Central Security Department, H.O. Kolkata

**1. Type of Policy-**

Fleet Insurance Policy (for various types of Vehicles owned by the Bank).  
- Comprehensive cover.

**2. Eligibility Criteria for Insurance Company-**

The Bidder

- i) Should be a registered Insurance Company with Insurance Regulatory Development Authority of India (IRDAI), India.

- ii) should have minimum of 3 (three) years experience for providing the insurance coverage of similar work as on the date of submission of the bid.
- iii) should have experience in handling motor portfolio of PSU Companies/Banks.
- iv) Should have networks/branches through out India for providing service to UCO Bank.
- v) should have enough infrastructure to settle the claim of branches/ offices of UCO Bank at respective Regional/Zonal Office level as per jurisdiction/geographical location of the local/regional office of the Insurance Company

**3.) Purpose of Cover:** At present, UCO Bank is taking vehicle insurance for all type of vehicles owned by the Bank PAN India and policies taken are effective from the date of purchase. These Policies are expiring on various dates in a year. In order to have seamless cover, the Bank intends to take fleet insurance policy keeping the following in view :

- a) Have a single policy for all the vehicles owned by the bank.
- b) Policy to commence w.e.f. **15<sup>th</sup> May-2015 to 31.03.2016**
- c) All the Policies that are due for renewal during the currency of said Policy will join the fleet insurance policy as and when policy expires, upon paying pro-rata premium.
- d) In case of any vehicle being sold during the policy period and a new vehicle is purchased, the new vehicle will be covered for the remaining of the policy period in lieu of the vehicle sold and additional premium for the difference in sum insured will be charged to the Bank.

**4.) Scope of Cover:** UCO Bank, is seeking pan India fleet insurance (Comprehensive cover) for the vehicles it currently owns. Specific covers required:

**A. Material (own) Damage Cover.**

**B. Third Party Liability :**

- a) Property : Rs. 7.50 Lacs ( Minimum)
- b) Injury : Unlimited.
- c) Additional Cover for Personal Accident:
  - i) Paid Driver : Rs 2,00,000
  - ii) 4 Passengers : Rs 2,00,000 per passenger

**A. Cashless benefit PAN India Basis for all vehicles**

**B. Claim Settlement : Within 30 days after lodgement of claim, at regional/  
Zonal Office of bidder**

## **5.) General Terms & Conditions**

**Please note that the bid of the Insurance Company will be summarily rejected in case of the following**

- 1) Who do not qualify the eligibility criteria
- 2) Any conditional offer submitted by the bidder, No subjectivity will be considered,

- 3) Bank reserves the right to accept/ reject in part or full any or all bids without assigning any reason and without any cost or compensation thereof and any decision of UCO Bank in this regard shall be final.

## **6.) Submission of Tender**

The main envelope of Tender should have following **two envelopes-**

**i) Technical Bid-** it will comprise of the following documents-

- a) Declaration from the bidder that the company full fills all the eligibility criteria as mentioned in clause no-'2' of RFP with proper seal, should be marked as **Annex-I**
- b) Acceptance of General Terms & Conditions as mentioned in clause no-'5' of RFP in a separate paper, with proper seal that the bidder is agreed to accept the terms & conditions as explained in clause no 5 of RFP, should be marked as **Annex.-II**
- c) List of Regional Offices / Zonal Offices with addresses, contact numbers , showing that the company can process the claim settlement from any of the office which is nearby to the claim originating office of UCO Bank, should be marked as **Annex-III.**

**ii) Financial Bid-** it will be submitted in a separate and sealed envelope, insurance premium should be quoted against each car in the given format & total amount should also be quoted.

Please find the attachment for given format, wherein details of the car along with present policy details have been mentioned.

For any query and/or clarification please get in touch with:

**UCO Bank, H.O, Central Security Department,  
10, B.T.M Sarani, 2nd Floor, Kolkata: 700001, Tel No-44557382**

Thanking you,  
**Your's Sincerely,**

**AGM & Chief Security Officer  
For UCO Bank**