



# UCO BANK

FINANCE DEPARTMENT  
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## REQUEST FOR QUOTATION FOR SELECTION OF INSURANCE COMPANY

**RFQ REF No. UCO/HO/FIN/02/2022-23**  
**DATED 21/05/2022**

The information provided in response to this Request for Quotation (RFQ) will become the property of the bank and will not be returned. The Bank reserves the right to amend, rescind, cancel or reissue this RFQ and all amendments will be advised to the bidders and such amendments will be binding on them. The Bank also reserves the right to accept or reject any or all the responses to this RFQ without assigning any reason(s) whatsoever and without any cost or compensation there for. It should not be reissued or copied or used either partially or fully in any form.





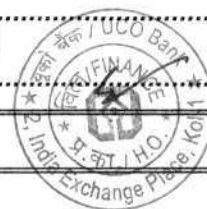
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### CALENDAR OF EVENTS

1	Date of commencement of RFQ Process	21.05.2022
2	Date and time for raising queries of Pre-bid Meeting	<b>30.05.2022 by 4:00 PM</b>
3	Date and time of Pre-bid Meeting	<b>01.06.2022 at 3.30 PM</b>
4	Last date, time & Venue for submission of Bid Documents	<b>15.06.2022 up to 11:00 AM at:</b> UCO BANK, Finance Department Head Office, 3rd Floor 2, India Exchange Place, Kolkata - 700 001
5	Date and Time of technical Bid Opening	<b>15.06.2022 at 11:30 AM</b>
6	Date and Time of financial Bid Opening	<b>15.06.2022 at 4:30 PM</b>
7	Place of opening of Bids	UCO BANK, Finance Department Head Office, 3rd Floor, 2, India Exchange Place, Kolkata – 700 001
8	Address for communication	UCO BANK Assistant General Manager, Finance Department Head Office, 3rd Floor, 2, India Exchange Place, Kolkata – 700 001 Email id: <a href="mailto:hoacs.insurance@ucobank.co.in">hoacs.insurance@ucobank.co.in</a>
9	Contact Person	Mr. S.K. Bose, Asst. General Manager Mr. D P Hembrom, Chief Manager Mr. Ranjan Kumar Singh, Senior Manager Phone No.: 033-44557223/7261

**Note:** Financial and Technical Bids have to be submitted in two separate sealed envelopes. Technical Bids will 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 as a holiday, the bids will be received till the specified time on next working day and will be opened on the same day.





To,

All Public Sector and Private Sector General Insurance Companies

**Re: Renewal of General Insurance Policies of UCO Bank, Kolkata**

Dear Sirs/Madam,

We wish to inform you that the following policies are due for renewal on 1st July 2022. In this context we would like to inform you that we have appointed M/s. Anand Rathi Insurance Brokers Ltd. to handle the insurance renewals for the year 2022-23.

All the Annexures (I- VII) except Annexure I & II (Which are enclosed herewith) may be collected from our office or M/s. Anand Rathi Insurance Brokers Ltd., Kolkata Regional Office who handle our insurance renewals. Also any query or clarification on the tender documents if necessary will be attended to by our insurance Broker only. (Refer Point No. 8 for their contact details)

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 **15.06.2022 at 11.00 A.M.** to the Asst. General Manager (Finance Department), UCO Bank, 2, India Exchange Place, 3rd floor, Kolkata – 700 001.

The bids will be opened on the same day i.e **15.06.2022** itself by the Selection Committee of the Bank in presence of all the bidders and our Insurance Broker, M/s. Anand Rathi Insurance Brokers Ltd. at **11.30 A.M.** for technical bids.

All aspects of the Bid will be finally vetted by the Bank's appointed Independent External Monitors (Ref. Serial No. 44 for details) before finalization of the insurer for F.Y. 2022-23.

In connection to this 'Request for Quote', we also do invite the participating insurance companies to send their queries by **30.05.2022 by 4:00 PM** and attend the Pre-Bid meeting on **01.06.2022 by 3:30 PM.** for clarifications and enquiries on the RFQ, if any.

**List of Annexures**

I –Technical Bid for Section I & II	V- Locker Liability Policy Wording
I A- Integrity Pact	VI A & B- Motor Vehicles Data
II- Authorization letter from Insurer	VII – Claims Data for Last 3 Financial Years
III – Banker's Indemnity Policy Wording	VIII – Financial Bid Submission for Section I & II
IV- Special Contingency- Pledged Gold Policy Wordings	





## 1. Details on Tender Process:

The renewal of policies shall be taking place in two Sections, I and II. The **Section I** shall pertain to the Bids for the below mentioned Insurance Policies of which (x) is a new requirement:

- i) Standard Fire & Special Perils Policy
- ii) Standard Burglary & Housebreaking Policy for Bank's Property other than Money
- iii) Special Contingency Policy - Currency chest (Rourkela)
- iv) Special Contingency Policy - Currency chest (Sambalpur)
- v) Banker's Indemnity Policy
- vi) Electronic Equipment insurance Policy
- vii) All Risk Policy for Tablets, I-Pads, Laptops and mobiles
- viii) Third Party Liability Policy
- ix) Special Contingency Policy - Pledged Gold
- x) Locker Liability Insurance Policy

**Section II** pertains to the Bids for the below mentioned Insurance Policies:

- i) Motor Fleet Policy for Bank's Vehicles (Commercial)
- ii) Motor Fleet Policy for Bank's Vehicles (Private)

The participating insurance companies may participate either in Section I or Section II or both the sections separately. Tender will be awarded to the bidder with lowest financial bid in section I and II respectively.

## 2. Eligibility Criteria and directives for participation:

Eligibility Criteria: Section I	
Section I	Proof of documents to be submitted
1. Insurance Companies registered under IRDAI and Companies Act, 1956 for 5 consecutive years as on 31.03.2022 will be considered for this tender.	Copies of license issued by IRDAI in the preceding 5 years, duly attested by Authorized Signatory.
2. 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 Banks including one Public Sector Banks during the previous 5 years. (Annexure I – Technical Bid- Section I)	Self-declaration of policy details in company letter head/Copy of policies to be provided.





3. The insurance companies intending to participate in the Section I for the said renewal process to comply with the underwriting and claims settlement guidelines specified in IRDA (Protection of Policyholders' Interests) Regulations, 2017.	Acceptance as per Annexure - I – Technical Bid- Section- I
<b>Eligibility Criteria: Section II</b>	
<b>Section II</b>	<b>Proof of documents to be submitted</b>
1. Insurance Companies registered under IRDAI and Companies Act, 1956 for 5 consecutive years as on 31.03.2022 will be considered for this tender.	Copies of license issued by IRDAI, in the preceding 5 years, duly attested by Authorized Signatory.
2. Insurance Companies intending to participate in Section II for the renewal of the standalone Motor Policy must also substantiate experience of handling Motor Insurance covering more than 200 vehicles for a single client (Annexure I – Technical Bid- Section II)	Certificate signed by authorized signatory of company to be provided showing last 3 years details of clients specifying number and type of vehicles.
3. The insurance companies intending to participate in the Section II for the renewal of the standalone Motor Policy must agree to settle/dispose all claims within 30 working days of lodging of claim.	Acceptance as per Annexure I – Technical Bid- Section II

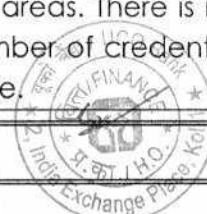
**Directives:**

<b>Section I</b>	<b>Section II</b>
1. Bidders should specifically quote the Net amount + All applicable Taxes (Mentioning amount of tax separately) in their financial bids. The bidders will have to compulsorily apply for all the policies mentioned under Section I, and any bidding for only some particular policies out of the same will tantamount to disqualification from the bidding process.	1. Bidders should specifically quote the Net amount + All applicable Taxes (Mentioning amount of tax separately) in their financial bids. The bidders will have to compulsorily apply for both the policies (for Private and Commercial vehicles) mentioned under Section II and any bidding for only one particular policy out of the two will be disqualified from the bidding process. The





	quotation for the Motor Policies must be given separately.
2.The Bidder must submit the Financial Bid in the given format in Annexure VIII- Financial Bid Submission, Format- Section I. The same needs to be confirmed in the Technical Bid vide <b>Annexure I – Technical Bid – Section I.</b>	2.The Bidder must submit the Financial Bid in the given format in Annexure VIII- Financial Bid Submission Format-Section II. The same needs to be confirmed in the Technical Bid vide <b>Annexure I – Technical Bid – Section II.</b>
3.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 vide <b>Annexure I – Technical Bid- Section I</b>	3.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 vide <b>Annexure I – Technical Bid- Section II</b>
4. All bidders should compulsorily submit along with the technical bid, pre contract Integrity pact duly signed <b>(As per Annexure-IA enclosed)</b>	4. All bidders should compulsorily submit along with the technical bid, pre contract Integrity pact duly signed <b>(As per Annexure-IA enclosed)</b>
5. The representative/s of the participating bidders attending the tender meetings must carry the authorization letter in the given format as per Annexure II 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 and is not to be submitted inside the sealed envelopes of the Technical or Financial Bid. <b>As per Annexure II</b>	5. The representative/s of the participating bidders attending the tender meetings must carry the authorization letter in the given format as per Annexure II 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 and is not to be submitted inside the sealed envelopes of the Technical or Financial Bids. <b>As per Annexure II</b>
6. The Eligibility should be supported by proof. Any credentials/detail not accompanied by relevant documentary proof from the Bidders will not be considered for evaluation. All credential letters shall 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.	6. The Eligibility should be supported by proof. Any credential/detail not accompanied by relevant documentary proof from the Bidders will not be considered for evaluation. All credential letters shall 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 bidder selected on the basis of the L1 quote.
- b) For non-motor policies, bidders may submit an extension plan for the next 2 years on same terms and conditions clearly indicating premium that could be charged factoring and specifically mentioning discount/loading for long term insurance, claims ratios or such other features that would influence the final premium. Where insurance rates are set by the regulator or such other bodies which insurer is duty bound to follow, the same shall be specifically stated. While the extension will be considered for the L1 bidder, the Bank may consider advising L1 bidder to go with the best extension plan. The decision to consider such extension solely lies with the Bank and will be taken each year in time for the renewal. (see clause 34)
- c) 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. Policies for Renewal/New Policy: Section I

The below mentioned insurance policies under Section I are to commence from 1st July, 2022. All necessary details are given below: (Ref. 1 – 10)

#### 1. Fire and Special Perils policy for Assets

Insured's Name	UCO Bank
Address for Communication	Finance Department, Head Office, 03rd Floor 2 India Exchange Place, Kolkata: 700001
Period of Insurance	1st July 2022 to 30th June 2023
Property to be covered	Bank's own building including Renovation and Alternation, Interior works/Furniture/Fixtures/Fittings in own buildings as well as rented premises, Office Equipment, Stationary, etc.
Locations to be covered	<ul style="list-style-type: none"> <li>• All India Basis, Various locations including:</li> <li>• Head Office/Corporate Office</li> <li>• Residential Buildings</li> <li>• Zonal Offices</li> <li>• RSETIs and LDM Offices</li> <li>• Branch Offices</li> <li>• Extension counters</li> <li>• ATM Center</li> </ul>







	<ul style="list-style-type: none"> <li>Data Centers in Kolkata and Bangalore</li> <li>E-lobbies</li> <li>Currency Chest Branches</li> </ul> Any other location owned/operated by Bank.
Scope of Cover	Fire and Special Perils Policy <ul style="list-style-type: none"> <li>Earthquake (Fire &amp; Shock)</li> <li>STFI (Storm, Tempest, Flood and Inundation)</li> <li>RSMD(Riot, Strike, Malicious and Damage)</li> <li>Terrorism/Naxalite/Maoist attack Cover.</li> </ul>
Clauses to be attached	<ul style="list-style-type: none"> <li>Architect's and Engineer's Fee Clause</li> <li>Removal of Debris Clause</li> <li>Local Authority Clause</li> <li>Designation of property Clause</li> <li>Omission to Insure additions, alterations or extensions</li> <li>Escalation Clause</li> <li>Earthquake</li> <li>STFI(Storm, Tempest, Flood and Inundation)</li> <li>RSMD(Riot, Strike, Malicious and Damage)</li> <li>Terrorism/ Naxalite/Maoist Clause</li> <li>Reinstatement Value Clause for Buildings, Machinery, Equipments, Electrical Installations, Hardware and Networking units</li> <li>Market Value Clause for Stock, Stationery, etc.</li> <li>Goods held in Trust Clause</li> <li>72 Hrs Clauses</li> <li>On Account Payment clause</li> <li>Additional expenses of Rent For An alternative Accommodation Rs 24lakhs/year</li> <li>Impact Damage due Insured's own vehicle Rs 7.5 lakhs AOA:AOY-1:1</li> </ul>

**Descriptions As on 31.03.2022**

Freehold Building	Rs 595 Cr
Leasehold Building	Rs 180 Cr
Furniture, Fixtures & Fittings, etc.	Rs 239 Cr
Stocks, Stationery, etc.	Rs. 2 Cr
Office Equipment	Rs 212 Cr
Electrical Installations	Rs. 33 Cr
Total Sum Insured	Rs. 1261 Cr
Omission to Insure additions/alternations	Rs.5% of Sum Insured
Escalation Provision	Rs.7.5% of Sum Insured
Excess:	





Sum Insured Band per Location	% of deduction on Claim Amount	Subject to Minimum Deductible
Upto 10 Crs	5	₹ 10,000.00
Above 10 Crs and Upto 100 Crs	5	₹ 25,000.00
Above 100 Crs and Upto 1500 Crs	5	₹ 5,00,000.00

The Excess shall apply per event per Insured.

Sum insured will be as per Asset Register of the Bank which contains office ID. Separate branch-wise Sum Insured will not be provided. Softcopy of assets of the bank will be provided to the selected insurer when placing insurance. In the event of claims, adequacy of sum insured may be checked for the respective branch as per the Asset Register. In the event of claims, our insurance brokers will provide segregated asset data as applicable for the branch.

## 2. Burglary and Housebreaking Policy

Insured's Name	UCO Bank
Address for communication	Finance Department, Head Office, 03rd Floor 2 India Exchange Place, Kolkata: 700001
Period of Insurance	1st July 2022 to 30th June 2023
Property to be covered	Interior works/Furniture/Fixtures/Fittings in own buildings as well as rented premises, Office Equipment, Stationary, etc. and all other Contents as per Bank's Asset Register/records.
Locations to be covered	<ul style="list-style-type: none"> <li>• All India Basis, Various locations including:</li> <li>• Head Office/Corporate Office</li> <li>• Zonal Offices</li> <li>• RSETIs and LDM Offices</li> <li>• Branch Offices</li> <li>• Extension counters</li> <li>• ATM centers/Cash kiosks</li> <li>• Data Centers in Kolkata and Bangalore</li> <li>• E-lobbies</li> <li>• BC Points</li> <li>• Residence of BC Agents</li> <li>• Currency Chest Branches</li> <li>• Drop Boxes etc.</li> </ul> Any other location owned/operated by Bank.
Property to be covered	Contents of every description on first loss basis.





Sum Insured	Total: Rs. 486 Crores First Loss: Rs.2.00 Crore
Scope Of Cover	The loss or damage to insured's property due to burglary, theft, robbery, hold-up, Dacoity, Terrorism/Naxalite/Maoist attack Cover, by any person or persons whomsoever. Note: Subject to Automatic Reinstatement Clause.
Excess	1% of each loss subject to minimum of Rs.5000/-

### 3. Special Contingency Policy - Currency chest at Sambalpur (State of Odisha)

Insured's Name	UCO Bank
Address for communication	Finance Department, Head Office, 03rd Floor 2 India Exchange Place, Kolkata: 700001
Period of Insurance	1st July 2022 to 30th June 2023
Property to be covered	Currency Notes, Coins and Valuable Items
Locations to be covered	Currency chest at Sambalpur (Odisha)
Sum Insured	Rs. 150 Crores
Scope Of Cover	The loss or damage to Currency Notes, Coins and Valuable Items of Reserve Bank of India held in trust with the insured 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. Note: subject to Automatic Reinstatement Clause
Excess	5% of each loss subject to maximum of Rs. 25,000/-

### 4. Special Contingency Policy - Currency chest at Rourkela (State of Odisha)

Insured's Name	UCO Bank
Address for communication	Finance Department, Head Office, 03rd Floor 2 India Exchange Place, Kolkata: 700001
Period of Insurance	1st July 2022 to 30th June 2023
Property to be covered	Currency Notes, Coins and Valuable Items
Locations to be covered	Currency chest at Rourkela (Odisha)
Sum Insured	Rs. 200 Crores





Scope Of Cover	The loss or damage to Currency Notes, Coins and Valuable Items of Reserve Bank of India held in trust with the insured 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. Note: subject to Automatic Reinstatement Clause
Excess	5% of each loss subject to maximum of Rs. 25000/-

#### 5. Bankers Indemnity Policy (As per Annexure – III)

Insured's Name	UCO Bank
Address for communication	Finance Department, Head Office, 03rd Floor 2 India Exchange Place, Kolkata: 700001
Period of Insurance	1st July 2022 to 30th June 2023
Locations to be covered	<ul style="list-style-type: none"> <li>• All India Basis, Various locations including:</li> <li>• Head Office/Corporate Office</li> <li>• Zonal Offices</li> <li>• RSETIs and LDM Offices</li> <li>• Branch Offices</li> <li>• Extension counters</li> <li>• ATM centers/Cash kiosks</li> <li>• Data Centers in Kolkata and Bangalore</li> <li>• E-lobbies</li> <li>• BC Points</li> <li>• Residence of BC Agents</li> <li>• Currency Chest Branches</li> <li>• Drop Boxes etc.</li> <li>• Any other location owned/operated by Bank.</li> </ul>
Scope Of Cover	As per Modified Bankers Indemnity Policy given in Annexure III
Franchise Limit	Policy is subject to franchise limit of Rs 2500. Claims reported exceeding this limit will be subjected to excess as under





Excess	<p>a) 5% of each loss subject to maximum Rs. 25,000/- (This excess will however, not apply to loss or damage arising out of Fire, Riot &amp; Strike, Burglary, Housebreaking risks).</p> <p>b) Each Loss in respect of each dishonest or criminal act/each event will be treated as a single loss.</p> <p>c) For Loss due to terrorism risk/Naxalite/Maoist activities the deductible would be 1% of the claimed amount for each and every claim subject to minimum of INR 25,000 and maximum of INR10,00,000/-</p>
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S I · N O ·	Particulars	Sum Insured's (INR Limits)
1	Basic Sum Insured (Insuring Clause – A to R )	Rs.2,00,00,000/-
<b>Additional Sum Insured</b>		
2	Premises– Insuring Clause – A	Rs.5,00,00,000/-
3	Transit – Insuring Clause – B	Rs.5,00,00,000/-
4	Forgery & Alterations/ Counterfeit Currency/Securities – Insuring Clause : C	<p>A) For Forgery &amp; Alterations: Rs.2,00,00,000/-</p> <p>B) For Counterfeit Currency: Rs.10,00,000/-</p>
5	Employee Dishonesty – Insuring Clause : D	Rs.3,00,00,000/-
6	Hypothecated Goods – Insuring Clause : E	Included in Basic SI
7	Registered Post Parcel – Insuring Clause : F	Included in Basic SI
8	Appraisers, Property Valuers and Advocates – Insuring Clause : G	Rs.50,00,000 /-
9	Janata/LBY Agent/Pigmy Collection/MDSS – Insuring Clause : H	Rs.50,00,000 /-
10	Liability arising out of Opening of Bank a/c with Forged Document –Insuring Clause : I	Rs.50,00,000/-
11	Infidelity of the Bank appointed vendors/Vendors/ All outsourced Service providers –Insuring Clause : J	Included in Basic SI





1	ATM/other related Fraud/ Card Related	Rs.50,00,000/-
2	Fraud/Digital transaction related Fraud – <b>Insuring Clause : K</b>	
1	Loss of Cash Safe Keys and Safety Locker Keys held with Employees of the branch including duplicate keys held with other Branches - <b>Insuring Clause : L</b>	Rs.10,00,000 subject to limit of Rs 2,00,000 per incident
3		
14	DoorStep Banking Services - <b>Insuring Clause : M</b> Single carrying limit- Rs.1,00,000/-	Included in Basic SI
15	Computer & Electronic Crime – <b>Insuring Clause : N</b>	Rs. 30,00,000/-
	1) Computer System	
	2) Electronic Computer Programmes	
	3) Electronic Data & Media	
	4) Computer Virus	
	5) Electronic & Telefacsimile Communications	
	6) Electronic Transmissions	
	7) Electronic Securities	
	8) Voice Initiated Transfers	
16	Errors & Omissions/Negligence with cover for losses because of inadequate or failed internal processes people and systems. – <b>Insuring Clause : O</b>	Rs. 2,00,00,000/-
17	EXTENSION TO COVER EARTHQUAKE- FIRE & SHOCK - <b>Insuring Clause – P</b>	Included in Basic S.I.
18	EXTENSION TO COVER STFI PERILS- <b>Insuring Clause – Q.</b>	Included in Basic S.I.
19	Extension to cover Terrorism- <b>Insuring Clause- R</b>	Included in Basic SI

**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.
- The rest of the 10% shall be paid on submission of Police Final report copy or Charge Sheet copy after the same is released.

**Total No. of Branches****3072** As on 31.03.2022**Total No. of Employees****21617** Nos. as on 31.03.2022





Total No. of ATMs

2235 Nos. As on 31.03.2022

#### 6. Electronic Equipment Insurance Policy

Insured's Name	UCO Bank
Address for communication	Finance Department, Head Office, 3rd Floor 2, India Exchange Place, Kolkata: 700001
Period of Insurance	1st July 2022 to 30th June 2023
Property to be covered	ATM/Desktop ATM, Micro ATM (anywhere in use), CCTV, DVR Other Accessories passbook printing kiosk, cheque /cash deposit machine, coin vending machine/ Computers/ Servers/ UPS and all other Electronics equipment's and Peripherals etc. as per UCO Bank's records.
Locations to be covered	<ul style="list-style-type: none"> <li>• All India Basis, Various locations including:</li> <li>• Head Office/Corporate Office</li> <li>• Zonal Offices</li> <li>• RSETIs and LDM Offices</li> <li>• Branch Offices</li> <li>• Extension counters</li> <li>• ATM center/ ATM Machine/Coin vendor machine/mobile ATM or ATM on wheels.</li> <li>• Cash Deposit machine/Passbook printing Machine</li> <li>• Cheque book printing Machine</li> <li>• Desktop ATM machines/Micro ATMs</li> <li>• Data Centers in Kolkata and Bangalore</li> <li>• E-lobbies</li> <li>• BC Points</li> <li>• Residence of BC Agents</li> <li>• Currency Chest Branches</li> <li>• Drop Boxes etc.</li> </ul> Any other location owned/operated by Bank.
Sum Insured	Rs. 983 Crores
Highest Location Sum Insured	Rs 315.82 Crores (Head Office II)
Highest value of a single equipment	Rs. <u>26.27 Crore</u>
Scope Of Cover	As per Standard EEI Policy (Including any type of damages caused by or due to rodents, pests, etc) extended to <b>include terrorism cover.</b>
Excess	5% of each loss subject to minimum of Rs.2,500/-
Reporting of Loss	All losses would be reported within 30 days from the Dates of such losses

**Note:** Full list of equipment will be provided to the Insurer to whom tender is awarded at the





time of placing insurance

## 7. All Risk for Tablets, I-Pads, Laptops and mobiles

Insured's Name	UCO Bank
Address for communication	Finance Department, Head Office, 03rd Floor 2 India Exchange Place, Kolkata: 700001
Period of Insurance	1st July 2022 to 30th June 2023
Sum Insured	Rs. 8.67 Crores
Highest Value of a single equipment	Rs 1.40 lakhs
Items to be covered	1360 Nos. of Laptops I-Pads, Macbook Air, Microsoft Surface Go, Iphone, Samsung Smartphone Edge Smart Phone, Amazon E-Book Reader, etc.
Scope Of Cover	<p>All risk cover including breakdown. Worldwide 24X7 cover. To be carried in person as hand luggage only when in transit.</p> <p><b>Basis of settlement:</b> Total loss and partial loss to be settled without application of depreciation. Underinsurance applicable for partial loss claims Excess: 5% of claim Max Rs.2500/- <b>EXCLUSIONS:-</b> The company shall not be liable in respect of:-</p> <ol style="list-style-type: none"> <li>1. Damage caused by any process of cleaning, dyeing or bleaching, restoring, repairing or renovation or deterioration arising from wear and tear, moth, vermin, insects or mildew or any other gradually operating clause.</li> <li>2. Aesthetic defects</li> <li>3. Breakage, cracking or Scratching of Glass, cameras, lenses and similar articles of brittle or fragile nature, unless caused by fire or accident.</li> <li>4. Any existing defect at the commencement of insurance within the knowledge of the insured,</li> <li>5. Where supplier or manufacturer is responsible by law or under contract,</li> <li>6. Rented or hired equipment</li> <li>7. Willful act or willful negligence of the insured or their representative</li> <li>8. Loss or damage covered under the terms of maintenance agreement or contract or warranty or</li> </ol>





	<p>guarantee</p> <p>9. Theft from any car except car of fully enclosed saloon type having at the time all the doors, windows and other openings securely locked and property fastened.</p> <p>10. Loss or damage whether direct or indirect arising from war, warlike operations, Act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, insurrection, civil commotion, Military or usurped power, seizure, capture, confiscation, arrests restraints and detainment by the order of any government or any other authority.</p> <p>11. In any action suit or other proceedings where the company alleges that by reason of the above provisions any loss or damage is not covered by this insurance, the burden of proving that such loss or damage is covered shall be upon the insured.</p> <p>12. Any loss or damage arising through delay, detention or confiscation by customs or other authorities.</p> <p>13. (a) Any loss destruction or damage to any property whatsoever or any loss or expense whatsoever, resulting or arising there from or any consequential loss and any legal liability of whatsoever nature, directly or indirectly caused by or contributed by or arising from ionizing, radiation or contamination by radioactivity from any source whatsoever.</p> <p>(b) Any loss, destruction, damage or legal liability directly or indirectly caused by or contributed by or arising from Nuclear Weapons material.</p> <p>14. Loss or damage due to or contributed by the insured having caused or suffered anything to be done whereby the risks hereby insured against were unnecessarily increased.</p>
Excess	5% of each loss subject to minimum of Rs.2,500/-

### 8. Third Party Liability Policy

Insured's Name	UCO Bank
Address for communication	Finance Department, Head Office, 03rd Floor 2 India Exchange Place, Kolkata: 700001
Period of Insurance	1st July 2022 to 30th June 2023
Locations to be covered	Locations anywhere in India





Sum Insured	Rs.0.50 Crore AOA/AOP
Scope Of Cover	Third Party Legal Liability (including Operation of Lift)
Excess	Property Damage: 1% of the claim amount for each and every claim subject to a maximum amount of Rs. 10,000/- Personal injury/ death: NIL

#### 9. Special Contingency Policy (Pledged Gold)

Insured's Name	UCO Bank
Address for communication	Finance Department, Head Office, 03rd Floor 2 India Exchange Place, Kolkata: 700001
Period of Insurance	1st July 2022 to 30th June 2023
Locations to be covered	All Over India- Branch Offices, Zonal Office, Head Office/Corporate Office, Extension Counters, any other properties identified for this purpose by the Bank
Indemnity limit	Rs. 90 crores any one loss with Annual Limit being Rs.9000 Cr. Including making charges 10%
Scope Of Cover	Loss/Liability to Bank for Customer's gold ornaments/Gold Jewellery/ Gold Coins that is kept by the Bank in its premises against loan to customers. <b>(As per Annexure – IV)</b>
Excess	The amount of deductible shall be 5 % of the Claim amount subject to a maximum of Rs.50,000/- for each and every loss.

**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. The rest of the 10% shall be paid on submission of Police Final report copy or Charge Sheet copy after the same is released.**

#### 10. Locker Liability Policy

Insured's Name	UCO Bank
Address for communication	Finance Department, Head Office, 03rd Floor 2 India Exchange Place, Kolkata: 700001
Period of Insurance	1st July 2022 to 30th June 2023
Locations to be covered	All locations of the bank where safe deposit locker facility is provided – 1525 branches





Indemnity Limits	Any one Incident: 30 Cr Annual Limit: 150 Cr
Additional Information:	Number of occupied lockers- 2,51,236 Annual Charges-Rs.35 cr Highest Revenue from Branch –Rs.30.87 Lacs
Scope Of Cover	Legal or contractual liability (fault and no-fault liability) to Bank's Safe Deposit Locker customers including employee dishonesty, for all claims, damages and demands, including any cost, compensation and expenses incurred in connection therewith arising from all such losses with terrorism extension <b>As per Annexure V</b>
Excess	<b>5 % of Claim amount subject to maximum ₹25000/- on each loss or series of losses arising from the same event at one location / branch</b>

## 5. Policies for Renewal: Section II

### 1. **Motor Fleet Policy for Bank's Vehicles (Private)**

Insurance Policy for the UCO Bank's owned 153 numbers of vehicles. 153 numbers vehicles located & plying in different states throughout India.

In case of any vehicle being sold during the policy period and a new vehicle is purchased, pro-rata OD coverage to be provided for the new vehicle for the remaining of the policy period in lieu of the vehicle sold and additional premium for the difference in sum Insured & TP premium will be charged to the Bank.

Insured's Name	UCO Bank
Address for communication	Finance Department, Head Office, 03rd Floor 2 India Exchange Place, Kolkata: 700001
Period of Insurance	1st July 2022 to 30th June 2023
Scope Of Cover	UCO Bank is seeking pan India Comprehensive Motor policy for the vehicles it currently owns. Specific covers required: Material (OWN) Damage Cover Third Party Liability i) Property : Rs.7.50 Lacs (Minimum)





	ii) Injury : Unlimited C. Additional Cover for Personal Accident Paid Driver : Rs. 2 Lacs Passenger : Rs. 2 Lacs per passenger D. Cashless Benefit PAN India Basis for all vehicles E. Claim Settlement: Within 30 days after lodgment of claim, at regional/zonal office.  List of Vehicles – As per Annexure – VI A
Excess	As per IRDAI

## 2. Motor Policy for Bank's Vehicles (Commercial)

Insurance Policy for the UCO Bank's owned 1 number of vehicle. 1 number vehicle located & plying in India.

In case of any vehicle being sold during the policy period and a new vehicle is purchased, pro-rata OD coverage to be provided for the new vehicle for the remaining of the policy period in lieu of the vehicle sold and additional premium for the difference in sum insured & TP premium will be charged to the Bank.

Insured's Name	UCO Bank
Address for communication	Finance Department, Head Office, 03rd Floor 2 India Exchange Place, Kolkata: 700001
Period of Insurance	1st July 2022 to 30th June 2023
Scope Of Cover	UCO Bank is seeking pan India Comprehensive Motor policy (Fleet) for the vehicles it currently owns. Specific covers required: Material (OWN) Damage Cover Third Party Liability Property : Rs.7.50 Lacs (Minimum) Death/Injury : Unlimited Non fare paying passengers in goods vehicle: 1 passenger C. Additional Cover for Personal Accident Paid Driver : Rs. 2 Lacs Passenger : Rs. 2 Lacs per passenger D. Cashless Benefit PAN India Basis for all vehicles E. Claim Settlement: Within 30 days after lodgment of claim, at regional/zonal office.  List of Vehicles – As per Annexure – VI B
Excess	As per IRDAI





**Data of Claims of last three Financial Years – As per Annexure - VII**

The claim details & policy wordings etc. will be made available on the same day of uploading of tender. Any clarification on the above renewals will be attended to/ given by our Broker who will also be attending the tender meeting. Any conditions or subjectivity will not be accepted and Bank reserves the right to reject/disqualify such quotes without giving another opportunity.





## 6. The Schedule of Pre bid meeting, Technical and Financial bid:

1. **Pre-Bid Meeting** : 01.06.2022 at 3:30 p.m.

## 2. **EVALUATION of:**

a) Technical Bid - 15.06.2022 at 11:30 a.m.

b) Financial Bid - 15.06.2022 at 4:30 p.m.

## 7. Late Bids:

1. Bids received after the due date and the specified time for any reason whatsoever, shall not be entertained and shall be returned unopened.

2. The bids submitted by post/fax/telex/telegram shall not be considered. No correspondence will be entertained on this matter.

3. UCO Bank shall not be responsible for any delay in submission of Bids. No further correspondence will be entertained on this matter.

4. UCO Bank reserves the right to modify and amend any of the above stipulated conditions or criteria depending upon project priorities vis-à-vis urgent commitments.

## 8. Contact persons from Broker's office:

- Khushal Goenka, Relationship Manager (Mobile No. 98303 02176)
- Kaustav Saha, Deputy Manager – Operations & Claims, (Mobile No. 98304 96454)
- Ruchira Mallick, Assistant Manager, (Mobile No. 90733 72666)

## 9. UCO BANK'S RIGHT TO MODIFICATION/REVISION OF RFQ

### **UCO Bank reserves the right to:-**

- Cancel or Modify any terms, conditions and specifications of the RFQ by publishing a notice to such effect on website of UCO Bank.
- Obtain revised price Bids from the Bidders with regard to modifications/changes in RFQ. Place repeat orders.
- Issue the amendments to the RFQ at any time, prior to the deadline for the submission of Bids. From the date of issue, amendments to RFQ Document shall be deemed to form an integral part of the RFQ Document.
- Any decision of the Bank in this regard shall be final, conclusive and binding on the bidder.

## 10. TERMINATION FOR DEFAULT(S)

The Bank reserves its right to cancel the Contract by giving a prior written notice of 30 days to the selected bidder in the event of, but not limited to, one or more of the following situations:

- a) Unnecessary or unwarranted delay in execution of the work allotted.
- b) Delay in submission of reports beyond the stipulated periods.





- c) Breach of trust is noticed during any stage of the consultancy assignment.
- d) The selected bidder commits a breach of any of the terms and conditions of the bid.
- e) The selected bidder goes in to liquidation voluntarily or otherwise.
- f) An attachment is levied or continues to be levied for a period of 7 days upon the effects of the bid.
- g) If it is found at any stage that the bidder has concealed any important information or has submitted any false information or declaration particularly regarding any pending legal action or blacklisting status.
- h) The Bank reserves the right to recover any dues payable by the selected bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and security deposit, if any, under this contract or any other contract.

# **11. CONSEQUENCES OF TERMINATION**

- a. In the event of termination of the Contract due to any cause whatsoever, [whether consequent to the stipulated term of the Contract or otherwise], BANK shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the Bidders shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/breach, and further allow the next successor Vendor to take over the obligations of the erstwhile Vendor in relation to the execution/continued execution of the scope of the Contract.
- b. In the event that the termination of the Contract is due to the expiry of the term of the Contract, a decision not to grant any (further) extension by BANK, the Vendor herein shall be obliged to provide all such assistance to the next successor Vendor or any other person as may be required and as BANK may specify including training, where the successor(s) is a representative/personnel of BANK to enable the successor to adequately provide the Service(s) hereunder, even where such assistance is required to be rendered for a reasonable period that may extend beyond the term/earlier termination hereof.
- c. The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are expressly or by implication intended to come into or continue in force on or after such termination.

# **12. TERMINATION FOR CONVENIENCE:**

The Bank reserves its rights to terminate the contract at its own convenience by giving 10 days' prior notice in writing to the selected bidder/Company without assigning any reason for such termination and without any cost or compensation therefor.

# **13. DISPUTE RESOLUTION MECHANISM**

The Vendor and The Bank shall endeavor their best to amicably settle all disputes arising out of or in connection with the Contract in the following manner:

The Party raising a dispute shall address to General Manager UCO Bank, Finance Department a notice in writing requesting an amicable settlement of the dispute within seven (7) days of receipt





of the notice.

The matter will be referred for negotiation between General Manager UCO Bank, Finance Department/ Any designated Official of the Bank and the Authorised Official of the Bidder. The matter shall then be resolved between them and the agreed course of action documented within a further period of 15 days.

In case any dispute between the Parties, does not get settled by negotiation in the manner as mentioned above, the same shall be resolved exclusively by arbitration and such dispute may be submitted by either of the parties for arbitration within 30 days of the failure of negotiations. Arbitration shall be held in Kolkata and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint one arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator.

The "Arbitration Notice" should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as provided herein, the name of the person it seeks to appoint as an arbitrator with a request to the other party to appoint its arbitrator within 45 days from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing and be made as provided in this tender document. The arbitrators shall hold their sittings at Kolkata. The arbitration proceedings shall be conducted in English language. Subject to the above, the courts of law at Kolkata alone shall have the jurisdiction in respect of all matters connected with the Contract/Agreement even though other Courts in India may also have similar jurisdictions. The arbitration award shall be final, conclusive and binding upon the Parties and judgment may be entered thereon, upon the application of either party to a court of competent jurisdiction. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides. The Bidder shall not be entitled to suspend the Service/s, pending resolution of any dispute between the Parties and shall continue to render the Service/s in accordance with the provisions of the Contract/Agreement.

#### **14. GOVERNING LAWS AND JURISDICTION**

This contract shall be governed by and construed in accordance with the Laws of India for the time being in force and all the dispute(s) or difference(s) arising out of or in connection with the contract shall be subject to the exclusive jurisdiction of the courts at Kolkata.

#### **15. NOTICES**

Notice or other communications given or required to be given under the contract shall be in writing and shall be faxed/e-mailed followed by hand-delivery with acknowledgement thereof, or transmitted by pre-paid registered post or courier. Any notice or other communication shall be deemed to have been validly given on date of delivery if hand delivered & if sent by registered post then on expiry of seven days from the date of posting.

#### **16. INDEMNITY**

The bidder agrees to indemnify and keep indemnified, defend and hold harmless the Bank and its





officers, directors, employees and agents from and against any and all losses, liabilities, claims, obligations, costs, expenses (including, litigation cost, reasonable attorney fees) which result from, arise in connection with or are related in any way to claims by third parties arising out of or in connection with

- The bidder's breach of any of the terms and conditions, representations, warranties specified in the Agreement/Contract; infringement of Intellectual Property Rights of the Bank; acts or omission of, negligence, or misconduct by the Vendor/bidder; or its professionals, representatives, agents, security analysts, consultants and advisors;
- For the purpose of the Agreement, the bidder shall include the bidder, its personnel, employees, consultants, and/or other authorized persons.
- In no event shall the bidder be liable for claims arising from or in connection with the sole negligence or misconduct of the party seeking indemnification.
- The responsibility to indemnify set forth in this Clause shall survive the termination of this Agreement for any reason with regard to any indemnity claims arising in relation to the performance hereof.
- The selected vendor/bidder has to furnish a letter of undertaking cum indemnity in Bank's favour as per the format supplied by the Bank at the time of execution of Service Level Agreement.

The Bidders shall also indemnify Bank against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods/services, Software package or any part thereof in India and abroad.

In the event of any claim asserted by the third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Goods/services or any part thereof in India, the Bidder shall act expeditiously to extinguish such claims. If the Bidder fails to comply and Bank is required to pay compensation to a third party resulting from such infringement, the Bidder shall be responsible for the compensation including all expenses, court costs and lawyer fees. Bank will give notice to the Bidder of such claims, if it is made, without delay by fax/e-mail/registered post.

#### **17. AUTHORIZED SIGNATORY**

The selected bidder shall indicate the authorized signatories who can discuss and correspond with BANK, with regard to the obligations under the contract. The selected bidder shall submit at the time of signing the contract a certified copy of the resolution of their board, authenticated by the company secretary, authorizing an official or officials of the bidder to discuss, sign agreements/contracts with BANK, raise invoice and accept payments and also to correspond. The bidder shall provide proof of signature identification for the above purposes as required by BANK.

#### **18. CANCELLATION OF TENDER PROCESS**

Bank reserves the right to cancel the tender process partly or fully at its sole discretion at any stage without assigning any reason and without any cost or compensation therefor to any of the participating bidders.





**19. PUBLICITY**

Any publicity by the bidder in which the name of Bank is to be used should be done only with the explicit prior written permission of Bank. The Bidder shall not make or allow to make a public announcement or media release about any aspect of the Contract unless BANK first gives the Vendor its prior written consent.

**20. FORCE MAJEURE**

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or BANK as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

1. Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics
2. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos
3. Terrorist attack, public unrest in work area

Provided either party shall within 10 days from occurrence of such a cause, notify the other in writing of such causes. The bidder or BANK shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding the above, the provisions relating to indemnity, confidentiality shall survive after termination of the contract.

**21. CONFIDENTIALITY**

The bidder must undertake that they shall hold in trust any Information received by them, under the Contract/Agreement, and the strictest of confidence shall be maintained in respect of such Information. The bidder has also to agree:

To maintain and use the Information only for the purposes of the Contract/Agreement and only as permitted by BANK;

To only make copies as specifically authorized by the prior written consent of Bank and with the same confidential or proprietary notices as may be printed or displayed on the original;

To restrict access and disclosure of Information to such of their employees, agents, strictly on a "need to know" basis, to maintain confidentiality of the Information disclosed to them in accordance with this Clause and

To treat all Information as Confidential Information.

Conflict of interest: The Vendor shall disclose to BANK in writing, all actual and potential conflicts of interest that exist, arise or may arise (either for the Vendor or the Bidder's team) in the course of performing the service(s) as soon as practical after it becomes aware of that conflict.

**22. NON-TRANSFERABLE OFFER**



This Request for Proposal (RFQ) is not transferable. Only the bidder who has purchased this document in its name or submitted the necessary RFQ price (for downloaded RFQ) where applicable will be eligible for participation in the evaluation process. There will not be any type of outsourcing.

The bidder should also submit an undertaking to the effect that he has not made any modification in the original copy of RFQ and that his bid would be liable for rejection for any violation of the above.

### **23. PERIOD OF VALIDITY OF BID**

Bids shall remain valid for 180 (One hundred eighty) days after the date of bid opening prescribed by BANK. BANK holds the rights to reject a bid valid for a period shorter than the above time frame, without any correspondence. In exceptional circumstances, BANK may solicit the Bidder's consent to an extension of the validity period. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder should be unconditional and irrevocable. The Bid Security provided shall also be suitably extended. A bidder acceding to the request will neither be required nor be permitted to modify its bid. A bidder may refuse the request without forfeiting its bid security. In any case the bid security of the bidders will be returned after completion of the process.

### **24. PRELIMINARY SCRUTINY**

BANK will scrutinize the offers/bids to determine whether they are complete, whether any errors have been made in the offer/bid, whether required documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule.

BANK may, at its sole discretion, waive any minor non-conformity or any minor irregularity in an offer/bid. This shall be final, conclusive and binding on all bidders and BANK reserves the right for such waivers.

### **25. SIGNING OF THE BID**

The bid shall be signed by a person or persons duly authorized by the Bidder with signature duly attested. In the case of a body corporate, the bid shall be signed by the duly authorized officers and supported by internal corporate authorizations.

### **26. COSTS OF PREPARATION & SUBMISSION OF BID**

The bidder shall bear all costs for the preparation and submission of the bid. BANK shall not be responsible or liable for reimbursing/compensating these costs, regardless of the conduct or outcome of the bidding process.

### **27. SUBCONTRACTING**

The Bidder will not subcontract or delegate or permit anyone other than the Bidder personnel to perform any of the work, service or other performance required of the Bidder under this agreement without the prior written consent of the Bank and the Bank's decision in this regard will be final and acceptable to the bidder.



**28. NOTIFICATION OF AWARD**

The finalization & selection of a tender, subject to eligibility compliance with all the terms and conditions will be communicated in writing by means of offer of contract/ service order at the address supplied by the bidder in the tender response. Any change of address of the Bidder, should therefore be promptly notified to UCO Bank, Finance Department Head Office, 3rd Floor, 2 India Exchange Place Kolkata-1. The written offer of contract/ order issued to the successful bidder would need to be accepted by the bidder in writing within 7 days from the date of issue of the offer.

**29. RIGHT TO AMEND SCOPE OF WORK**

The Scope of Work/Implementation Program may change/shift due to change in guidelines/directives of the Regulatory Authorities such as RBI/ICAI/MCA/Tax Authorities, etc. and any other developments. Any decision of BANK in this regard shall be final, conclusive and binding on the bidder.

**30. OWNERSHIP AND RETENTION OF DOCUMENTS**

- BANK shall own the documents, prepared by or for the selected bidder arising out of or in connection with the Contract.
- Forthwith upon expiry or earlier termination of the Contract and at any other time on demand by BANK, the Company shall deliver to BANK all documents provided by or originating from BANK/ Purchaser and all documents produced by or from or for the Company in the course of performing the Service(s), unless otherwise directed in writing by BANK at no additional cost.
- The selected bidder shall not, without the prior written consent of BANK/ Purchaser store, copy, distribute or retain any such Documents.
- The selected bidder shall preserve all documents provided by or originating from BANK/ Purchaser and all documents produced by or from or for the Company in the course of performing the Service(s) in accordance with the legal, statutory, regulatory obligations of UCO BANK/Purchaser in this regard.

**31. SIGNING OF CONTRACT/AGREEMENT**

The successful bidder is required to enter into a Service Level Agreement as per Bank's prescribed format within 15 days from the date of acceptance Bank's offer valid from 01.07.2022 to 30.06.2023 unless terminated earlier by the Bank by serving

30 days prior notice in writing to the Company / selected bidder at its own convenience without assigning any reason and without any cost or compensation therefor.

The selected insurer shall also submit a panel of qualified and competent surveyors who will attend to surveys of the Bank on a pan India basis within 15 days of selection to the tender committee. This panel as approved by the committee will thereafter be utilized for the Bank's claims. The documents required for various claims finalized by Insurance Company and Bank shall be shared to the surveyors.





The performance of the selected bidder shall be reviewed periodically and in case the performance of the Company / selected bidder found to be unsatisfactory, the Bank reserves the right to terminate the contract at its sole discretion by giving 30 day notice without assigning any reasons and without any cost or compensation therefor.

**32. BANK RESERVES THE RIGHT TO THE FOLLOWING:**

Bank reserves its rights, without giving any reason whatsoever and without any cost or compensation therefor, to:

Reject any or all proposals received in response to the RFQ

Reject the proposals received in response to the RFQ containing any deviation.

Waive or Change any formalities, irregularities, or inconsistencies in proposal format delivery.

Extend the time for submission of proposal.

Modify the RFQ document, by an amendment that would be notified on the Bank's website.

**33. COMPLIANCE CONFIRMATION**

The Bidder must submit unconditional and unambiguous compliance confirmation to all the terms and conditions stipulated in the RFQ.

**34. EXTENSION OF CONTRACT**

The Bank may, choose to continue with the prevailing Insurer for renewal of the Insurance policies for further two years on mutually agreed terms & conditions (refer clause 3 b). The Bank may extend/renew the term for further period at its sole discretion but will not be under any obligation to extend/renew the term. Further, Bank will be under no obligation to pay any cost or compensation on account of the provisions of this clause.

**35. PROPOSAL OWNERSHIP:**

The proposal and all supporting documentations submitted by the bidders shall become the property of the Bank. The proposal and documentation may be retained, returned or destroyed as the Bank decides.

**36. OTHER INSTRUCTIONS**

- The Company selected for the assignment should adhere to the quality standards, regulatory directions, guidelines in this regard.







- The Company selected for the assignment should treat as confidential all data and information about the Bank obtained in the execution of the proposed assignment, hold it in strict confidence and should not reveal such data / information to any other party without the prior written approval of the Bank.
- The proposal should be submitted strictly in the formats provided in this RFQ document.
- The proposal should be free of overwriting/ corrections / alterations.
- All bids and supporting documentation shall be submitted in English only.
- The Bank will not return the bids/responses to the RFQ received. The information provided by the bidder/s to the Bank will be held in confidence and will be used for the sole purpose of evaluation of bids.
- The company selected, in the event of merger/takeover by another insurance company will ensure that policies of the Bank with the transferor entity are migrated in a manner which ensures that the existing policies are continued to be serviced by the transferee entity on terms and conditions no less favorable than those existing prior to the merger and as per the terms of the contract entered into with the Bank.
- In the event of other insurance requirements of the bank arising during the course of the period of this tender (starting with 1<sup>st</sup> July 2022 to 30<sup>th</sup> June 2023), the choice to insure will be given to the insurer becoming L1 in Section I in non-motor policies, at the discretion of the Bank . The Bank's decision in this regard will be final.

### **37. DUE DILIGENCE**

The Bidder is expected to examine all instructions, forms, terms and specifications in this RFQ and study the RFQ document carefully. Bid shall be deemed to have been submitted after careful study and examination of this RFQ with full understanding of its implications. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFQ. Failure to furnish all information required by this RFQ or submission of a Bid not responsive to this RFQ in each and every respect will be at the Bidder's own risk and may result in rejection of the Bid and for which UCO Bank shall not be held responsible.

### **38. MODIFICATION AND WITHDRAWAL OF BIDS**

No bid can be modified by the bidder subsequent to the closing date and time for submission of bids.

### **39. NO LEGAL RELATIONSHIP**

No binding legal relationship will exist between any of the Recipients / Respondents and Bank until execution of a contractual agreement.





**40. COMPLIANCE WITH APPLICABLE LAWS OF INDIA**

The selected bidder shall undertake to observe, adhere to, abide by, comply with and notify the Bank about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this tender and shall indemnify, keep indemnified, hold harmless, defend and protect the Bank and its employees/officers/staff/ personnel/representatives/agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising therefrom.

The Bidder shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation / Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate Bank and its employees/officers/staff/personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and Bank will give notice of any such claim or demand of liability within reasonable time to the Bidder.

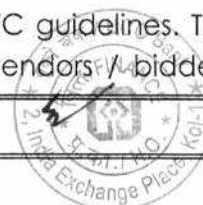
**41. NON-DISCLOSURE**

By virtue of RFQ process and subsequent Contract, as and when it is entered into between the Bank and the bidder, and its implementation thereof, the bidder may have access to the confidential information and data of the Bank and its customers.

- That the bidder will treat the confidential information as confidential and shall not disclose to any third party. The bidder will also agree that its employees, agents, sub- contractors shall maintain confidentiality of the confidential information.
- That the bidder will agree that it shall neither use, nor reproduce for use in any way, any confidential information of the Bank without consent of the Bank. That the bidder will also agree to protect the confidential information of the Bank with at least the same standard of care and procedures used by them to protect its own confidential Information of similar importance. Without limitation of the foregoing, the bidder shall use reasonable efforts to advise the Bank immediately in the event that the bidder learns or has reason to believe that any person who has had access to confidential information has violated or intends to violate the terms of the Contract to be entered into between the Bank and the bidder, and will reasonably cooperate in seeking injunctive relieve against any such person.
- That the bidder will strictly maintain the secrecy of Bank's data.

**42. ADOPTION OF INTEGRITY PACT:**

UCO Bank has adopted practice of Integrity Pact (IP) as per CVC guidelines. The Integrity Pact essentially envisages an agreement between the prospective vendors / bidders / sellers, who



- a) Promise on the part of the principal not to seek or accept any benefit, which is not legally available.
- b) Principal to treat all bidders with equity and reason.
- c) Promise on the part of bidders not to offer any benefit to the employees of the Principal not available legally.
- d) Bidders not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contract etc.
- e) Bidders not to pass any information provided by the Principal as part of business relationship to others and not to commit any offence under PC/IPC Act.
- f) Foreign bidders to disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principals or associates.
- g) Bidders to disclose any transgressions with any other company that may impinge on the anti-corruption principle.

Integrity Pact, in respect of a particular contract, shall be operative from the date IP is signed by both the parties till the final completion of the contract. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings. IP shall cover all phases of contract i.e. from the stage of Notice Inviting Tenders (NIT)/Request for Proposals (RFQ) till the conclusion of the contract i.e. final payment or the duration of warrantee/guarantee. Format of IP is attached as Annexure –IA for strict compliance.

The following Independent External Monitors (IEMs) have been appointed by UCO Bank, who will review independently and objectively, whether and to what extent parties have complied with their obligation under the pact.

A-91, Alkapuri, Bhopal, MP-462202 E-mail:- rkatoch@nic.in

House No. – 829, Sector 8, Gandhinagar-382007, Gujarat

E-mail:- [hkdash184@hotmail.com](mailto:hkdash184@hotmail.com)

All pages of Integrity Pact (IP) must be signed and stamped. Integrity Pact (IP) should be deposited





with the concerned Department along with the Technical Bid as directed.

Thanking You,

  
Authorized Signatory



**ANNEXURE I – Technical Bid (Section I)**

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 (Section I) - Renewal of Insurance Policies for the year FY 2022 - 2023 A/c UCO Bank, Kolkata"**.

Dated: \_\_\_\_\_

To,  
The Assistant General Manager, UCO Bank,  
Finance Department, Head Office, 03rd Floor  
2 India Exchange Place, Kolkata: 700001

**Sub: Technical Bid (Section I) - Renewal of Insurance Policies for the year 2022 – 2023  
A/c UCO Bank, Kolkata**

Dear Sir,

We do hereby submit our Technical Bid for the renewal of your Bank's Insurance Policies for the year 2022-23 that was sought for vide Tender no. and Letter No. UCO/HO/FIN/MISC/ DATED:

**ANNEXURE I – Technical Bid (Section I)**

Sl. No.	Qualification & Evaluation Criteria	Yes/No	Remarks <i>For Bank's use only.</i>
1	We do hereby confirm that we are registered under IRDAI and Companies Act 1956 for 5 consecutive years as on 31.03.2022.		
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 quoted for all the policies mentioned in Section I of the tender		
4	Our Financial Bid has been submitted in the given format as per Annexure VIII – Financial Bid (Section I).		
5	We agree to cover all the terms of the policies in the tender in toto and there are no deviation/s in our Technical and Financial Bid.		





UCO BANK

SELECTION OF INSURANCE COMPANY

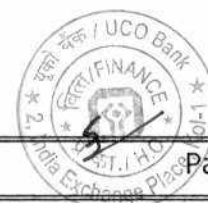
6	We have experience of underwriting multiple insurance policies of Nos. of Public Sector Bank which belong to Category B or above as per RBI categorization during the previous 5 years. Proofs of the same are enclosed with herewith.		
7	We do hereby agree to comply with the underwriting and claims settlement guidelines specified 'in IRDA (Protection of Policyholders' Interests) Regulations, 2017.		
8	A duly signed Pre-contract Integrity Pact as per Annexure IA in a 100 rupee non-judicial stamp paper is enclosed with herewith.		
9	Our representative/s is/are carrying the authorization letter in the format given in Annexure II on our company's letter head duly stamped and signed by our authorized signatory.		

Thanking you,

Regards,

Signature : \_\_\_\_\_  
Designation: \_\_\_\_\_  
Location : \_\_\_\_\_

Name : \_\_\_\_\_





**Annexure I Section II)****ANNEXURE I Technical Bid (Section II)**

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 (Section II) - Renewal of Insurance Policies for the year 2022 - 2023 A/c UCO Bank, Kolkata"**.

Dated: \_\_\_\_\_

To,

The Assistant General Manager, UCO Bank,

Finance Department, Head Office, 03rd Floor 2 India Exchange Place, Kolkata: 700001

**Sub: Technical Bid (Section II) - Renewal of Insurance Policies for the year FY 2022 – 2023**  
**A/c UCO Bank, Kolkata**

Dear Sir,

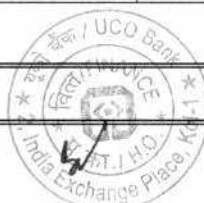
We do hereby submit our Technical Bid for the renewal of your Bank's Motor Insurance Policy for the year 2022-23 that was sought for vide Tender no.

\_\_\_\_\_ and Letter No. UCO/HO/FIN/MISC/\_\_\_\_\_ DATED:

\_\_\_\_\_.

**ANNEXURE I – Technical Bid (Section II)**

Sl. No.	Qualification Criteria	Yes/No	Remarks <i>For Bank's use only.</i>
1	We do hereby confirm that we are registered under IRDAI and Companies Act 1956 for 5 consecutive years as on 31.03.2022.		
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 quoted for all the vehicles mentioned in the tender under Section II		
4	Our Financial Bid has been submitted in the given format as per Annexure VIII – Financial Bid (Section II).		
5	We agree to cover all the terms of the policies in the tender in toto and there are no deviation/s in our Technical and Financial Bid.		





6	We have experience of underwriting multiple Fleet Motor Insurance Policies covering more than 200 vehicles of a single client during the previous 5 years. Proofs of the same are enclosed with herewith for Nos. of such policies.		
7	We do hereby agree to settle all claims within 30 days of lodging of those claims.		
8	A duly signed Pre-contract Integrity Pact as per Annexure IA in a 100 rupee non-judicial stamp paper is enclosed with herewith.		
9	Our representative/s is/are carrying the authorization letter in the format given in Annexure II on our company's letter head duly stamped and signed by our authorized signatory.		

Thanking you, Regards,

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

Location : \_\_\_\_\_





## ANNEXURE-IA

**PRE CONTRACT INTEGRITY PACT****(To be stamped as per the Stamp Law of the Respective State)**

1. Whereas UCO Bank having its registered office at UCO BANK, a body corporate constituted under The Banking companies (Acquisition & Transfer Act of 1970), as amended by The Banking Laws (Amendment) Act, 1985, having its Head Office at 10, Biplabi Trailokya Maharaj Sarani, Kolkata-700001 acting through its Finance Department, represented by Authorised Signatory hereinafter referred to as the Buyer and the first party, proposes to engagement of Insurance Company hereinafter referred to as Services.

And

M/s \_\_\_\_\_ represented by \_\_\_\_\_ Authorized signatory, (which term, unless expressly indicated by the Agreement, shall be deemed to include its successors and its assignee), hereinafter referred to as the bidder/seller and the second party, is willing to offer/has offered the Insurance.

2. Whereas the Bidder/Seller is a private company/public company/  
/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Public Sector Undertaking and registered under The Banking companies (Acquisition & Transfer Act of 1970), as amended from time to time. Buyer and Bidder/Seller shall hereinafter be individually referred to as—Party or collectively as the —parties, as the context may require.

**3. Preamble**

Buyer has called for tenders under laid down organizational procedures intending to enter into Agreement for services of Insurance Company and the Bidder /Seller is one amongst several bidders /Proprietary Vendor /Customer Nominated Source/Licenser who has indicated a desire to bid/supply in such tendering process. The Buyer values and takes primary responsibility for values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder (s) and / or Seller(s).

In order to achieve these goals, the Buyer will appoint Independent External Monitor(s) (IEM) in consultation with Central Vigilance Commission, who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**4. Commitments of the Buyer**

4.1 The Buyer commits itself to take all measures necessary to prevent corruption and fraudulent practices and to observe the following principles:-

(i) No employee of the Buyer, personally or through family members, will in connection with the tender, or the execution of an Agreement demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

(ii) The Buyer will during the tender process treat all Bidder(s) /Seller(s) with equity and reason. The Buyer will in particular, before and during the tender process, provide to all Bidder (s) /Seller(s) the same information and will not provide to any Bidders(s) /Seller(s) confidential /additional information through which the Bidder(s) / Seller(s) could obtain an advantage in relation to the process or the Agreement





execution.

(iii) The Buyer will exclude from the process all known prejudiced persons.

4.2 If the Buyer obtains information on the conduct of any of its employees which is a criminal offence under the Indian Legislation Prevention of Corruption Act 1988 as amended from time to time or if there be a substantive suspicion in this regard, the Buyer will inform to its Chief Vigilance Officer and in addition can initiate disciplinary action.

## 5. Commitments of the Bidder(s) /Seller(s):

5.1 The Bidder(s)/Seller(s) commit itself to take necessary measures to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the Agreement execution.

(i) The Bidder(s) /Seller(s) will not directly or through any other persons or firm, offer promise or give to any of the Buyer's employees involved in the tender process or the execution of the Agreement or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage during the tendering or qualification process or during the execution of the Agreement.

(ii) The Bidder(s) /Seller(s) will not enter with other Bidders / Sellers into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non- submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

(iii) The bidder(s) /Seller(s) will not commit any offence under the Indian legislation, Prevention of Corruption Act, 1988 as amended from time to time. Further, the Bidder(s) /Seller(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Buyer as part of the business relationship, regarding plans, technical proposals and business details, including information constrained or transmitted electronically.

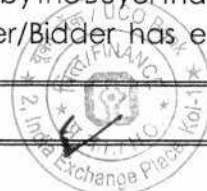
5.2 The Bidder(s) /Seller(s) shall ensure compliance of the provisions of this Integrity Pact by its sub-supplier(s) / sub-contractor(s), if any. Further, the Bidder/Seller shall be held responsible for any violation /breach of the provisions by its sub-supplier(s) /sub- contractor(s).

5.3 The Bidder(s) /Seller(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

## 5.4 Agents / Agency Commission

The Bidder/Seller confirm and declare to the Buyer that the bidder/Seller is the original service provider and/or Services referred to in this tender / Offer / Agreement / Purchase Order and has not engaged any individual or firm, whether Indian or Foreign whatsoever, to intercede, facilitate or in any way to recommend to Buyer or any of its functionaries, whether officially or unofficially, to the award of the tender/Agreement

/ Purchase order to the Seller/Bidder; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller/Bidder agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller incorrect or if at a later stage it is discovered by the Buyer that the Seller/Bidder has engaged any such





individual /firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this Agreement /Purchase order, the Seller/Bidder will be liable to refund that amount to the Buyer. The Seller will also be debarred from participating in any RFQ / Tender for new projects / program with Buyer for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Agreement/ Purchase order either wholly or in part, without any entitlement of compensation to the Seller /Bidder who shall in such event be liable to refund agents / agency commission payments to the buyer made by the Seller /Bidder along with interest at the rate of 2% per annum above LIBOR (London Inter Bank Offer Rate) (for foreign vendors) and Base Rate of SBI (State Bank of India) plus 2% (for Indian vendors). The Buyer will also have the right to recover any such amount from any Agreement / Purchase order concluded earlier or later with Buyer.

## 6. Previous Transgression

**6.1** The Bidder /Seller declares that no previous transgressions have occurred in the last three years from the date of signing of this Integrity Pact with any other company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify Bidder's /Seller's exclusion from the tender process.

**6.2** If the Bidder /Seller makes incorrect statement on this subject, Bidder /Seller can be disqualified from the tender process or the Agreement, if already awarded, can be terminated for such reason without any liability whatsoever on the Buyer.

## 7. Company Code of Conduct

Bidders /Sellers are also advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behaviour) and a compliance program for the implementation of the code of conduct throughout the company.

## 8. Sanctions for Violation

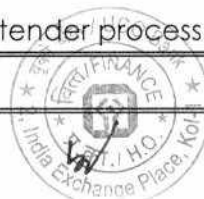
**8.1** If the Bidder(s) /Seller(s), before award or during execution has committed a transgression through a violation of Clause 5, above or in any other form such as to put his reliability or credibility in question, the Buyer is entitled to disqualify the Bidder(s) /Seller (s) from the tender process or take action as per the procedure mentioned herein below:

- (i) To disqualify the Bidder /Seller with the tender process and exclusion from future Agreements.
- (ii) To debar the Bidder /Seller from entering into any bid from Buyer for a period of two years.
- (iii) To immediately cancel the Agreement, if already signed /awarded without any liability on the Buyer to compensate the Bidder /Seller for damages, if any. Subject to Clause 5, any lawful payment due to the Bidder /Seller for supplies effected till date of termination would be made in normal course.

**8.2** If the Buyer obtains Knowledge of conduct of Bidder /Seller or of an employee or representative or an associate of Bidder /Seller which constitutes corruption, or if the Buyer has substantive suspicion in this regard, the Buyer will inform to its Chief Vigilance Officer.

## 9. Compensation for Damages

**9.1** If the Buyer has disqualified the Bidder(s) /Seller(s) from the tender process prior to the award







according to Clause 8, the Buyer is entitled to demand and recover the damages equivalent to Earnest Money Deposit in case of open tendering.

**9.2** If the Buyer has terminated the Agreement according to Clause 8, or if the Buyer is entitled to terminate the Agreement according to Clause 8, the Buyer shall be entitled to encash the advance Bank guarantee and performance bond / warranty bond, if furnished by the Bidder/Seller, in order to recover the payments, already made by the Buyer for undelivered Stores and / or Services.

#### **10. Independent External Monitor(s)**

**10.1** The Buyer has appointed independent External Monitors for this Integrity Pact in consultation with the Central Vigilance Commission (Names and Addresses of the Monitors are given in RFQ).

**10.2** As soon as the integrity Pact is signed, the Buyer shall provide a copy thereof, along with a brief background of the case to the independent External Monitors.

**10.3** The Bidder(s) / Seller(s) if they deem it necessary, may furnish any information as relevant to their bid to the Independent External Monitors.

**10.4** If any complaint with regard to violation of the IP is received by the buyer in a procurement case, the buyer shall refer the complaint to the Independent External Monitors for their comments / enquiry.

**10.5** If the Independent External Monitors need to peruse the records of the buyer in connection with the complaint sent to them by the buyer, the buyer shall make arrangement for such perusal of records by the independent External Monitors.

**10.6** The report of enquiry, if any, made by the Independent External Monitors shall be submitted to MD & CEO, UCO Bank, Head Office at 10, Biplabi Trailokya Maharaj Sarani, Kolkata-700001 within 2 weeks, for a final and appropriate decision in the matter keeping in view the provision of this Integrity Pact.

**10.7** The word "Monitor" would include both singular and plural.

#### **11. Law and Place of Jurisdiction**

This Integrity Pact is subject to Indian Laws, and exclusive Jurisdiction of Courts at Kolkata, India.

#### **12. Other Legal Actions**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provision of the extant law in force relating to any civil or criminal proceedings.

#### **13. Integrity Pact Duration.**

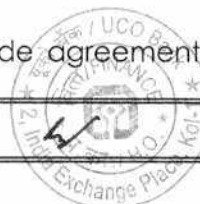
**13.1** This Integrity Pact begins when both parties have legally signed it. It expires on order / finalization of Agreement.

**13.2** If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Integrity Pact as specified above, unless it is discharged / determined by MD & CEO, UCO Bank.

**13.3** Should one or several provisions of this Integrity Pact turn out to be invalid; the remainder of this Integrity Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

#### **14. Other Provisions**

**14.1** Changes and supplements need to be made in writing. Side agreements have not been





made.

**14.2** The Bidders (s)/ Sellers (s) signing this IP shall not initiate any Legal action or approach any court of law during the examination of any allegations/complaint by IEM and until the IEM delivers its report.

**14.3** In view of nature of this Integrity Pact, this Integrity Pact shall not be terminated by any party and will subsist throughout its stated period.

**14.4** Nothing contained in this Integrity Pact shall be deemed to assure the bidder / Seller of any success or otherwise in the tendering process.

**14.5** This Integrity Pact is signed with UCO Bank exclusively and hence shall not be treated as precedence for signing of IP with MoD or any other Organization.

**14.6** In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.

**15.** The Parties here by sign this Integrity Pact at Kolkata on \_\_\_\_\_.

BANK/BUYER	BIDDER
Signature :	Signature :
Name :	Name :
Designation:	Designation:
UCO Bank	Name of Org.
Office Seal	Office Seal
Witness	Witness
Signature :	Signature :
Name & Address:	Name & Address:
Signature :	Signature :
Name & Address:	Name & Address:





## Annexure: II

Reference Number: UCO/HO/FIN/MISC/ DATED:

(To be furnished in the company's letter head, to be submitted by hand by the authorized person. The same is common for both Section I & Section II)

**AUTHORIZATION LETTER FORMAT**

Place.....

Date.....

To: Assistant General Manager  
UCO Bank,  
Head Office Finance Department  
2 India Exchange Place  
Kolkata: 700001

Sir/Madam,

Subject: Authorization Letter for attending the Bid Opening

This has reference to your RFQ for renewal of Insurance for the year 2022-23.  
Mr./Miss/Mrs.....is hereby authorized to attend the  
Bid Opening of the above RFQ Dated.....on on behalf of our organization.  
Mr./Miss/Mrs..... is authorized to take decision and raise queries as  
may be required during the tender process.

The specimen signature is attested below:

Specimen Signature of Representative

Name, Designation and Address of Authorized Signatory:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Seal and signature of Authorized Signatory \_\_\_\_\_





## Annexure VIII

**Annexure VIII: Financial Bid Submission Format**

(Section I)

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

The Financial bid must be submitted in a sealed envelope super scribed as

**"Financial Bid (Section I) - Renewal of Insurance Policies for the year 2022-23 - A/c UCO Bank, Kolkata".**

Dated: \_\_\_\_\_

To,  
The Assistant General Manager, UCO Bank,  
Finance Department, Head Office, 03rd Floor  
2 India Exchange Place, Kolkata: 700001

**Sub: Financial Bid (Section I) - Renewal of Insurance Policies for the year FY 2022-23-**

**A/c UCO Bank, Kolkata**

Dear Sir,

i) We do hereby submit our Financial Bid for the renewal of your Bank's Insurance Policies for the year FY 2022-23 that was sought for vide Letter No. UCO/HO/FIN/ \_\_\_\_\_ DATED: \_

Sr. No.	Name of the Policy	Net Premium(In Rs.)	G.S.T. @ 18%	Gross Premium (In Rs.)
1	Standard Fire and Special Perils Policy			
2	Burglary and House Breaking Policy – First loss basis			
3	Special Contingency Policy for Currency Chest – Sambalpur			
4	Special Contingency Policy for Currency Chest – Rourkela			
5	Banker's Indemnity Policy			
6	Electronic Equipment Insurance Policy			





7	All Risk Policy for Tablets , mobiles, Laptops and I pads			
8	Third Party Liability Policy			
9	Special Contingency Policy (Pledged Gold)			
10	Locker Liability Policy			
<b>Total</b>				

ii) Extension plan/terms for the period 1<sup>st</sup> July 2023- 30<sup>th</sup> June 2024 & 1<sup>st</sup> July 2024- 30<sup>th</sup> June 2025 duly signed by the authorized signatory attached.

Thanking you,

Regards,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Location: \_\_\_\_\_







### **Annexure VIII: Financial Bid Submission Format**

#### **(Section II)**

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

The Financial bid must be submitted in a sealed envelope super scribed as

**"Financial Bid (Section II) - Renewal of Insurance Policies for the year 2022-22 - A/c UCO Bank, Kolkata".**

Dated: \_\_\_\_\_

To,  
The Assistant General Manager, UCO Bank,  
Finance Department, Head Office, 03rd Floor  
2 India Exchange Place, Kolkata: 700001

**Sub: Financial Bid (Section II) - Renewal of Insurance Policies for the year FY 2022-23-**

**A/c UCO Bank, Kolkata**

Dear Sir,

We do hereby submit our Financial Bid for the renewal of your Bank's Insurance Policies for the year FY 2022-23 that was sought for vide Letter No. UCO/HO/FIN/ \_\_\_\_\_ DATED: \_\_\_\_

Sr. No.	Name of the Policy	Net Premium(In Rs.)	G.S.T. @ 18%	Gross Premium (In Rs.)
1	Fleet Motor Policy for Bank Vehicles (Private)			
2	Fleet Motor Policy for Bank Vehicles (Commercial)			
<b>Total</b>				

Thanking you,

Regards,

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Location: \_\_\_\_\_

