



HO/FIN/INS/18/2018-19

Date: 06-03-2019

To,

All Public Sector and Private Sector General Insurance Companies

Re: Renewal of Insurance Policies for the year FY 2019 - 2020 A/c UCO Bank, Kolkata

Dear Sir,

We wish to inform you that following policies are due for renewal on 1st April 2019. 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 2019 - 2020.

All the Annexures except Annexure I & II (Which is enclosed along with) may be collected from our office or M/s. Anand Rathi Insurance Brokers Ltd. who handle our insurance renewals. (Refer Page no. 23)

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 **22nd March 2019 at 11.00 A.M.** to the Asst. General Manager (Finance Department), UCO Bank, 2, India Exchange Place, 3th floor, Kolkata – 700 001 which will be opened on the same day 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 **11.00 A.M.** for technical bids and **3.30 P.M.** for financial bids.

Technical aspects will be scrutinized by Bank's Insurance Brokers, M/s. Anand Rathi Insurance Brokers Ltd. on the same date and time. Lowest Bidder will be selected as Insurer of Bank's various assets and policies.

All aspects of the Bid will be finally vetted by the Bank's appointed Independent External Monitors (Ref. Serial No. G for details) before finalization of the insurer for F.Y. 2019-20.

In connection to this 'Request for Quote', we also do invite the participating insurance companies to attend the Pre-Bid meeting on **12th March, 2019 at 3.00 P.M.** for clarifications and enquiries on the RFQ, if any.

A. Eligibility Criteria to apply:

1. Bidders should specifically quote the **Net amount + All other eligible Taxes** (Mentioning amount of each Tax separately) in their financial bids. The bidders will have to compulsorily apply for all the under mentioned policies and any bidding for only some particular policies will tantamount to disqualification from the bidding process. **(Annexure I – Technical Bid)**



- The Eligibility offer should contain proof for each of the points for eligibility evaluation. Any credential detail not accompanied by relevant proof documents from the Bidders will not be considered for evaluation. All credential letters should be appropriately bound, labeled and segregated in the respective areas. There is no restriction on the number of credentials a Bidder can provide.

The L1 bidder would be selected on the minimum amount of bidding in totality for all the under mentioned policies.

The below mentioned insurance policies are to be renewed with effect from 1st April, 2019. All necessary details are also given below: **(Ref. C1 – C12)**

Insured's Name	UCO Bank
Address for communication	Finance Department, Head Office, 03 rd Floor 2 India Exchange Place, Kolkata: 700001
Period of Insurance	1 st April 2019 to 31 st March 2020
Property to be covered	Banks own building/buildings, Civil work, renovation, Alternation, and contents from owned

	building as well as rented premises, Plant and Machinery, Accessories including Electrical/Electronic Installation, Furniture, Fixture, Fittings, Office Equipments, Stationary etc and all other Contents as per Bank's latest balance sheet.
Locations to be covered	<p>Various locations consisting of but not limited to :</p> <p>Head Office/Corporate Office</p> <p>Zonal Offices</p> <p>LDM Offices</p> <p>RSETIs</p> <p>Branch Offices</p> <p>Extension Counters</p> <p>ATM Centre/ATM Machine/Coin Vender Machine/Mobile ATM or ATM-on-wheels</p> <p>Cash Deposit Machine/Pass Book Printer Machine</p> <p>Cheque Book Printer Machines/Desktop ATM Machines/Micro ATMs/CCTV/DVR</p> <p>Data Centres in Kolkata and Bangalore</p> <p>Training Centres</p> <p>E-Lobbies</p> <p>Currency Chests</p> <p>Residential Buildings/Flats</p> <p>Guest Houses and All other properties belonging to Bank.</p>
Scope of Cover	<p>Fire and Special Perils Policy</p> <ol style="list-style-type: none"> 1. Earthquake (Fire & Shock) 2. STFI (Storm, Tempest, Flood and Inundation) 3. RSMD(Riot, Strike, Malicious and Damage) 4. Terrorism/Naxalite/Maoist attack Cover.
Clauses to be attached	<ol style="list-style-type: none"> 1. Architect's and Engineer's Fee Clause 2. Removal of Debris Clause 3. Local Authority Clause 4. Designation of property Clause 5. Omission to Insured Clause 6. Escalation Clause 7. Earthquake 8. STFI(Storm, Tempest, Flood and Inundation) 9. RSMD(Riot, Strike, Malicious and Damage) 10. Terrorism/ Naxalite/Maoist Clause 11. Reinstatement Value Clause for Buildings, Machinery, Equipments, Electrical Installations, Hardware and Networking units 12. Market Value Clause for Stock, Stationery, etc. 13. Goods held in Trust Clause 14. 72 Hrs Clauses 15. On Accounts Payment clause

Descriptions As on 31.12.2018	
Freehold Building	Rs. 618.00 Crores



Leasehold Building	Rs. 88.73 Crores	
Computer, Hardware , accessories and similar items	Rs. 336.40 Crores	
Cycles	Rs. 0.02 Crores	
Furniture, Fixtures & Fittings, etc.	Rs. 303.50 Crores	
Office Equipments	Rs. 114.61 Crores	
Machinery	Rs. 8.35 Crores	
Electrical fittings, CCTV, etc.	Rs. 75.10 Crores	
ATM, Micro-ATM, Other Accessories passbook printing kiosk, cheque deposit kiosk, cash deposit kiosk	Rs. 96.53 Crores	
Stocks, Stationery, etc	Rs. 2.23 Crores	
Omission to Insured's additions/alternations	Rs.5% of Sum Insured	
Escalation Provision	Rs.7.5% of Sum Insured	
Excess:		
Sum Insured Band per Location	% of deduction on Claimed 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
Above 1500 Crs and Upto 2500 Crs	5	₹ 25,00,000.00
Above 2500 Crs	5	₹ 50,00,000.00
The Excess shall apply per event per Insured.		
Location-wise Sum Insured will not be provided. For the purpose of application of policy excess the value at risk at a particular location will be guided by the Asset Register provided by the Bank.		

2. Burglary and Housebreaking Policy

Insured's Name	UCO Bank
Address for communication	Finance Department, Head Office, 03 rd Floor 2 India Exchange Place, Kolkata: 700001
Period of Insurance	1 st April 2019 to 31 st March 2020
Property to be covered	Banks own building/buildings, Civil work, renovation, Alternation, and contents from owned building as well as rented premises in case of break-open, Plant and Machinery, Accessories including Electrical/Electronic Installation, Furniture, Fixture, Fittings, Office Equipment's, Stationary etc and all other Contents as per Bank's latest balance sheet.



Locations to be covered	Various locations consisting of but not limited to : Head Office/Corporate Office Zonal Offices LDM Offices RSETIs Branch Offices Extension Counters ATM Centre/ATM Machine/Coin Vender Machine/Mobile ATM or ATM-on-wheels Cash Deposit Machines/Pass Book Printer Machines/ Cheque Book Printer Machines/Desktop ATM Machines/Micro ATMs/CCTV/DVR Data Centres in Kolkata and Bangalore Training Centres Currency Chests E-Lobbies Residential Buildings/Flats Guest Houses and All other properties belonging to Bank.
Property to be covered	Contents of every description on first loss basis.
Sum Insured	Rs.2.00 Crore on first loss basis
Scope Of Cover	The loss or damage to insured's property due to burglary, theft, robbery, hold-up, Dacoity, Terrorism/Naxalite/Maoist attack Cover, whether by the employee of the insured or any other person or persons whomsoever.
Excess	1% of each loss subject to minimum of Rs.5000/-

3. Burglary and Housebreaking Policy - Currency chest at Sambalpur (State of Odisha)

Insured's Name	UCO Bank
Address for communication	Finance Department, Head Office, 03 rd Floor 2 India Exchange Place, Kolkata: 700001
Period of Insurance	1 st April 2019 to 31 st March 2020
Property to be covered	Currency Notes, Coins and Valuable Items
Locations to be covered	Currency chest at Sambalpur (Odisha)
Sum Insured	Rs.100.00 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.
Excess	5% of each loss subject to maximum of Rs. 25000/-

4. Burglary and Housebreaking Policy - Currency chest at Rourkela (State of Odisha)

Insured's Name	UCO Bank
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Address for communication	Finance Department, Head Office, 03 rd Floor 2 India Exchange Place, Kolkata: 700001
Period of Insurance	1 st April 2019 to 31 st March 2020
Property to be covered	Currency Notes, Coins and Valuable Items
Locations to be covered	Currency chest at Rourkeia (Odisha)
Sum Insured	Rs.100.00 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.
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 April 2019 to 31st March 2020	
Locations to be covered		As above including all offices of the insured on All India basis including currency chest branches, Extensions counters, Onsite & Offsite ATM's/ E-Lobbies and cash deposit machines, coin vending machines, Mobile ATMs and/or ATM-on-wheels, etc.	
Scope Of Cover		As per Modified Bankers Indemnity Policy given in Annexure III	
Excess		5% of each loss subject to maximum of Rs. 25000/-	
Sum Insured			
SL No.	Particulars	Sum Insured's(INR Limits)	
1.	Basic Sum Insured (Insuring Clause – A to T)	Rs.2,00,00,000/-	
Additional Sum Insured			
2.	Premises – Insuring Clause - A	a) Rs.3,00,00,000/- b) Damage to Office & Contents - Rs.50,00,000/- c) Mysterious, Unexplainable Disappearance of Bank's Property Rs.50,00,000/-	
3.	Transit – Insuring Clause – B	Rs.5,00,00,000/-	
4.	Forgery & Alterations/Counterfeit Currency – Insuring Clause – C	a) Forgery & Alterations Rs.1,00,00,000/- b) Counterfeit Currency Rs.10,00,000/-	
5.	Employee Dishonesty – Insuring Clause – D	Rs.1,50,00,000/-	
6.	Hypothecated Goods – Insuring Clause – E	10% of Basic Sum Insured	
7.	Registered Post Parcel – Insuring Clause – F	5% of Basic Sum Insured or INR 1,00,000/-	



		whichever is less
8.	Appraisers – Insuring Clause – G	5% of Basic Sum Insured or INR 1,00,000/- whichever is less
9.	Janata Agent/Pigmy Collection/MDSS – Insuring Clause – H	5% of the Basic Sum Insured under this Policy or Rs.50,000/- whichever is less.
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 – Insuring Clause – J	5% of the Basic Sum Insured under this Policy
12.	ATM/Cash Deposit Kiosk/Bunch Note Acceptor/Coin Vender Kiosk and its related Fraud whether in India or overseas – Insuring Clause – K	Rs.50,00,000/-
13.	Loss of Cash Safe Keys and Safety Locker Keys held with Employees of the branch including duplicate key held with other Branches - Insuring Clause – L	Rs. 20,00,000/- subject to a limit of Rs. 2,00,000/- per incident
14.	Door Step Banking Services Insuring Clause – M a) Officer Carrying Limit b) When carried by SWO c) Annual Turnover(Adjustable at the year end, as per balance sheet)	 a) Rs. 30,000/- b) Rs. 20,000/- c) Rs.10,00,000/-
15.	Computer & Electronic Crime Insuring Clause – N 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	Rs.1,00,00,000/-
16.	Errors & Omissions/Negligence with coverage for losses because of inadequate or failed internal processes, people and systems. Insuring Clause – O	Rs.2,00,00,000/-

Note : 75% 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 25% shall be paid on submission of Police Final report copy or Charge Sheet copy (Bank's certified Photocopy) after the same is released.

Total No. of Branches	3086 As on 31.12.2018
Total No. of Employees	23635 Nos. as on 31.12.2018
Total No. of ATMs	ATMs 1823 Nos. As on 31.12.2018



6. Electronic Equipment Insurance 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 April 2019 to 31st March 2020
Property to be covered	ATM/Desktop ATM, Micro ATM, 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	Various locations consisting of but not limited to : Head Office/Corporate Office Zonal Offices LDM Offices RSETIs Branch Offices Extension Counters ATM Centres/ATM Machines/Coin Vender Machines Cash Deposit Machines/Pass Book Printer Machines Cheque Book Printer Machines/Desktop ATM Machines/Micro ATMs/CCTVs/DVRs Data Centres in Kolkata and Bangalore Training Centres Currency Chests E-Lobbies Residential Buildings/Flats Guest Houses and All other properties belonging to Bank.
Sum Insured	Rs. 631.67 Crores
Scope Of Cover	As per Standard EEI Policy (Including any type of Animal Attack)
Excess	5% of each loss subject to minimum of Rs.2,500/-

7. All Risk Policy for I Pads, mobiles etc.

Insured's Name	UCO Bank
Address for communication	Finance Department, Head Office, 03rd Floor 2 India Exchange Place, Kolkata: 700001
Period of Insurance	1st April 2019 to 31st March 2020
Sum Insured	Rs. 6.03 Crores
Items to be covered	937 Nos. of Laptops I-Pads, Macbook Air, Iphone, Samsung Smartphone Edge Smart Phone, Amazon E-Book Reader
Scope Of Cover	All Risk Cover, World wide 24*7 cover.
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 April 2019 to 31st March 2020
Locations to be covered	Various locations consisting of but not limited to : Head Office/Corporate Office Zonal Offices LDM Offices RSETIs Branch Offices Extension Counters ATM Centre/ATM Machine/Coin Vender Machine/Mobile ATM or ATM on wheels Cash Deposit Machine/Pass Book Printer Machine Cheque Book Printer Machine/Desktop ATM Machine/Micro ATMs/CCTV/DVR Data Centre in Kolkata and Bangalore Training Centre Currency Chest E-Lobby Residential Buildings/Flats Guest Houses and All other properties belonging to Bank.
Sum Insured	Rs 0.50 Cr AOA/AOP
Scope Of Cover	Third Party Legal Liability (including but not limited to Operation of Lift)
Excess	1% of the claim amount for each and every claim

9. Special Contingency Policy (BC Agents)

Insured's Name	UCO Bank
Address for communication	Finance Department, Head Office, 03rd Floor 2 India Exchange Place, Kolkata: 700001
Period of Insurance	1st April 2019 to 31st March 2020
Sum Insured	Rs.2.60 Crs
Scope Of Cover and Locations to be covered	In transit/ Safe for 3500 CSP/ SSA Location in 17100 un-banked villages throughout the country. (As per Annexure -IV)
Excess	1% of claim amount subject to minimum Rs.2,500/- each & every loss

10. 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 April 2019 to 31st March 2020
Locations to be covered	All Over India Branch Offices, Zonal Office, Head Office/Corporate Office, Extension Counters, Bank's Residential Buildings/Flats/Guest Houses, Extension Counters, Training Centre, and All other properties belonging to Bank
Sum Insured	10% on first loss basis of total Sum Insured being Rs.4,000 Cr.
Scope Of Cover	Bank Customer's gold jewellery that is kept by the bank in its premises against loan to customers. Maximum accumulation of Gold at a single location : 30 Crores as on 31.01.2019. (As per Annexure – V)
Excess	The amount of deductible shall be 5 % of the Claim amount subject to a maximum of Rs. 50,000/- each and every loss.
Note : 75% 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 25% shall be paid on submission of Police Final report copy or Charge Sheet copy (Bank's certified Photocopy) after the same is released.	

11. Money Policy for Rahama Branch, 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 April 2019 to 31st March 2020
Scope Of Cover and Locations to be covered	<p>Loss of cash carried by the staff of Rahama Branch, UCO Bank for Distribution of Old Age Pension at Kujang Block of Jagatsinghpur district, Odisha by reason of Money being lost, stolen, misled, misappropriated or made away with, whether due to the negligence or fraud of the employees of the insured or otherwise, whilst in transit in the hands of such employees of the Insured or any person designated by the Insured to act as its messenger or while in transit or at any point outside the bank's premises for the purpose of transportation, such risk of transit to commence from the moment the same is received by the employee/the messenger on behalf of the insured and to continue until thereof at destination.</p> <p>The said pension is distributed to 28 Gram Panchayats of Kujang Block.</p> <p>Any loss arising out of Terrorist/Naxalite/Maoist Attack is covered.</p>
Method of carrying cash:	Duly locked steel trunk
Cash holding Limit :	Rs. 60 Lacs per vehicle/per trip
Maximum trips in day:	1 trip per vehicle, two vehicles in a day, once in a month
Items covered:	Currency notes or coins
Annual Turnover :	Rs. 14.40 Crores



Mode of transport :	Bank's owned or hired vehicle
Security Arrangements:	Apart from driver, an employee who is in charge of the cash, a sub staff and a state police constable (Unarmed) travel in a vehicle to distribute the pension amounts.
Excess :	NIL

12. Motor Policy for Bank's Vehicles

Insurance Policy for the UCO Bank's owned 244 numbers of vehicles, individually for each vehicle. 244 numbers vehicles located & Plying on different state throughout India.

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.

Insured's Name	UCO Bank
Address for communication	Finance Department, Head Office, 03rd Floor 2 India Exchange Place, Kolkata: 700001
Period of Insurance	1st April 2019 to 31st March 2020 and various date
Scope Of Cover	UCO Bank is seeking pan India Comprehensive Motor policy for the vehicles it currently owns. Specific covers required: A. Material (OWN) Damage Cover B. Third Party Liability i) Property : Rs.7.50 Lacs(Minimum) ii) Injury : Unlimited C. Additional Cover for Personal Accident i) Paid Driver : Rs. 2 Lacs ii) 4 Passengers : 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
Excess	As per IRDAI Motor tariff

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

Whilst on the subject we would like to inform you that the claim details & policy wordings etc. will be made available on the same day for you. Any clarification on the above renewals will be attended to/ given by our broker who will also be attending this meeting. Any conditions or subjectivity will not be accepted and Bank reserves the right to reject /disqualify such quotes without giving another opportunity.

Once the selection of L1 bidder is over, a post tendering negotiation on Service Level Agreement would be taking place with the successful bidder.



It may be mentioned here that any further policy of different type, not mentioned herein this document, if required during the F.Y 2019-20, would be offered directly to the L1 bidder of this offer, without any further bid. This would equally apply for any enhancements required by the Bank in the above policies made during the F.Y-19-20.

E. The Schedule:

1. Pre-Bid Meeting : 12th March, 2019
2. EVALUATION of:
 - a) Technical Bid - 22nd March 2019 at 11:00 a.m.
 - b) Financial Bid - 22nd March 2019 at 3.30 p.m.

F. Contact persons from broker's office:

- i. Tuhin Nag, Senior Relationship Manager, Kolkata
Mobile No. 9007801093
- ii. Arunima Paul, Manager – Operations, Kolkata
Mobile No. 9830237200

G. 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 commit themselves to Integrity Pact (IP) with the Bank, would be considered competent to participate in the bidding process. In other words, entering into this pact would be the preliminary qualification. In case of bids for the purchase of Goods, Services, and Consultancy etc. not accompanied with signed IP by the bidders along with the technical bid, the offers shall be summarily rejected. The essential ingredients of the Pact include:

- 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 nay 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 (RFP) 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) Shri. S. R. Raman
1A-121, Kalpataru Gardens
Near East-West Flyover
Kandivali East, Mumbai - 400101
E-mail:- raman1952@gmail.com
- b) Smt. Vijayalakshmi R. Iyer
Flat No. – 1402, Barberry Towers,
NaharAmrit Shakti,
Chandivali, Powai, Mumbai – 400072
E-mail:- vriyer1955@gmail.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 in Para 3.

Thanking You,



Authorized Signatory



ANNEXURE I – Technical Bid

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

The technical bid must be submitted in a sealed envelope superscribed as **"Technical Bid - Renewal of Insurance Policies for the year FY 2019 - 2020 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 - Renewal of Insurance Policies for the year FY 2019 - 2020 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 FY 2019 – 2020 that was sought for vide Tender no. _____ and Letter No. UCO/HO/FIN/MISC/_____ DATED: _____.

<u>ANNEXURE I – Technical Bid</u>			
Sl. No.	Qualification Criteria	Yes/No	Remarks <i>For Bank's use only.</i>
1	We have quoted for all the policies mentioned in the tender		
2	Our Financial Bid has been submitted in the given format as per Annexure X .		
3	We agree to cover all the terms of the policies in the tender in Toto and there are no deviation/s in our Bid.		
4	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.		
5	A duly signed Pre-contract Integrity Pact as per Annexure IA in a 100 rupee non-judicial stamp paper is enclosed with herewith.		
6	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.		
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Thanking you,

Regards,

Signature : _____
 Name : _____
 Designation : _____
 Location : _____



PRE CONTRACT INTEGRITY PACT

General

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on.....day of the month of....., 20__between, on one hand 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, BiplabiTrailokyaMaharajSarani , Kolkata-700001 {hereinafter called the "BUYER", which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part and M/s.....represented by Shri..... (Hereinafter called the "BIDDER/Seller" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER proposes to procure INSURANCE coverage and the BIDDER/Seller is willing to offer/has offered the INSURANCE coverage and

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to :-

Enabling the BUYER to obtain the desired said INSURANCE coverage at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement,

And

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:
Commitments of the BUYER

- 1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organisation or third party related to the contract in



exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3 All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Government.

3.3 BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.

3.4 BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.



3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.

3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

4. Previous Transgression

4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public



Sector Enterprise in India or any Government Department in India that could justify BIDDER'S exclusion from the tender process.

4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Sanctions for Violations

5.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- (ii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- (iii) To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- (iv) To debar the BIDDER from participating in future bidding processes of the UCO Bank for a minimum period of five years, which may be further extended at the discretion of the BUYER.
- (v) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

5.2 The BUYER will be entitled to take all or any of the actions mentioned at para 5.1(i) to (v) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

5.3 The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes of this Pact.

6. Fall Clause

The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PS U and if it is found at any stage that similar product/systems or sub systems was supplied by the BIDDER to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

7. Independent Monitors



7.1 The BUYER has appointed Independent Monitors as mentioned below (hereinafter referred to as Monitorss) for this Pact in consultation with the Central Vigilance Commission. *(Names and Addresses of the Monitors are given in RFP)*

7.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

7.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

7.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.

7.5 As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the BUYER.

7.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

7.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties/The parties will offer to the Monitor the option to participate in such meetings.

7.8 The Monitors will submit a written report to the designated Authority of BUYER/Secretary in the Department/ within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic Situations.

8. Facilitation of Investigation

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

9. Law and Place of Jurisdiction

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

10. 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 provisions of the extant law in force relating to any civil or criminal proceedings.

11. Validity

11.1 The validity of this Integrity Pact shall be from date of its signing and extend upto 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

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

12. The parties hereby 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)

AUTHORIZATION LETTER FORMAT

Place.....

Date.....

To: 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 RFP for renewal of Insurance Policies for the year 2019-20.
Mr./Miss/Mrs.....is hereby authorized
to attend the Bid Opening of the above RFP 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

Signature of Authorizing Authority

Signature of Attesting Authority

Name of Authorizing Authority

