



NOTICE INVITING TENDER (NIT)

Name of the work: BANKER'S ASSET INSURANCE POLICIES.

Sealed tenders are invited for the above mentioned work from IRDA Registered insurance companies in two bid system.

1	Name of the work	Asset Insurance Policies Period from 00.00 hours of 01.04.2017 to 24.00 hours of 31.03.2018
2	Tenders may be downloaded from the banks web site. Details of web site:	To be downloaded directly from website only Website: http://www.apgvbank.in/tenders.php
3	Time and last date of Submission of Tender	Up to 3.30 p.m. on 22.03.2017
4	Place & Address for submission of tender/ contact person/telephone no:	Place: GENERAL MANAGER – I HR AND PERSONNEL, HEAD OFFICE AP GRAMEENA VIKAS BANK LTD, RAM NAGAR, HANMAKONDA – 506001, WARANGAL (City & Dist.), TELANGANA STATE.
5	Date, Time and Place of opening of tenders (Tech. Bid & Price Bid) In case of any Query Contact Person Details:	Technical Bid on 22.03.2017 @ 4.00pm. Opening Price Bid will be 22.03.2017 @ 4.30 pm Mr. Prabhakar – Chief Manager, APGVB email id: cmaccounts@apgvbank.in Mr. Satyanarayana – RM, ARIBL email id: satyanarayan@sathy.com
6	Terms of payment of Bills, if any. Specify the minimum value of work for payment of running account bills.	One Single payment
7	Validity period of the tender.	30 Days.
8	Taxes	Premium Rates quoted should include all Taxes, Except Service Tax, this will be paid by the bank.
9	Mode of Payment	Payment will be made through Electronic mode only.
10	Insurance Broker	M/s. Anand Rathi Insurance Brokers Ltd.

Signature of the
Authorised Person
With Company seal

Tender Procedure for submission :

Sealed envelopes A & B (as stated below) to be placed in a single cover (sealed) and super scribed as "**Tender for Banker's Asset Insurance Policies for APGVB**". The sealed envelope should be dropped in the tender box placed in the office before the Tender due date and time. Those who send the tender documents by post, have to ensure that the documents reach before the prescribed time & date. The Bank will not take any responsibility under any circumstances for courier/ postal delays.

ENVELOPE 'A':

This envelope should contain **Technical Bid** Only (Annexure-I) and super scribed as **Technical Bid for Banker's Asset Insurance Policies for APGVB**.

ENVELOPE 'B':

This envelope should contain only the **Financial Bid** Only (Annexure-II) and super scribed as **Financial Bid for Banker's Asset Policies for APGVB**.

Terms and conditions:

1. Technical Bid as per Annexure-I duly signed & stamped by Insurer/ Insurance Company.
2. During the tender opening one authorized representative of the bidder must be present.
3. The rate/ Financial /technical offer of the bidder should remain valid for 30 days.
4. The Technical bid and Financial bid shall be opened at same day.
5. Bid which are late/vague/ sent by fax/ sent by email/incomplete/not confirming to the laid down procedure in any respect will be rejected.
6. In case of differences arising in the terms and conditions of the tender documents with the firms, the decision of APGVB shall prevail.
7. APGVB reserves the right to modify / change / delete / add any further terms and conditions prior to tender opening.
8. Arbitration- All dispute and differences which may arise between the APGVB and the Insurance Company shall be referred to Chairman of APGVB whose decision shall be binding on all concerned.
9. The bank reserves the right to cancel or postpone the tenders at any stage without assigning any reason.

**Signature of the
Authorised Person
With Company seal**

ANDHRA PRADESH GRAMEEN VIKAS BANK
H O: HANMAKONDA
Annexure - I

1. Standard Fire and Special Perils policy for Fixed Assets

Name of The Proposer	Andhra Pradesh Grameen Vikas Bank
Period of Insurance	00.00 hours of 01/04/2017 to 24.00 hours of 31/03/2018
Address of The Proposer For Correspondence	Head Office, Door No.2-5-8/1, Ram Nagar, Hanmakonda – 506001,
Address of Risk Location (S)	All Offices/Work Places/Branches located in India either owned and /or Rented or Occupied including but not limited to: a. Head Office/Corporate Office b. Regional Offices/Zonal Offices c. Branch Offices d. Extension Counters e. ATM Centers (Offsite/Onsite), owned/rented f. Training Centers g. Residential Building/ Buildings/Flats/Guest Houses etc. h. Representative Offices. i. All work Places
Property to be Covered	<ol style="list-style-type: none"> 1. Bank's Own/Rented Buildings, all types of civil work, Plinth and Foundation, Compound wall, renovation and alteration from Owned/Rented. 2. Contents of every description including Plant & Machineries, Neon Sign Boards, Accessories, Electrical/Electronic Equipments/Installations, Lifts, Batteries, DG Sets, Transformer, ACs, HVAC's, Equipments, IT Assets, Furniture, Fixtures, Fittings, Office Equipments, Laptops, Stationary, Stocks, ATM's, Laptops, Renovation & Alterations & All Other Contents as per Bank's latest Balance Sheet, From Owned Buildings as well as rented premises. 3. Stock, Stationery and other contents at Sangareddy Location (Rs. 15.00 Lakhs)
Total Sum Insured	<ol style="list-style-type: none"> 1. Buildings and Contents of every description – Rs.60,04,83,701- 2. Stocks and Stationery – Rs. 15,00,000 Total Sum Insured - Rs. 60,19,83,701-

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Scope Of Cover Including Add-On Covers And Clauses	<ol style="list-style-type: none"> 1. Fire and Special Perils 2. Earthquake (Fire & Shock incl. Tsunami) 3. STFI & RSMD Cover 4. Reinstatement value Basis 5. Architect, Surveyors, and Consulting Engineer's fees 6. Removal of debris 7. Omission to Insure, additions/alterations or any Assets/location(s) omitted while taking the policy/ongoing during the year – 5% of BMA Value. 8. Escalation Clause – 5% of BMA Value. 9. Spontaneous Combustion for Stocks at Sangareddy Location – Rs.15.00 Lakhs 10. Designation of Property Clause 11. Local Authorities Clause 12. 72 Hours Clause 13. Goods Held in Trust
Excess	<p>Material Damage</p> <ul style="list-style-type: none"> • Location with less than 10 Crores 5% of Claim amount subject to a minimum of Rs. 10,000 • Location with 10 Crores to 100 Crores 5% of claim amount subject to a minimum of Rs 25000 • Location above 100 Crores – 5% of claim amount subject to a minimum of Rs. 5,00,000 <p>Terrorism As per GIC Guidelines</p>
Claims	<p>For the year 2015-16 = Rs. ____ Lakhs</p> <p>For the year 2016-17 = Rs. 0.20 Lakhs</p>
Other Conditions	<ol style="list-style-type: none"> 1. On Account Payment for Losses above 1.00 Lakh 2. Deposit premium for addition to Assets to be covered on ongoing basis during the period of policy. 3. Mid-term additions/deletions on pro-rata basis 4. Agreed list of surveyors for claims. 5. Deposit Premium facility for Location enhancement on quarterly basis for additions

Terms and Conditions

- a) We agree with the locations mentioned in the RFQ. We also agree that new locations which will be added during the course of the policy period will be automatically covered under the policy
- b) We agree with the coverage, add-on covers, clauses and other conditions mentioned in the RFQ
- c) We agree that we will not insist for a branch/office wise sum Insured and agree to proceed for the claim considering the overall Sum Insured of the Bank Assets as mentioned in the RFQ.

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S.N O	DESCRIPTION OF THE PROPERTY	VALUATION	SUM INSURED
1	Buildings Owned/ Rented	Market Value	Rs. 60,04,83,701
2	PLANT & MACHINERY AND ACCESSORIES	Replacement Value	
	COMPUTERS AND ALLIED EQUIPMENT		
	OFFICE EQUIPMENT		
	FURNITURE, FIXTURES & FITTINGS HOUSED IN THE BUILDINGS MENTIONED ABOVE	Replacement Value	
3	STOCK & STATIONARY at Sangareddy	Market Value	Rs. 15,00,000
	GRAND TOTAL		Rs. 60,19,83,701

Building/Buildings/Civil Work are covered on Market Value basis.

Sum Insured for Omission to insure additions/deletions @ 5% as well as Escalation are provided @ 5% are added to arrive at the Sum Insured on the date of loss.

2. ELECTRONIC EQUIPMENT INSURANCE POLICY SCHEDULE

Name of The Proposer	Andhra Pradesh Grameen Vikas Bank
Period of Insurance	01/04/2017 to 31/03/2018
Address of The Proposer For Correspondence	Head Office, Door No.2-5-8/1, Ram Nagar, Hanmakonda – 506001,
Locations to be covered	All Offices/Work Places/Branches located in India either owned and /or Rented or Occupied where Insured has Insurable Interest including but not limited to: a. Head Office/Corporate Office b. Regional Offices/Zonal Offices c. Branch Offices d. Extension Counters e. ATM Centers, (Offsite/Onsite), f. Training Centers g. Residential Building/ Buildings/Flats/Guest Houses etc h. Representative Offices. i. All work Places
Property to be covered	EI Cover for all Electronic Equipments of Bank at All ATM's, , Laptops, either owned /rented /hired including Onsite.

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Coverage/Terms & Conditions	<ol style="list-style-type: none"> 1. All Risks Cover as per Standard EEI Policy including but not limited to Fire & Allied Perils, STFI, EQ, Burglary, House Breaking, Dacoity, Larceny, Robbery, Theft, Threat, Hold-Up, Electrical, Mechanical and /or Electronic Breakdown 2. Escalation 5% of BMA 3. Goods Held in Trust Clause 4. Pro-rata premium for mid-term SI increase/decrease 5. Omission to insure, addition for Equipment(s)/location(s) for 5% of total sum Insured.
Sum Insured	<p>Cost of ATM's – Rs. 3.15 Lakhs per ATM – 2Nos SI : Rs. 6,30,000/- Computer & Electronic Equipment – Rs. 7,35,20,141-</p> <p>Total Sum Insured - Rs. 7,41,50,141-</p>
Claim Experience	<p>For the year 2015-16 = Rs. ____ Lakhs</p> <p>For the year 2016-17 = Rs. ____ Lakhs</p>
Deductibles	1% of Sum Insured subject to a minimum of Rs. 2,500/-
Other Conditions	<ol style="list-style-type: none"> 1. Nominated Surveyors Clause as attached 2. Deposit Premium facility for Location enhancement on quarterly basis for additions. 3. On Account Payment Clause 4. All the ATM's are unguarded

Terms and Conditions

- a) We agree with the locations mentioned in the RFQ
- b) The cover is extended automatically to all branches in India if any opened, Computer and ATM Machines at various locations, both onsite and existing as well as future locations.
- c) We agree with the coverage, add-on covers, clauses and other conditions mentioned in the RFQ.

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3. Burglary and Housebreaking with Theft extension policy for Fixed Assets.

Name of The Proposer	Andhra Pradesh Grameen Vikas Bank
Period of Insurance	01/04/2017 to 31/03/2018
Address of The Proposer For Correspondence	Head Office, Door No.2-5-8/1, Ram Nagar, Hanmakonda – 506001,
Locations to be covered	All Offices/Work Places/Branches located in India either owned and /or Rented or Occupied where Insured has Insurable Interest including but not limited to a. Head Office/Corporate Office b. Regional Offices/Zonal Offices c. Branch Offices d. Extension Counters e. ATM Centers, (Offsite/Onsite) f. Training Centers g. Residential Building/ Buildings/Flats/Guest Houses etc. h. Representative Offices. i. All work Places
Policy Type	Burglary Housebreaking with Theft Extension on Floater First Loss Basis.
Property Covered	Contents of every description including Plant & Machineries, Accessories, Electrical/Electronic Equipments/Installations, Lifts, DG Sets, Transformer, ACs, HVACs, Equipments, IT Assets, Furniture, Fixtures, Fittings, Office Equipments, Laptops, Stationary, and allied items, ATM's, Renovation & Alterations & All Other Contents From Owned Buildings as well as rented premises.
Coverage	<ul style="list-style-type: none"> • Replacement Value Clause • Floater First Loss Basis • Terrorism Cover • Burglary with extension to include Robbery, Vandalism, Theft, RSMD, Loot, Dacoity, Larceny, Attempted Theft, Hold Up, Threat, Sabotage and /or acts of skillful pilferages whether by the employee of the Insured or person acting on behalf of Insured and or any other person(s) or whomsoever • Goods Held In Trust • First Loss Basis
Sum Insured	Total Sum Insured: Rs. 60,19,83,701 Policy is on Floater First Loss Basis for Rs. 10 % of SI.
Excess	5% of the claim amount subject to minimum of Rs. 10,000/-
Claim Experience	For the year 2015-16 = Rs. ____ Lakhs For the year 2016-17 = Rs. ____ Lakhs

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With Company seal

Other Conditions	<ul style="list-style-type: none"> • Pro-rata premium for mid-term SI increase/decrease • Deposit Premium facility for Location enhancement on quarterly basis for additions. • Agreed list of Surveyor • On Account Payment Clause
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Terms and Conditions

- a) We agree with the locations mentioned in the RFQ. We also agree that new locations which will be added during the course of the policy period will be automatically covered under the policy
- a) We agree that we will not insist for a branch/office wise sum Insured and agree to process the claim considering the overall Sum Insured of the Bank Assets as mentioned in the RFQ.
- b) In case of any loss, Complaint has to be lodged with Police Authority.
- c) We agree to make an On Account Payment of 75% of the claim amount for each and every loss without insisting a Final Police Report.
- d) The total Sum Insured is selected on Replacement Value Basis. The claim will also be settled on replacement value basis if replacement is carried out.
- e) Though the Bank/RBI has laid down guidelines/conditions for security arrangement (CCTV, Security Guard Arrangement, etc), however such conditions should not be a pre-condition for admitting and settling the claim and such conditions stand waived.

OTHER TERMS & CONDITIONS

1. Insurance company should ensure that the bank is not put to loss/ inconvenience in the event of any claims, due to wrong calculation of premium on the part of the company. In case of such instances the cost and consequences will be the sole responsibility of the insurance company.
2. All companies should quote strictly in accordance with price bids. **Please note that the price bid format should not be altered/ changed etc.** The offer of companies resorting to the same shall be summarily rejected.
3. The premium quoted in price bid shall be final and the bank will not entertain any clarifications/ changes after the price bids are opened.
4. Any major additions made during the year by the bank as a whole during the currency of the policy will be brought to the notice of the insurer, from time to time and the same should be Insured/ covered under the respective policy and additional premium payable should be as per their quoted rates.

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5. Insurance companies to furnish the actual procedure in respect of settlement of claims.
6. All claims will be centralized at Head Office, Hanmakonda.
7. The norms/ procedure adopted by the Bank for arriving at the replacement / reinstatement cost is enclosed in the Annexure.
8. All claims should be settled on replacement/ reinstatement value without applying depreciation/ obsolesce clause.
9. The general exclusions such as voltage fluctuations, short circuiting etc. should not be applied to Electronic Equipments including laptops covered under Electronic Equipment Insurance .
10. Policy excess in respect of All Insurance Policies should be as per General Exclusion (1) of the Standard Format and any alteration made would attract disqualification of the quotation by the Bank.
11. "No Claim benefit" is not applicable as there are claims in respect of ATM's and others.
12. Incomplete tenders will be summarily rejected.
13. The bank is having a guideline for safety i.e., CCS TV, Alarm Systems, Security Guard and Dual Control system. Non Function of any of the system will not affect the claim. Any claim cannot be reduced/ repudiated on this account.

WE AGREE WITH THE ABOVE TERMS AND CONDITIONS.

Authorized Signatory,

FOR Name & Seal of the **INSURER**

Date:

**Signature of the
Authorised Person
With Company seal**

**Annexure - II
(FORMAT MUST NOT BE ALTERED/ CHANGED)**

**AP GRAMEENA VIKAS BANK,
HEAD OFFICE HANMAKONDA.**

PREMIUM COMPUTATION

Format for premiums for various policies due for renewal on 1st April, 2017 as per the details furnished in the Technical Bid

Sr. No	Details of the Policy	Sum Insured (In INR)	Net Premium (In INR)
1	Fire and Special Perils Policy for Assets including Earthquake and Terrorism and other extensions as per details provided under Technical Bid	<i>Rs. 60,19,83,701</i>	
4	Electronic Equipment Insurance Policy for ATMs as per details provided under Technical Bid	<i>Rs. 7,41,50,141</i>	
5	Burglary Housebreaking Insurance Policy including Theft cover for assets as mentioned under Technical Bid	<i>Rs. 60,19,83,701</i>	
Discount if any			
Total			

NOTE:

**Service Tax as applicable will be paid by the Bank.
The bidders should not include Service Tax in the quotation**

**SIGNATURE OF THE BIDDER
WITH SEAL**

(* NOTE: (1) Since the additions during the year will be insured from time to time on pro-rata basis, working is to be furnished in respect of each of the policies.
(2) Payment will be made at one time.

Signature of the
Authorised Person
With Company seal