



**Chaitanya Godavari Grameena Bank**  
(A Government Undertaking Sponsored by Union Bank of India)  
Head office, Guntur

Reference No:099/51/NIT/2023-24/07, Date: 12.01.2024

**NOTICE INVITING TENDER FOR**  
**Renewal of Staff Group Term Life Insurance for the year 2024**

Issued by: Chaitanya Godavari Grameena Bank,  
Head Office, D. No 5-37-234,  
4th Floor Raghu mansion,  
4/1 Brodipet Guntur - 522002,  
Andhra Pradesh.

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Document Owner

: General Manager

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## BID SCHEDULE & ABBREVIATIONS

S.No	Description	Details
1.	RFP No. and Date	099/51/NIT/2023-24/07 dated 12/01/2024
2.	Name of the Department	Planning & Development Department
3.	Brief Description of the RFP	Group Term Life Insurance Policy to CGGB Bank Employees. Policy period - 08/02/2024 to 07/02/2025
4.	Bank's Address for Communication	1. Dr. B.V.Ramana Rao, General Manager, Chaitanya Godavari Grameena Bank, Head office, 4 <sup>th</sup> Floor, Raghu Mansion, 4/1, Brodipet, Guntur - 522 002. Phone No: 0863-2324500  2. K. Anjaneyulu, Senior Manager - HOD (P&D), Chaitanya Godavari Grameena Bank, Head office, 4 <sup>th</sup> Floor, Raghu Mansion, 4/1, Brodipet, Guntur - 522 002. Phone No: 91825 64144
5.	Date of Issue of RFP	12/01/2024, Friday
6.	Last Date, Time and Venue for Submission of Bids	On 01/02/2024, Thursday day up-to 12.00 PM Venue: Head Office, 4th Floor, Raghu mansion, 4/1 Brodipet, Guntur - 522002, Andhra Pradesh.
7.	Date, Time & Venue for opening of Part A-Conformity to Technical Proposal	On 01/02/2024, Thursday - 1.00 PM Venue: Head Office, 4th Floor, Raghu mansion, 4/1 Brodipet, Guntur - 522002, Andhra Pradesh.
8.	Date and time for opening of Part-B-Commercial Bid	On 01/02/2024, Wednesday day - 4.00 PM Venue: Head Office, 4th Floor, Raghu mansion, 4/1 Brodipet, Guntur - 522002, Andhra Pradesh.
9.	Last date for receipt of RFP queries	On or Before 23 <sup>rd</sup> Jan"24 up to 5.00 pm Pre-bid Queries should be sent to E-mail: <a href="mailto:planning@cggb.co.in">planning@cggb.co.in</a> , <a href="mailto:tirumalaranganatha@rathi.com">tirumalaranganatha@rathi.com</a> , <a href="mailto:komaragirinarendra@rathi.com">komaragirinarendra@rathi.com</a>
10.	Last date for query responses	On or Before 25 <sup>th</sup> Jan"24 up to 5.00 pm
11.	Other Details	1. The bidders must fulfil the Pre-Qualification criteria for being eligible to bid. 2. Subsequent changes made based on the suggestions and clarifications as per pre-bid queries shall be deemed to be part of the RFP document and shall be uploaded on the Bank's corporate website <a href="http://www.cggb.in">www.cggb.in</a>

**Name of the Brokers: - Anand Rathi Insurance Brokers Limited**

\*Participation of IFLI (Insurance Company Name) and SUD Life Insurance Companies in this tender is recognized, and both entities are authorized to submit bids directly to the Bank and not necessarily through the Broking company M/s Anand Rathi Insurance Brokers Limited. This is in accordance with the existing tie-up agreements between these insurance companies and the Bank. The Bank welcomes and considers bids from IFLI and SUD Life Insurance Companies as part of this tender process.

## DISCLAIMER

The information contained in this Request for Proposal (“RFP”) document or information provided subsequently to bidders or applicants whether verbally or in documentary form by or on behalf of Chaitanya Godavari Grameena Bank (or Bank), is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided. This RFP document is not an agreement and is not an offer or invitation by Chaitanya Godavari Grameena Bank to any parties other than the applicants who are qualified to submit the bids (hereinafter individually and collectively referred to as “Bidder” or “Bidders” respectively). The purpose of this RFP is to provide the Bidders with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Bidder requires. Each Bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this RFP. Chaitanya Godavari Grameena Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. The information contained in the RFP document is selective and is subject to updating, expansion, revision and amendment. It does not purport to contain all the information that a Bidder requires. Chaitanya Godavari Grameena Bank does not undertake to provide any Bidder with access to any additional information or to update the information in the RFP document or to correct any inaccuracies therein, which may become apparent.

Chaitanya Godavari Grameena Bank reserves the right of discretion to change, modify, add or to alter any or all of the provisions of this RFP and/or the bidding process, without assigning any reasons whatsoever. Such change will be published on the Bank's Website ([www.cggb.in](http://www.cggb.in)) and it will become part and parcel of RFP.

Chaitanya Godavari Grameena Bank in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. Chaitanya Godavari Grameena Bank reserves the right to reject any or all the Request for Proposals received in response to this RFP document at any stage without assigning any reason whatsoever. The decision of Chaitanya Godavari Grameena Bank shall be final, conclusive and binding on all the parties.

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## **A. INTRODUCTION**

- 1.1. Chaitanya Godavari Grameena Bank (CGGB) was formed by the amalgamation of two Regional Rural Banks namely 'Chaitanya Grameena Bank' and 'Godavari Grameena Bank' with effect from March 1, 2006. Bank was formed as per RRB act 1976. Bank is sponsored by Union Bank of India.
- 1.2. Shareholders:
  - Government of India - 50%
  - Sponsor bank - 35%
  - Govt of Andhra Pradesh - 15%.
- 1.3. Chaitanya Godavari Grameena Bank is committed to usher in prosperity & plenty by care concern to the financial needs of cross section of rural populace in the erstwhile Guntur, East Godavari & West Godavari Districts.
- 1.4. Bank has appointed M/s Anand Rathi Insurance Brokers Ltd (ARIBL) as insurance advisor/brokers (hereinafter referred to as "Broker" or "The Broker" to advise and assist the Bank on pre-placement, placement, Post- placement & the renewal and overall servicing of the Policy. Anand Rathi Insurance Brokers Ltd are licensed by the Insurance Regulatory and Development Authority of India (IRDAI) and are head quartered at 10th Floor, Regent Chambers, Jamnalal Bajaj Road, Nariman Point, Mumbai 400021. (\* Participation of IFLI (Insurance Company Name) and SUD Life Insurance Companies in this tender is recognized, and both entities are authorized to submit bids directly to the Bank and not necessarily through the Broking company M/s Anand Rathi Insurance Brokers Limited. This is in accordance with the existing tie-up agreements between these insurance companies and the Bank. The Bank welcomes and considers bids from IFLI and SUD Life Insurance Companies as part of this tender process.)

## **2. Definitions**

- 2.1. 'Bank' means unless excluded by and repugnant to the context or the meaning thereof, shall mean 'Chaitanya Godavari Grameena Bank', described in more detail in Paragraph 1 above and which has invited bids under this Request for Proposal and shall be deemed to include its successors and permitted assigns.
  - 2.2. 'RFP' means Request for Proposal for "Group Term Life Insurance Cover to Chaitanya Godavari Grameena Bank Employees".
  - 2.3. 'Bidder' means a Bidder/ Insurance Company submitting the proposal in response to the RFP.
  - 2.4. 'Policy' means providing "Group Term Life Insurance Cover to Chaitanya Godavari Grameena Bank Employees" in Chaitanya Godavari Grameena Bank.
  - 2.5. 'Contract' means the agreement signed by successful bidder and the Bank at the conclusion of bidding process, wherever required.
  - 2.6. 'Successful Bidder' / 'L1 bidder' means the Bidder who is found to be the lowest bidder after conclusion of the bidding process, subject to compliance of all the Terms and Conditions of the RFP, etc.
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### 3. About RFP

The Bank intends to renew Group Term Life Insurance Policy from the selected bidder for a period of One Year, for its employees. The Policy should cover all its employees at any given point of time, for the sum insured, in the event of any kind of death such as natural death, accidental death, suicidal death, death due to any illness, death due to pre-existing illness including but not limited to critical illness, murder, riot, natural calamities, COVID-19 etc. In this connection, Bank invites sealed offers ('Conformity to 'Technical Bid' and 'Commercial Bid') for procurement of Group Term Life Insurance Policy for Chaitanya Godavari Grameena Bank Employees as per the Terms & Conditions, Technical Specifications and Scope of Work described elsewhere in this document.

### 4. Objective

- 4.1. Bank proposes to renew Group Term Life Insurance of Chaitanya Godavari Grameena Bank Employees from an Insurance Provider who can offer a suitable and cost effective Group Term Life Insurance for Chaitanya Godavari Grameena Bank Employees.
- 4.2. The Bank is looking at a highly professional relationship with the Insurance provider who shall issue the Group Term Life Insurance for Chaitanya Godavari Grameena Bank Employees.

### 5. Requirement Details

- 5.1. Bank invites sealed offers ('Conformity to Technical bid' and 'Commercial Bid') for issuance of Group Term Life Insurance Cover for Chaitanya Godavari Grameena Bank Employees as per the Terms & Conditions, Technical Specifications and Scope of Work described elsewhere in this document.
- 5.2. The term of contract will be open for a period of One (1) year i.e. from 07.02.2024 (Midnight) to 07.02.2025 (Midnight).

### 6. Technical Criteria

- 6.1. A Bidder/Insurance Company submitting the proposal in response to this RFP shall hereinafter be referred to as 'Bidder' and Providing Group Term Life Insurance Cover to Chaitanya Godavari Grameena Bank Employees shall hereinafter be referred as "Policy".
  - 6.2. Interested Bidders, who can provide Group Term Life Insurance cover to Chaitanya Godavari Grameena Bank Employees and meet the Technical Criteria as per **Annexure-2** may respond.
  - 6.3. Non-compliance to any of the Technical criteria would result in outright rejection of the Bidder's proposal. The Bidder is expected to provide proof for each of the points for Technical evaluation. The proof provided must be in line with the details mentioned in "Documents to be submitted for Technical Criteria Compliance". Any credential detail mentioned in "Technical Criteria Compliance" not accompanied by relevant proof documents will not be considered for evaluation.
  - 6.4. The Bidder shall adhere to the guidelines issued by RBI, IRDAI and other Regulatory bodies. The bidder should also maintain confidentiality of information shared with them during the tenure of the project.
  - 6.5. The Broad Scope of work shall include but not be limited as mentioned in **Annexure-5**. The bidders are required to go through the complete RFP document thoroughly. The obligation / responsibilities mentioned elsewhere in the document, if any, shall be the integral part of the scope.
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## **B. POLICY**

### **1. Acceptance**

- 1.1. Bank will evaluate the offered Group Term Life Insurance for Chaitanya Godavari Grameena Bank Employees by the bidder. If the Group Term Life Insurance of Chaitanya Godavari Grameena Bank Employees is as per the requirements of the RFP; then the Group Term Life Insurance of Chaitanya Godavari Grameena Bank Employees will be accepted by the Bank.
- 1.2. After the Group Term Life Insurance of Chaitanya Godavari Grameena Bank Employees has been accepted by the Bank and the bidder is announced as a successful bidder, **the Bidder may submit a Proforma invoice for issuance of the Payment.**

### **2. Payment Terms**

- 2.1. Premium will be paid by Chaitanya Godavari Grameena Bank to the Insurance Company (successful bidder) on behalf of Insured Members.
  - 2.2. The payments will be released through NEFT / RTGS after deducting the applicable LD/Penalty, TDS if any, centrally by Head Office at Guntur and the Selected Bidder has to provide necessary Bank Details like Account No., Bank's Name with Branch, IFSC Code etc. All the applicable taxes shall be paid as extra.
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## **C. BID PROCESS**

### **1. Clarification to RFP and Pre-Bid Queries**

- 1.1. The bidder should carefully examine and understand the specifications, terms, and conditions of the RFP and may seek clarifications if required. The bidders in all such cases should seek clarification in writing in the same serial order as that of the RFP by mentioning the relevant page number and clause number of the RFP as per the format provided under **Appendix C.**
- 1.2. All communications regarding points requiring clarifications and any doubts shall be given in writing to the bank through an email only can be sent to [Planning@cggg.co.in](mailto:Planning@cggg.co.in), [tirumalaranganatha@rathi.com](mailto:tirumalaranganatha@rathi.com), [komaragirinarendra@rathi.com](mailto:komaragirinarendra@rathi.com) by the intending bidders as per the schedule.
- 1.3. No queries will be entertained from the bidders after the above date and time mentioned in "BID SCHEDULE".
- 1.4. No oral or individual consultation will be entertained.

### **2. Amendment to Bidding Document (Corrigendum and or addendum)**

- 2.1. At any time prior to deadline for submission of Bids, the Bank, for any reason, whether, at its own initiative or in response to a clarification requested by prospective bidder, may modify the bidding document, by amendment.
- 2.2. Notification of amendments will be made available on the Bank's website only (i.e. [www.cggg.in](http://www.cggg.in)) and will be binding on all bidders and no separate communication will be issued in this regard.
- 2.3. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Bank, at its discretion, may extend the deadline for a reasonable period as decided by the Bank for submission of Bids.

### **3. Bid System Offer**

This is a two bid system which has following 2 (Two) parts:

- 3.1. **Part A-Conformity to Technical Bid / Criteria:** Indicating their compliance to Technical Criteria. The format for submission of Conformity to Technical Bid is as per **Appendix-A.**
- 3.2. **Part B-Commercial Bid:** Furnishing all relevant information as required as per Commercial Bid (**Annexure-8**). The format for submission of Commercial Bid is as per **Appendix-B.**

### **4. Preparation of Bids**

- 4.1. The Bid shall be typed with font size of 12 and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the Bids shall affix signature (not initials) in all pages of the Bids, except for un-amended printed literature.
    - 4.1.1. The two parts as stated above, should be placed in two separate envelopes superscribed with 'Conformity to Technical Bid' and 'Commercial Bid' respectively and properly closed and sealed. Thereafter, both the envelopes shall be placed inside another envelope and properly closed and sealed. The final envelope should be superscribed as "Offer for RFP No 099/51/NIT/2023-24/07 dated 12.01.2024 for Group Term Life Insurance Policy to Chaitanya Godavari Grameena Bank Employees" (includes separately sealed 'Conformity to 'Technical Bid' and 'Commercial Bid') on the top of the envelope. All the envelopes shall bear the name and complete postal address of the bidder as well as the addressee, namely The General Manager, Chaitanya
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Godavari Grameena Bank, Head Office, 4th Floor, Raghu mansion, 4/1 Brodipet,

- 4.1.2. All the pages of the bid, including Brochures should be made in an organized, structured, and neat manner. Brochures/leaflets etc. should not be submitted in loose form. All the pages of the submitted bids should be paginated with the Name, Seal, and Signature of the Authorized Signatory. Bids with erasing/overwriting/cutting without authentication may be liable for rejection. An authorization letter for signing the Bid documents duly signed by the Company's Authorized signatory should be submitted.
- 4.1.3. All the envelopes shall bear the name and complete postal address of the Bidder and authority to whom the Bid is submitted.

#### **4.2. Part A- Conformity to Technical Bid:**

- 4.2.1. Before submitting the bid, the bidders should ensure that they confirm to the Technical/Eligibility criteria as stated in **Annexure-2** of RFP. Only after satisfying themselves of the eligibility, the Offer should be submitted.
- 4.2.2. Technical Bid should be submitted as per the format in **Appendix-A**. Relevant technical details and documentation should be provided along with Technical Bid.
- 4.2.3. The offer may not be evaluated and may be rejected by the Bank without any further reference in case of non-adherence to the format or partial submission of technical information as per the format given in the offer.
- 4.2.4. The Bank shall not allow / permit changes in the technical bid once it is submitted.
- 4.2.5. The Technical bid should be complete in all respects and contain all information sought for, as per **Appendix-A**. The Part A-Technical Bid should be complete and should cover the details sought for.
- 4.2.6. After ensuring the above, it shall be placed inside a separate Envelope and sealed and superscribed on the top of the cover as **"PART A-Technical Bid for RFP No. 099/51/NIT/2023-24/07 dated 12/01/2024 for Group Term Life Insurance Policy to Chaitanya Godavari Grameena Bank Employees.**

#### **4.3. Part B-Commercial Bid:**

- 4.3.1. Commercial Bid should be submitted as per the instruction in **Appendix-B**.
  - 4.3.2. Commercial Bid shall be submitted as per terms and conditions of RFP. Commercial Bid shall give all relevant price information as per **Annexure-8**. Any deviations from the Commercial Bid terms/ non submission of prices as per the format shall make the bid liable for rejection.
  - 4.3.3. Under no circumstances the commercial bid shall be kept in Part-A (i.e. Conformity to Technical Bid) Cover. **The placement of Commercial Bid in Part A (i.e. Conformity to Technical Bid) cover will make bid liable for rejection.**
  - 4.3.4. Bidder must take care in filling price information in the Commercial Offer, to ensure that there are no typographical or arithmetic errors. All fields must be filled up correctly.
  - 4.3.5. Any change in the Commercial Bid format may render the bid liable for rejection. The Commercial Bid that is incomplete or conditional are liable to be rejected.
  - 4.3.6. The Bidder should indicate the individual taxes, and its applicable rate along with the estimated tax amounts to be paid by the Bank.
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4.3.7. After ensuring the above, it shall be placed inside a separate Envelope and sealed and superscribed on the top of the cover as “PART B-Commercial Bid for RFP No. 099/51/NIT/2023-24/07 dated 12.01.2024 for Group Term Life Insurance Policy to Chaitanya Godavari Grameena Bank Employees.

5. **Costs & Currency**

The Offer must be made in Indian Rupees only as per Commercial Bid (Annexure-8).

6. **Erasures or Alterations**

The Offers containing erasures or alterations or overwriting may not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details (Specifications) must be completely filled. Filling up of the information using terms such as “OK”, “accepted”, “noted”, “as given in brochure/manual” is not acceptable. The Bank may treat such Offers as not adhering to the bid guidelines and as unacceptable.

7. **Assumptions/Presumptions/Modifications**

The Bank would like to expressly state that any assumption, presumptions, modifications, terms, conditions, deviation etc., which the bidder includes in any part of the Bidder’s response to this RFP, will not be taken into account either for the purpose of evaluation or at a later stage, unless such assumptions, presumptions, modifications, terms, conditions deviations etc., have been accepted by the Bank and already published. The bidder at a later date cannot make any plea of having specified any assumption, presumptions, modifications, terms, conditions, deviation etc in the bidder’s response to this RFP document. No offer can be modified or withdrawn by a bidder after submission of Bid/s.

8. **Submission of Bids**

- 8.1. The Name and address of the Bidder, RFP No. and Due Date of the RFP are to be specifically mentioned on the Top of the envelope containing Bid.
- 8.2. The bid/s properly superscribed in the manner prescribed in earlier clauses of this RFP should be deposited in the **Bid Box** on the Date & Time and at the Venue specified in the Bid Schedule.
- 8.3. If the last day of submission of bids is declared as a holiday under NI Act by the Government subsequent to issuance of RFP, the next working day will be deemed to be the last day for submission of the RFP. The Bid/s which is/are deposited after the said date and time shall not be considered.
- 8.4. **Bids sent through post/courier will not be accepted/evaluated. Bids should be deposited in the Bid Box only.**
- 8.5. If the envelopes, including the outer envelope is not sealed and marked in the prescribed manner, the Bank will assume no responsibility for the bid’s misplacement or premature opening.

9. **Bid Opening**

- 9.1. The **Part A-Conformity to Technical Bid** shall be opened, on the Date & Time and at the Venue specified in the Bid Schedule, in the presence of the Bidder’s representative/s who may choose to attend the bid opening.
  - 9.2. Bidder’s representative may be present in the place and venue well in time along with an authorization letter in hand for each bid opening under this RFP, as per the format (Appendix-E) enclosed.
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- 9.3. Attendance of all the representatives of the bidders who are present at bid opening will be taken in a register against Name, Name of the Company and with full signature.
- 9.4. The Bidders may note that no further notice will be given in this regard. Further, in case the bank does not function on the aforesaid date due to unforeseen circumstances or declared as holiday then the bids will be accepted on the next working day.
- 9.5. The following details will be announced at the time of bid opening.
  - 9.5.1. Name of the Bidder/s.
  - 9.5.2. Such other details as the Bank at its discretion may consider appropriate.
- 9.6. The **Part A-Conformity to Technical Bid** submitted by the bidder will be evaluated based on the documents submitted as per **Appendix-A** and Technical Criteria stipulated in RFP document.
- 9.7. The Commercial Bid of only those bidders who are qualified in **Part-A Technical Bid** will be opened for Commercial Bid evaluation process.

## SELECTION OF BIDDER

### 1. Preliminary Scrutiny

- 1.1. The Bank will scrutinize the Bid/s received to determine whether they are complete in all respects as per the requirement of RFP, whether the documents have been properly signed, whether items are offered as per RFP requirements and whether technical documentation as required to evaluate the offer has been submitted.
- 1.2. Prior to detailed evaluation, the Bank will determine the substantial responsiveness of each Bid to the bidding document. Substantial responsiveness means that the bid conforms to all terms and conditions, scope of work and technical specifications and bidding document is submitted without any deviations.

### 2. Clarification of Offers

- 2.1. During the process of scrutiny, evaluation and comparison of offers, the Bank may, at its discretion, seek clarifications from all the bidders/any of the bidders on the offer made by them. The bidder has to respond to the bank and submit the relevant proof /supporting documents required against clarifications, if applicable. The request for such clarifications and the Bidders response will be published and it should be submitted within the time frame stipulated by the Bank.

### 3. Evaluation of Bids

- 3.1. The Bank will evaluate the bid submitted by the bidders under this RFP. The Bid will be evaluated by a Committee of officers of the Bank. If warranted, the Bank may engage the services of external consultants for evaluation of the bid. It is Bank's discretion to decide at the relevant point of time.

#### 3.2. Part A-Conformity to Technical Bid:

The Part A- Conformity to Technical Bid submitted by the bidder will be evaluated based on **Technical Criteria** and on the documents submitted as per **Appendix-A** of RFP. The proof of documents should be submitted as per **Appendix-A** and it will be evaluated by the Bank and Bank will seek clarification, if required.

#### 3.3. Part B-Commercial Bid:

The Part B- Commercial Proposals of only those bidders who qualified in **Part A-**

**Technical Bid** will be opened with due communication by the Bank. The **Part B-Commercial Bid** submitted by the bidder will be evaluated based on Commercial Bid submitted by the Bidder.

#### **4. Intimation to Qualified/Successful Bidders**

The Bank will prepare a list of qualified bidders at each stage on the basis of evaluation of Part A-Conformity to Technical Bid and Part B-Commercial Bid. The names of qualified bidders at each stage would be announced on the Notice Board/Bank's website (i.e. [www.cggb.in](http://www.cggb.in)). Commercial Bids of only technical qualified bidders shall be opened. Final list of the bidders (L1, L2, L3...etc) will be announced as indicated above. No separate intimation will be sent to successful Bidder.

#### **5. Determination of L1 Price**

- 5.1. L1 Price will be determined after giving effect to arithmetical correction, if any.
- 5.2. The L1 bidder will be determined on the basis of the lowest price quoted in the Commercial bid as stated in clause 3.3.
- 5.3. However, the Bank does not bind itself to accept the lowest or any Bid and reserves the right to reject any or all bids at any point of time prior to the order without assigning any reasons whatsoever.
- 5.4. The bank reserves the right to re-bid without assigning any reasons whatsoever. The bank shall not incur any liability to the affected bidder(s) on account of such rejection. Bank shall not be obliged to inform the affected bidder(s) of the grounds for the Bank's rejection.
- 5.5. The Bank reserves the right to modify any terms, conditions and specifications of the RFP and Bank reserves the right to obtain revised price bids from the bidders with regard to change in RFP clauses. The Bank reserves the right to accept any bid in whole or in part.
- 5.6. The bidder who is L1 will be referred to as the selected bidder.
- 5.7. In case, more than one insurance company becomes the L1 bidder then bank will have the right to renegotiate with those insurance companies.
- 5.8. Bank reserve the rights to renegotiate with all or any of the bidder (L1, L2 or L3)

#### **6. Order Cancellation/Termination of Contract**

- 6.1 The Bank reserves the right to cancel the contract placed on the selected bidder and recover expenditure incurred by the Bank on the following circumstances:
    - 6.1.1 Non-submission of acceptance of order within 7 days of order.
    - 6.1.2 The selected bidder commits a breach of any of the terms and conditions of the bid.
    - 6.1.3 The bidder goes in to liquidation voluntarily or otherwise.
    - 6.1.4 If deductions on account of liquidated Damages exceeds more than 10% of the total contract price.
    - 6.1.5 The progress made by selected Bidder is found to be unsatisfactory.
    - 6.1.6 Excessive delay in delivery of services in the specified period.
    - 6.1.7 Serious discrepancies noted in inspection.
  - 6.2 Bank shall serve the notice of termination to the bidder at least 30 days prior, of its intention to terminate services.
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6.3 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, if any, under this contract.

Dr. B V Ramana Rao

General Manager

Encl: Annexure - 1 to 8 & Appendices - A to E

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## **APPENDIX-A**

### **Annexure-1**

#### **Bid Covering Letter**

**[On Firm's / Company's letter head]  
(To be included in Part A - Conformity to Technical Bid Envelope)**

Reference No:

Date:

The General Manager  
Chaitanya Godavari Grameena Bank  
Head Office,  
Guntur (AP)

Sir,

**SUB: RFP for Group Term Life Insurance Policy to Chaitanya Godavari Grameena Bank Employees. Ref: RFP No. 099/51/NIT/2023-24/07 dated 12.01.2024**

We have examined the above-mentioned bid document including all annexures the receipt of which is hereby duly acknowledged and subsequent pre-bid clarifications/modifications/amendments, if any, furnished by the Bank and we, the undersigned, offer for subject items/Policy are in conformity with the said bid in accordance with the schedule of prices indicated in the commercial offer and made part of this offer.

The undersigned is authorized to sign on behalf of the Bidder Company and the necessary supporting documents delegating this authority is enclosed to this letter.

If our offer is accepted, we undertake to complete the formalities of servicing of the policy as per RFP and as per timelines mentioned in the RFP.

If our offer is accepted, we undertake to provide the insurance coverage to Chaitanya Godavari Grameena Bank Employees and related services as per the above referred RFP, during contract period.

We agree to abide by this offer until 90 days from the date of Commercial Bid opening and for such further period as mutually agreed between the bank and successful bidder, and agreed to in writing by the bidder.

We accept all the Instructions, Technical Specifications, Terms and Conditions and Scope of Work of the subject RFP. We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive without assigning any reason whatsoever.

We hereby unconditionally accept that Bank can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the RFP, in shortlisting of bidders.

We will not sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority (refer: F/No.6/18/2019-PPD dated 23/07/2020 of Public Procurement Division, Department of Expenditure, Ministry of Finance). We further understand that any false declaration and non-compliance of the above would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

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All the details mentioned by us are true and correct and if Bank observes any misrepresentation of facts on any matter at any stage, Bank has the absolute right to reject the proposal and disqualify us from the selection process. Bank reserves the right to verify /evaluate the claims made by the Bidder independently.

We confirm that we have noted the contents of the RFP and have ensured that there is no deviation in filing our response to the RFP and that the Bank will have the right to disqualify us in case of any such deviations.

We hereby undertake that we have not been blacklisted/debarred by any Scheduled Commercial Banks/Public Sector Undertakings/Government Entities in India as on date.

Date:

Signature with seal

Name :

Designation :

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**Annexure-2**  
**Eligibility Criteria Declaration**

[Note: These details should be on the letter head of Bidder and should be signed by an Authorized Signatory with Name and Seal of the Company]

The General Manager  
Chaitanya Godavari Grameena Bank  
Head Office,  
Guntur (AP)

**SUB: RFP for Group Term Life Insurance Policy to Chaitanya Godavari Grameena Bank Employees. Ref: RFP No. 099/51/NIT/2023-24/07 dated 12.01.2024**

We have carefully gone through the contents of the above referred RFP and furnish the following information relating to Eligibility Criteria.

	Sl. No.	Eligibility Criteria	Documents to be submitted for Eligibility Criteria Compliance	Bidder's Response and Documents Submitted
<b>CONSTITUTION</b>	a)	The Bidder should be a partnership firm registered under LLP Act, 2008/Indian Partnership Act, 1932 or Company in India as per Indian Companies Act, 1956 or Indian Companies Act, 2013 and should be in existence for at least 5 years and should be in line of business providing Life Insurance during the said period.	Bidder has to submit Copy of Certificate of LLP registration. (OR) Copy of Certificate of Incorporation and Certificate of Commencement of business in case of Public Limited Company (OR) Certificate of Incorporation in case of Private Limited Company, issued by the Registrar of Companies.	
<b>IRDA</b>	b)	The bidder must be an IRDAI authorized Insurance company with minimum of 5 years of existence in Life Insurance Business in INDIA as on 31.03.2023	A copy of IRDAI Certificate to be submitted.	
	c)	The bidder should have minimum Equity Capital of Rs.300 Crores as on 31 <sup>st</sup> March 2023.	Bidder has to submit the Copy of Audited Balance Sheet for the financial year ending 31 <sup>st</sup> March 2023.  And  Bidder must produce a certificate from the Company's Chartered Accountant/s /Company Secretary to this effect and the documents certified by Chartered Accountant/s should mandatorily contain Unique Document Identification Number.	

FINANCIALS & EXPERIENCE	d)	Total Business Premium collection should be more than INR 500 crores during the financial year 2022-23.	Bidder has to submit the Copy of Audited Balance Sheet for the financial year ending 31 <sup>st</sup> March 2023.  And  Bidder must produce a certificate from the Company's Chartered Accountant/s/ Company Secretary to this effect and the documents certified by Chartered Accountant/s should mandatorily contain Unique Document Identification Number.	
	e)	The bidder should have proven experience of managing Group Term Life Insurance Policy (collectively) for any major organization (i.e. corporate clients including MNCs/PSU/PSB/Others) for a group size of at least 10000 during the last two financial years, 2021- 22 and 2022- 23)	Copies of Work Orders/ Agreements with PSU Banks/PSUs on the company's letterhead clearly stipulating the group size should be furnished.  OR  Copies of policies issued to MNCs/PSU/PSB/Others  OR  Company Secretary Certificate/ CA Certificate with Unique Document Identification Number or certificate from the Company's Secretary	
	f)	The bidder should have a minimum claim settlement ratio of 90% and above during the last financial year 2022-23.	Bidder must produce a certificate from the Company's Chartered Accountant/s / Company Secretary to this effect.  The documents certified by Chartered Accountant/s should mandatorily contain Unique Document Identification Number.	
	g)	The Bidder should have Branch Office in Andhra Pradesh for support.	The Bidder has to provide their existing Branch details like local Contact Person Name, Address, Mobile No, Email-id etc.	
	h)	The Bidder should have the minimum solvency ratio of 1.5% as on 31.03.2023.	Bidder must produce a certificate from the Company's Chartered Accountant/s / Company Secretary to this effect.  The documents certified by Chartered Accountant/s should mandatorily contain Unique Document Identification Number.	

i)	<p>The bidder should not be from a country which shares a land border with India unless the bidder is registered with the Competent Authority (as detailed in Office Memorandum-F.No.6/18/2019-PPD dated 23.07.2020 of Dept. of Expenditure, Ministry of Finance). Bidder from a country which shares a land border with India means:</p> <p>a. An entity incorporated, established or registered in such a country; or</p> <p>b. A subsidiary of an entity incorporated, established or registered in such a country; or</p> <p>c. An entity substantially controlled through entities incorporated, established or registered in such a country; or</p> <p>d. An entity whose beneficial owner is situated in such a country; or</p> <p>e. An Indian (or other) agent of such an entity; or</p> <p>f. a natural person who is a citizen of such a country; or</p> <p>g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.</p>	<p>A declaration on Company Letter Head stating "We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; We certify that we are not from such a country or; if from such a country, have been registered with the Competent Authority (copy attached). We hereby certify that we fulfil all requirements in this regard and are eligible to be considered." to be submitted.</p>	
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**We confirm that the information furnished above is true and correct. We also notethat, if there are any inconsistencies in the information furnished above, the bid is liable for rejection.**

Date

Signature with seal

Name :

Designation :

**Annexure-3**

**Bidder's Profile**

[On Firm's / Company's letter head]  
(to be included in Part A - Conformity to Technical Bid Envelope)

**SUB: RFP for Group Term Life Insurance Policy to Chaitanya Godavari Grameena Bank  
Employees. Ref: RFP No. 099/51/NIT/2023-24/07 dated 12.01.2024**

Sl. No.	Particulars	Details	
a)	Name of the Bidder Firm/Company		
b)	Registration No. with IRDAI		
c)	Constitution (Ltd./ Pvt. Ltd/Firm)		
d)	Date of Incorporation and / or Commencement of business		
e)	Certificate of Incorporation (CIN)		
f)	Address of Corporate Office		
g)	Address of the Registered Office		
h)	Particulars of the Primary Contact Person (Authorized Signatory of the Bidder)	Name	
		Designation	
		Address for Correspondence	
		Phone Number (Landline)	
		Mobile Number	
		Email address	

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i)	Particulars of the Secondary Contact Person	Name	
		Designation	
		Mobile Number	
		Email address	
j)	Firm / Company Website address		
k)	Firm/Company PAN number Firm/Company GST Number <u>Beneficiary Bank Details</u> Beneficiary Name Beneficiary Account Number Type of Bank Account (Current/OD/OCC etc.) IFSC Code Beneficiary Bank Name & Branch address		

Date

Signature with seal

Name :

Designation :

**Annexure-4**

**Track Record of Past Implementation of Insurance provided**

[On Firm's / Company's letter head]  
(to be included in Part A - Conformity to Technical Bid Envelope)

**SUB: RFP for Group Term Life Insurance Policy to Chaitanya Godavari Grameena Bank Employees. Ref: RFP No. 099/51/NIT/2023-24/07 dated 12.01.2024**

Name of the Bidder \_\_\_\_\_

**List of Bidder's Major Customers in Last 3 Years and References**

Sl. No.	Name of the Customers/Client's where Group Term Insurance/provided/implemented	Contact Person's Name and email ID	Telephone Number / Mobile Number	Postal Address with Pin code
1	2	3	4	5

(Enclose necessary documentary proof)

Date

Signature with seal

Name :

Designation :

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**Annexure-5**

**Scope of Work**

**SUB: RFP for Group Term Life Insurance Policy to Chaitanya Godavari Grameena Bank Employees. Ref: RFP No. 099/51/NIT/2023-24/07 dated 12.01.2024**

Sl. No.	Scope of Work	Bidder Compliance (Yes/No)
1.	Group Term Life Insurance Policy to be offered for a period of One year. (Period from 08.02.2024 to 07.02.2025)	
2.	The policy should cover all the employees of the Bank who have joined / will join the Bank on or after the inception of the policy by passing an endorsement. Bank shall have a right to add or exclude new Employees from the coverage. Additional premium, if any, due to such additions of new Employees will be calculated on pro-rata basis and the same will be advised to the Bank periodically. Similarly, for any deletion from the coverage, Bank would inform and the premium would be pro-rated/recalculated. Such information will be provided on a monthly basis.	
3.	The minimum and maximum age of the employees will be 18 years and 60 years (up to the last day of month of superannuation) respectively. Further, employees who have ceased to be in services of the Bank during the Policy period due to Superannuation/VRS shall be covered till the expiry of the policy.	
4.	The claim in case of a newly appointed recruit should not be rejected merely on the ground that addition intimation was missed out to the insurance company when there is a sufficient CD balance maintained by the insured.	
5.	The policy should cover all kinds of death including but not limited to natural death, accidental death, suicidal death, and death due to any illness including COVID and any other new pandemic/epidemic may arise in future days results in death, death due to pre-existing illness including critical illness will also be covered.	
6.	The member employees should be covered without individual good health certificate and claims should be settled accordingly. In case of death claim, 100% of capital sum insured should be paid as per Sl no.7 of scope of work.	
7.	Insurance Coverage is under: <ul style="list-style-type: none"><li>• Subordinate Cadre - minimum of Rs.25 lakhs.</li><li>• Clerical Cadre - minimum of Rs.25 lakhs.</li><li>• Officer Cadre -minimum of Rs. 25 lakhs.</li></ul>	
8.	Payment of claim should be settled within 15 days from the date of submission of all claims documents, including clarifications, if any. In case of unexplained delay of beyond 30 working days, the Insurance Company shall pay interest @2% above the prevailing Bank rate from the date of claim, on the claim amount.	
9.	The settlement of the claims shall be done to the nominee(s) as provided by the Bank. If there is no nomination as per Bank records; the claim shall be settled to legal heirs.	

10.	The selected bidder should release the payment of claim to the claimant through the Bank on submission of attested copy of death certificate and claim form without insisting any other document like postmortem report, FIR etc as the case may be.	
11.	Waiting period of any nature to be waived off.	
12.	Dedicated Helpline Number/s or SPOC Support on call to be provided for any query from the employee.	
13.	Actively at Work Clause “ has to be waived off”	
14.	The Policy should be a worldwide cover and it should be 24*7 cover	
15.	The Aggregate limit on claim settlement for a single incident should not be applied.	
16.	The policy should allow the insurer to report/intimate/submission of claim for 1-year period from the date of incident and no claim can be rejected on account of delay on intimation of claims or submission of claim documents.	
17.	Only one tender per Bidder (insurer) will be accepted. Pre bid queries will be accepted from one office per organization.	

**Note:** Bidders must fully comply with the above requirements. Non-Compliance to any one of the above requirements leads to disqualification of the Bidder in Part B - Technical Proposal without further evaluation.

**Date**

**Signature with Seal**

**Name:**

**Designation:**

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**Annexure-6**  
**Compliance Statement**

[On Firm's / Company's letter head]  
(to be included in Part A-Technical Bid Envelope)

**SUB: RFP for Group Term Life Insurance Policy to Chaitanya Godavari Grameena Bank  
Employees. Ref: RFP No. 099/51/NIT/2023-24/07 dated 12.01.2024**

**DECLARATION**

We understand that any deviations mentioned elsewhere in the bid will not be considered and evaluated by the Bank. We also agree that the Bank reserves its right to reject the bid, if the bid is not submitted in proper format as per subject RFP.

Description	(Yes / No)	Remarks / Deviations
Compliance to Terms and Conditions		
Compliance to Scope of Work of the subject RFP		

(If left blank it will be construed that there is no deviation from the specifications given above)

Date

Signature with seal

Name :

Designation :

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**Annexure-7**  
**Escalation Matrix**

[On Firm's / Company's letter head]  
(to be included in Part A-Technical Proposal Envelope)

**SUB: RFP for Group Term Life Insurance Policy to Chaitanya Godavari Grameena Bank  
Employees. Ref: RFP No. 099/51/NIT/2023-24/07 dated 12.01.2024**

Name of the Bidder Firm:

Claim/Settlement Related Issues:

Sl. No.	Name	Level of Contact	Office Postal Address	Phone No.	Mobile No.	Fax	Email address
a.		First Level Contact					
b.		Second level contact (If response not received in 4 Hours)					
c.		Regional/Zonal Head (If response not received in 24 Hours)					
d.		Country Head (If response not received in 48 Hours)					

Any change in designation or substitution will be informed by us immediately.

Date

Signature with seal

Name :

Designation :

**APPENDIX - B**

**Annexure-8**

**Commercial Bid / Quote**

**SUB: RFP for Group Term Life Insurance Policy to Chaitanya Godavari Grameena Bank Employees. Ref: RFP No. 099/51/NIT/2023-24/07 dated 12.01.2024**

<u>Notes</u>	
	1. These details should be on the letter head of Bidder and each & every page should be signed by an Authorized Signatory with Name and Seal of the Company.
	2. Please be guided by RFP terms, subsequent amendments and replies to pre-bid queries (if any) while quoting.
	3. Do not change the structure of the format nor add any extra items.
	4. No counter condition/assumption in response to commercial bid will be accepted. Bank has a right to reject such bid.

**Price details of Group Term Life Insurance Policy to Chaitanya Godavari Grameena Bank Employees**

[Amount in Indian Rupees]

Sl. No.	Particulars	Premium rate per mile	Premium Amount (Excl. of Tax)	Tax for Column A		Total Premium Amount (Incl. of tax)
				Tax %	Tax Amt. (in Rupees)	
			A	B	C	D=A+C
1.	Group Term Life Insurance coverage to CGGB Bank employees.					

Total Premium Amount (inclusive of taxes) - Amount in Words

Rupees..... only

- a. Commercial Bid / Quote is submitted on the letter head and is signed by an Authorized Signatory with Name and Seal of the Company.
- b. We confirm that we have gone through RFP clauses, subsequent amendments and replies to pre-bid queries (if any) and abide by the same.
- c. We have not changed the structure of the format nor added any extra items. We note that any such alternation will lead to rejection of Bid.
- d. We agree that no counter condition/assumption in response to commercial bid will be accepted by the Bank. Bank has a right to reject such bid.
- e. We are agreeable to the payment schedule as per "Payment Terms" of the RFP.

We hereby agree that the premium quoted herein has taken into consideration of all terms and conditions of the RFP and all necessary internal approvals and processes being adhered. We confirm that the Bank shall not be put any inconvenience in the event of any wrong calculations of premium on interpretation of terms and conditions on our part or any internal approval processes not being complied. In such an instance the cost and consequences shall be the sole responsibility of ours.

**Date:**

**Signature with seal**

**Name :**

**Designation :**

**APPENDIX- C**

**Pre-Bid Queries Format**

Bidders have to provide their queries on eligibility criteria, scope of work, terms & conditions etc. in excel format as mentioned below. Bidders are requested to categorize their queries under appropriate headings. Bidders are requested to provide a reference of the page number, state the clarification point and the queries/suggestion/deviation that they propose as shown below (all the pre bid queries will be entertained in this Microsoft Excel format by e-mail):

<b>Bidder Name</b>	<b>Clause no</b>	<b>Page no.</b>	<b>Clause</b>	<b>Query</b>	<b>Bank Response</b>

## Appendix - D

### **PRE CONTRACT INTEGRITY PACT** (Printed on Stamp Paper)

Chaitanya Godavari Grameena Bank hereinafter referred to as "The Principal", and  
..... hereinafter referred to as "The Bidder/ Contractor"

#### Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for  
.....The Principal 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(a) and / or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors(IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

#### **Section 1 - Commitments of the Principal**

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -

- a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, 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.
- b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
- c. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Office and in addition can initiate disciplinary actions.

#### **Section 2 - Commitments of the Bidder(s)/ Contractor(s)**

i) The Bidder(s)/ Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s)/ Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution.

- a. The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract 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 of any kind whatsoever during the tender process or during the execution of the contract.
- b. The Bidder(s)/ Contractor(s) will not enter with other Bidders 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.

- c. The Bidder(s)/ Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the ~~Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or~~

pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

- d. The Bidder(s)/ Contractors(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the “Guidelines on Indian Agents of Foreign Suppliers” shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.
  - e. The Bidder(s)/Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - f. Bidder(s)/Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- (2) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3 - Disqualification from tender process and exclusion from future contracts**

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process. The firm will be banned from all future business dealings also.

### **Section 4 - Compensation for Damages**

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

### **Section 5 - Previous transgression**

1. The Bidder declares that no previous transgressions occurred in the last three years with any other company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

### **Section 6 - Equal treatment of all Bidders/ Contractors**

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1. The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
2. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

### **Section 7 - Criminal charges against violating Bidder(s)/Contractor(s)**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

### **Section 8 - Independent External Monitor**

1. The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
  2. The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all contract documents, whenever required. It will be obligatory for him/her to treat the information and documents of the Bidders/Contractors as confidential. He/she reports to the Chairman, Chaitanya Godavari Grameena Bank
  3. The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal including that provided by the Contractor. The contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
  4. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Sub-contractor(s) with confidentiality. The monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform chairman, Chaitanya Godavari Grameena Bank and recuse himself/herself from that case.
  5. The Principal 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 Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
  6. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
  7. The Monitor will submit a written report to the Chairman, Chaitanya Godavari Grameena Bank within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
-

8. If the Monitor has reported to the Chairman Chaitanya Godavari Grameena Bank, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman Chaitanya Godavari Grameena Bank has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
9. The work 'Monitor' would include both singular and plural.

**Section 9 - Pact Duration**

This pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by the Chairman of Chaitanya Godavari Grameena Bank.

**Section 10 - Other Provisions**

This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Guntur.

1. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
2. If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
3. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
4. Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
5. In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.

\_\_\_\_\_  
 (For & On behalf of the Principal)  
 (Office Seal)

\_\_\_\_\_  
 (For & On behalf of Bidder/Contractor)  
 (Office Seal)

Place : \_\_\_\_\_ Date :

Witness 1:  
 (Name &Address) \_\_\_\_\_  
 \_\_\_\_\_

Witness 2 :  
 (Name &Address) \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_



**Appendix-E**  
**Authorization Letter Format**

(To be presented by the authorized person at the time of opening of Technical Bid/  
Commercial Bid on the letter head of Bidder and should be signed by an Authorized Signatory  
with Name and Seal of the Company)

Ref No:

Date:

The General Manager,  
Chaitanya Godavari Grameena Bank,  
Head Office,  
Guntur - AP.

Dear Sir,

**SUB: RFP for Group Term Life Insurance Policy to Chaitanya Godavari Grameena Bank  
Employees. Ref: RFP No. 099/51/NIT/2023-24/07 dated 12.01.2024**

This has reference to your above RFP.

Mr. /Miss/Mrs. \_\_\_\_\_ is hereby authorized to  
attend the bid opening of the above RFP on \_\_\_\_\_ on behalf of our  
organization.

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority

Name & Designation of Authorizing Authority

**NOTE: This Authorization letter is to be carried in person at the time of Bid Opening**

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