

**NOTICE INVITING TENDER (NIT)**

**NAME OF THE WORK:**

**GROUP PERSONAL ACCIDENT INSURANCE FOR STAFF OF ANDHRA PRADESH GRAMEENA BANK**

Request for Quotations invited through GeM portal from IRDAI Registered Public/ Private Sector General Insurance Companies for Group Personal Accident Insurance Policy for existing Staff members of Andhra Pradesh Grameena Bank (APGB).

1	Name of the work and category	Group Personal Accident Insurance for Staff of Andhra Pradesh Grameena Bank
2	Total Number of Employees	Officers : 5,159 Office Assistants & Office Attendants : 2,225 <b>Total employees : 7,384</b>  Any future additions required by APGB, such as new recruitment/ repatriate/ merger of Banks, the quoted premium rate at the inception of Policy is applicable for such additions during the policy period on Pro-rata Basis.
3	Cost of application/ tender document.	Free of Cost.
4	Tender Details:	For details of RFQ, terms and conditions and other Information and queries pertaining to the policy, please contact either our empaneled Brokers or GeM or visit our website <a href="https://apgb.bank.in/">https://apgb.bank.in/</a>
5	Tender Floated on	<b>02.04.2026</b>
6	Place & Address of the Bank Office	Head Office, Andhra Pradesh Grameena Bank, 4/1, Raghu Mansion, 4th Line, Brodipet, Guntur, Andhra Pradesh - 522002.
7	Contact person/telephone no: (In case of any Queries)	<b>Mr. G PARAM SIVA,</b> Chief Manager & HOD-HR Department, Andhra Pradesh Grameena Bank, Head Office, 4/1, Raghu Mansion, Brodipet, Guntur - 522002, Mobile No. 9490158009; email id: <a href="mailto:staff@apgb.bank.in">staff@apgb.bank.in</a>
8	Pre-Bid meeting Date & Time:	<b>Virtual meeting on 07.04.2026 at 12.00 P.M</b>
9	Mode of Meeting:	Virtual link will be shared to our empaneled Insurance Brokers and also with those bidders who have sent the request through email for participation.

**Signature & Seal of the Bidder**

10	Last Date and Time for Submission of Tender	Up to 23.04.2026 at 09:00 P.M
11	Date and Time of opening of Technical Bid	23.04.2026 at 09.30 P.M
12	Date and Time of opening of Price Bid	27.04.2026 at 4.00 P.M
13	Validity period of the tender.	60 Days.
14	Proposed Policy commences	05/05/2026 (00.00 hrs) to 04/05/2027 (23.59 hrs)
15	Terms of payment of Bills, if any. Specify the minimum value of work for payment of running account bills.	One Single payment
16	Mode of Payment	Payment will be made through electronic mode only.
17	Taxes	Premium Rates quoted should be including GST.
18	Insurance Broker	The Bank has empaneled the following Insurance Brokers. i) M/s. Aon Risk Insurance Brokers India Pvt. Ltd. ii) M/s. Edme Insurance Brokers Pvt. Ltd. iii) M/s. Anand Rathi Insurance Brokers Ltd. iv) M/s. Alliance Insurance Brokers Pvt. Ltd. v) M/s. Prudent Insurance Brokers Pvt. Ltd.
19	Brokers Remuneration	As per IRDAI Norms
20	Third Party Administration	Not required

### **Tender Procedure for Submission of Bids:**

The tender submission is through GeM Portal as per the details given in the said Portal.

- i. e-Tendering through GeM: This tender will follow e-tendering guidelines of GeM portal under which the bidding process shall be conducted by the Bank. Bidder shall necessarily register on GeM portal for participating in the bid. Bidders will have to abide by terms and conditions of GeM portal for participating the bidding process.
- ii. No consideration will be given to e-bids received after the date and time stipulated and no extension of time will normally be permitted for submission of e-Bids. Bank reserves the right to accept in part or in full or extend or reject the entire e-bid and cancel the entire tender without assigning any reason thereof at any stage.

**No submission of Physical Documents are permitted.**

**Signature & Seal of the Bidder**

**The Authorized Signatory** has to sign on all pages of printed bid documents (including the Technical and Financial Bids), in token of having accepted all the terms and conditions of the Bid. The authorized signatory must be a person empowered to bind the bidder to the contract. The signatory shall submit a declaration and provide authenticated documentary evidence establishing that he or she is authorized to sign the tender documents and bind the bidder.

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

- A) “TECHNICAL BID” for “Tender for Group Personal Accident Insurance Scheme for the **Staff of Andhra Pradesh Grameena Bank**”.
- B) “FINANCIAL BID” “Tender for Group Personal Accident Insurance Scheme for the **Staff of Andhra Pradesh Grameena Bank**”.

The financial Bids of Technically Qualified Insurance Companies will be opened as per the following schedule. **Reverse Auction method** as per GeM Portal procedures will be adopted for finalizing the L1 Bidder.

**Bid Currency:** Prices shall be expressed in Indian National Rupees only.

**Eligibility Criteria for Insurer:**

SNo	Parameters	Documents required
1	IRDAI (Insurance Regulatory Development Authority of India) registered Public/ Private Sector General Insurance Companies are eligible to participate in the Bid.	Copies of valid license issued by IRDAI.
2	The Insurance Company should have been in the line of business for at least 5 years as on 31.03.2025.	Self-Declaration of underwriting insurance policy in last five years. ( <b>Annexure IV</b> - Self- Declaration).
3	Experience in handling minimum 3 large Group Personal Accident Insurance Schemes (minimum of 10,000 lives) to be enclosed and at least one such policy should be in force.	The bidder shall submit list of Government/ Semi-Government/ Govt. of India Undertaking / Autonomous Body or Private Body for which such Insurance Scheme has been provided along with the proof.
4	The insurance company should not have been blacklisted/ barred/ disqualified by any regulator/ statutory body in the past 5 years as on date of tender and submission of Tender.	Self-Declaration (in <b>Annexure IV</b> - Self Declaration).
5	Solvency Ratio	Solvency ratio should be as per IRDA norms

**Bid Compliance:** Willful misrepresentation of any fact within the Bid will lead to the cancellation of the contract without prejudice to other actions that Bank may take. All the submission, including any accompanying documents, will become property of APGB.

**Signature & Seal of the Bidder**

**Note:** If deemed necessary, Bank may seek clarifications on any aspect from the bidder. However, that would not entitle the bidder to change or cause any change in the substances of the bid already submitted or the price quoted. The bidder may be asked to give a presentation for the purpose of clarifications of the bid.

### **TERMS AND CONDITIONS:**

1. Technical Bid as per **Annexure-I** duly signed & stamped by Insurance Company. The Bidder has to submit the relevant & readable files completely duly signed as indicated in the tender document (including issued corrigendum if any). In case of any irrelevant or non-readable files, the bid may be rejected.
2. Bidders are invited to submit their quotations in accordance with the enclosed Request for Quotation (RFQ) terms.
3. Bidders shall mention their valid email address and mobile numbers which shall be used for any communication.
4. The Bank reserves the right to change the schedule mentioned above or elsewhere mentioned in the document, which will be communicated by placing the same as corrigendum on GeM/ Andhra Pradesh Grameena Bank Website (<https://apgb.bank.in/>). The bidder is required to read the tender document in conjunction with the corrigendum, if any issued by the Bank.
5. The copy of this document may be downloaded from the Bank website free of cost.
6. Complete confidentiality should be maintained. Information provided here should be used for its intended scope and purpose. Retention of this RFQ signifies your agreement to treat the information as confidential.
7. The bidders should agree to all the above-mentioned terms and conditions and they should submit a undertaking to that effect on the letter head of the bidder along with the technical bid; otherwise the offer shall be rejected. These tender wordings supersede all the in-house wordings of the Insurance company. The technical bid will be opened first; the financial bid will be opened only for those bidders, who have successfully qualified for the technical bid.
8. Bidder should submit quote **as per Annexure III only**. The Rate/ Financial/ Technical Offer of the bidder should remain valid for 60 days. The bidder should ensure that all necessary approvals from their Regional Offices/Head Offices/Competent Authority obtained before bidding. APGB is well within their right to seek those approvals in case a bidder is selected as L1. In case the bidder is unable to provide the same, APGB reserves the right to reject the L1 bidder.
9. In case of any inconsistency between the terms of this RFQ and any of its appendices, annexures or attachments then, unless the contrary is explicitly in this RFQ, the terms of the RFQ will prevail to the extent of any inconsistency.
10. The bidders are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive price while submitting price bid. However, in case the lowest rate appears to be reasonable taking into account the prevailing market conditions, the tender will be awarded to the lowest bidder.

**Signature & Seal of the Bidder**

11. Successful Bidders shall provide:
  - a. A dedicated Customer Relationship Manager for effective initiation and regular servicing from the empaneled Insurance Brokers (if opted through Brokers) of the Bank.
  - b. Centralized customer support for query handling & settlements on an ongoing basis.
12. The bidding document provides an overview of the requirements, bidding procedures, and contract terms. It includes Introduction, Instructions to Bidder, Terms & Conditions of Contract, Eligibility Criteria, and Financial Bid. The bidder must conduct its own investigation and analysis regarding any information contained in this NIT/RFQ document, its meaning, and the impact of that information.
13. The Bidder is expected to examine all instructions, statements, terms, and specifications in the bidding document. Failure to furnish all information required by the bidding documents or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid. APGB has made considerable effort to ensure that accurate information is contained in this NIT/RFQ and is supplied solely as a guideline for Bidders. Furthermore, during the NIT/RFQ process, APGB has disclosed or will disclose in the NIT/RFQ and corrigendum/ addenda, available information relevant to the Scope of Work to the extent, detail, and accuracy allowed by prevailing circumstances. Nothing in this NIT/RFQ or any addenda is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addressed in this NIT/RFQ or any addenda.
14. If deemed necessary, Bank may seek clarifications on any aspect from the bidder. However, that would not entitle the bidder to change or cause any change in the substances of the bid already submitted or the price quoted. The bidder may be asked to give a presentation for the purpose of clarifications of the bid.
15. The offers containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled. No columns of the tender should be left blank. Offers with insufficient information and Offers which do not strictly comply with the stipulations given in this document, are liable for rejection. Correct technical information of the insurance product being offered must be filled in. Filling in of the information using terms such as "OK", "accepted", "noted" may not be acceptable. The bank may treat offers not adhering to these guidelines as unacceptable.
16. The Bidder requiring any clarifications on the bidding documents may obtain the same by submitting written queries on or before 07.04.2026 to the Bank.

**Mr. G PARAM SIVA,**  
**Chief Manager, HR Department**  
**Andhra Pradesh Grameena Bank, Head Office,**  
**4/1, Raghu Mansion, Brodipet, Guntur - 522002,**  
**Mobile No. 9490158009; email id: staff@apgb.bank.in**

**Signature & Seal of the Bidder**

17. Language of Bid: All bids and supporting documentation shall be submitted in English.
- 18. Insurance company / Bidders has to mention the name of the Insurance Brokers (Only one among the empaneled insurance Brokers of the Bank) in their both Bids.**
19. All details with the relevant information documents/acceptance of all terms and conditions strictly as described in this NIT/RFQ will have to be submitted. The Technical Bid should be complete in all respects and contain all information sought for, as per RFQ. In the first stage, only the "Technical Bid - Eligibility Details" will be evaluated. Those satisfying all criteria as per technical requirements and agree to comply with all terms and conditions specified in this document may be invited for technical presentation, if required, at the discretion of the Bank, to display their capabilities, approach and methodology. Such presentations are likely to be called within the time frame as decided by the Bank and the Bank reserves the right to reject the bids of the bidders who fail to make the presentations as scheduled by the Bank.
20. The financial proposal shall not include any conditions attached to it and any such condition attached to the financial proposal shall be liable for rejection. The proposal should also indicate specific milestones and deliverables for raising bills for part payment subject to other conditions. Please note no additional expenses would be paid for the personnel coming from abroad/in-land.
21. The Insurance companies shall not, without the Bank's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Bank in connection therewith, to any person other than a person employed by the Insurance companies in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance. The Insurance companies will keep all the data and information about the Bank confidential, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Bank.
22. APGB may at any time terminate the Contract by giving written notice to the successful bidder, if it becomes bankrupt, insolvent, or otherwise. The event of termination will be without compensation, provided that such termination will not prejudice or affect any right of action or remedy, which has occurred or will accrue thereafter to APGB. Notwithstanding the above, the APGB shall have the right to terminate the contract at any time without assigning any reasons.
23. APGB reserves the right to cancel or postpone or accept or reject any or all bids without assigning any reason thereof and Bank's decision in this regard will be treated as final. Bids may be accepted or rejected in total or any part or items thereof. No contractual obligation whatsoever shall arise from the NIT/RFQ process unless and until a formal contract is signed and executed by duly authorized officials of the Bank and the Bidder. However, until a formal contract is prepared and executed, this offer together with the Bank's written notification/acceptance of award shall constitute a binding contract with the Insurance companies.
24. The Bank also reserves the right to alter/ modify any/ some/ all of the requirements, as it may deem necessary, and notify the same to the bidders before the last date for submission of response under this NIT/RFQ. The Bidders should be agreeable for the same.

**Signature & Seal of the Bidder**

25. APGB shall have the right to cancel the NIT/RFQ process at any time prior to award of contract, without thereby incurring any liabilities to the Bidder(s)/ selected bidder. Reasons for cancellation, as determined by APGB in its sole discretion include but are not limited to, the following:
- Services Contemplated are no longer required
  - Scope of work was not adequately or clearly defined due to unforeseen circumstances and/or factors and/or new developments,
  - Proposed prices are unacceptable to the Work
  - The Project is not in the best interest of APGB
  - Any other reason, which is the sole opinion of the Bank a ground for cancellation of the NIT/RFQ.
26. The successful bidder has to issue fully worded policy, as per the Tender document within 2 days of commencing of the Policy. Issue of Policy Terms & Conditions, should be identical as per Annexure II (RFQ).
27. **Any future additions required by APGB such as new recruitment/ repatriate/ merger of Banks, the quoted premium rate at the inception of Policy is applicable for such additions during the policy period on Pro-rata Basis.**
28. The Technical Bid and Financial Bid shall be opened as per the schedule.
29. Bids which are late/ vague/ sent by fax/ sent by email/ incomplete/ not confirming to the laid down procedure in any respect will be rejected.
30. In case of differences arising in the terms and conditions of the tender documents with the firms, the decision of Bank shall prevail.
31. Bank reserves the right to modify/ change/ delete/ add any further terms and conditions prior to tender opening.
32. **Arbitration - All dispute and differences which may arise between the Bank and the Insurance Company shall be referred to Chairman of Andhra Pradesh Grameena Bank, whose decision shall be binding on all concerned.**
33. The Bank reserves the right to cancel or postpone the tenders at any stage without assigning any reason.
34. The successful bidder needs to submit NDA on Company letter head as per **Annexure - VI**

**Signature & Seal of the Bidder**

### **35. Disclaimer:**

- i. The information contained in this NIT/RFQ document issued for the eligible and interested bidders or any of their Employees / Directors, is provided on the terms and conditions set out in this document and all other terms and conditions subject to which such information is provided. The purpose of this NIT/RFQ document is to provide the Bidder(s) with information to assist the formulation of their Proposals.
- ii. This NIT/RFQ is not an offer by the Bank, but an invitation for responses to the issues pertaining to the Group Personal Accident Insurance Policy for Employees of APGB. No contractual obligation on behalf of the Bank, whatsoever, shall arise from the NIT/RFQ process unless and until a formal contract is signed and executed by duly authorized officers of the Bank and the finally selected Bidder.
- iii. The Bidders, by accepting this document, agree that any information contained herein may be superseded by any subsequent written information on the same subject made available to the recipient or any of their respective officers or published on the Bank's website. It is also understood and agreed by the Bidder/s that decision of the Bank regarding the selection of the Bidder will be final and binding on all concerned. No correspondence in this regard, verbal or written, will be entertained.
- iv. The Bank reserves the right to amend, modify, vary, add, delete, accept or cancel, in part or full, any condition or specification of all proposals/orders/responses, without assigning any reason thereof before evaluation of technical bids. Each Bidder shall be entirely responsible for its own costs and expenses that are incurred while participating in the NIT/RFQ, presentations, and contract negotiation processes.
- v. The Bank reserves the right at the time of award of contract to increase or decrease, the scope of work without any change in price or other terms and conditions.
- vi. Notwithstanding anything contained in the NIT/RFQ Document, the Bank reserves the right to accept or reject any response and to annul the process and reject all responses at any time before execution of the agreement with the Bidder to whom the contract is finally awarded, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Bank's decision.
- vii. The Bank reserves the right to cancel the entire process at any stage at its sole discretion without assigning any reason thereof.
- viii. It shall be the duty and responsibility of the Bidders to ensure themselves about the legal, statutory, and regulatory authority, eligibility, and other competencies of them to participate in this NIT/RFQ and to provide any and all the services and deliverables under the NIT/RFQ to the Bank. An undertaking should be submitted by the bidder to this effect.
- ix. Subject to any law to the contrary, and to the maximum extent permitted by law, Andhra Pradesh Grameena Bank and its Directors, Officers, Employees, Consultants, agents, and advisors disclaim all liability from any loss or damage suffered by any person acting or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this NIT/RFQ document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, default, lack of care or misrepresentation on the part of Andhra Pradesh Grameena Bank or any of its officers, employees, consultants, agents or advisors.

**Signature & Seal of the Bidder**

### 36. Pre-Contract Integrity Pact

The pact essentially envisages an agreement between the prospective bidders and the Bank, committing the persons/officials of both sides, not to resort to any corrupt practices in any aspect/stage of the contract.

Only those bidders, who commit themselves to the above pact with the Bank, shall be considered eligible to participate in the bidding process.

The Bidders shall submit signed contract integrity pact along with conformity to eligibility criteria. Those bids which do not contain the above are liable for rejection.

Foreign Bidders to disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principles or associates.

Bidders to disclose the payments to be made by them to agents/brokers or any other intermediary. Bidders to disclose any transgressions with any other company that may impinge on the anti-corruption principle.

Integrity pact in respect to this contract would be operative from the stage of invitation of the Bids till the final completion of the contract. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

The Integrity pact agreement submitted by the bidder during the bid submission will automatically form the part of the contract agreement till the conclusion of the contract that is the final payment or the duration of the works order if contracted whichever is later.

Integrity pact shall be signed by the person who is authorized to sign the Bid.

The bidder shall submit the bid/tender along with the "Integrity Pact", as per Annexure V on a non-judicial stamp paper of ₹200/- along with the bid/tender document, duly signed on all pages and the details filled in properly. All pages of the Integrity Pact shall be signed by the same signatory who signs the bid document.

The signed Integrity Pact should be enclosed with the technical offer of the bid only. Bids received without the signed Integrity Pact and/or without details filled in shall be rejected.

The Name and contact details of the Independent External Monitor (IEM) nominated by the Bank are as under:

<p style="text-align: center;"><b>Shri P R Ravikumar, IRS, (Retd.)</b> <b>Email ID: p_r_ravikumar@yahoo.com</b></p>
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37. Notwithstanding anything contained in the NIT/ RFQ Document, the Bank reserves the right to accept or reject any response and to annul the process and reject all responses at any time before execution of the agreement with the Bidder to whom the contract is finally awarded, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Bank's decision.

**Signature & Seal of the Bidder**

### 38. Termination of contract:

The Bank alone shall have the right to terminate the contract with the selected bidder at any time during the contract period, by giving a written notice of at least one month, for any valid reason, including but not limited to the following reasons:

- Laxity in following standards laid down by the Bank.
- Excessive delay (over 6 weeks) in execution of orders placed by the Bank.
- Discrepancies / deviations in the agreed processes.
- Violation of terms & conditions stipulated in this NIT/RFQ.

The selected bidder shall not have the right to terminate the contract or to demand any damages on account of termination of the Contract by the Bank.

### 39. GOVERNING LAW AND DISPUTES: (Applicable in case of successful bidder only):

All disputes or differences whatsoever arising between the parties out of or in connection with the contract or in discharge of any obligation arising out of the Contract (whether during the progress of work or after completion of such work and whether before or after the termination of the contract, abandonment or breach of the contract), shall be settled amicably. If however, the parties are not able to solve them amicably, either party (APGB or Insurance Company), give written notice to other party clearly setting out there in specific dispute(s) and/ or difference(s) and shall be referred to a sole arbitrator mutually agreed upon, and the award made in pursuance there of shall be binding on the parties. In the absence of consensus about the single arbitrator, the dispute may be referred to a panel of three arbitrators; one to be nominated by each party and the said arbitrators shall nominate a presiding arbitrator, before commencing the arbitration proceedings. The arbitration shall be conducted in accordance with the Laws of India. Any appeal will be subject to the exclusive jurisdiction of courts at Guntur, Andhra Pradesh.



(S R Raghunatha Reddy)  
General Manager- HR Dept.



Signature & Seal of the Bidder

**Annexure-I**

To  
The General Manager,  
HR Department,  
Andhra Pradesh Grameena Bank,  
Head Office, Guntur.

**Ref: APGB/ GPA Policy / Technical Bid**

**TECHNICAL BID**

We hereby submit the Technical Bid for **Group Personal Accident Insurance for Andhra Pradesh Grameena Bank Staff** as per your tender dated **02.04.2026**, we confirm to abide by the Annexure II in totality and confirm our acceptance of Risk upon being successful as per the Financial Bid mentioned herein or any terms & conditions agreed upon during the bidding process.

We confirm that all necessary approvals by competent authority for participation in the Bidding process are duly obtained.

We confirm we have read the RFQ in Annexure II and agree to them in totality and submit our Technical Bid for consideration and further confirm that the policy will be issued in accordance upon being a successful bidder.

All supporting documents required to establish the eligibility criteria/ Desirable criteria are enclosed to this technical bid.

Signature of Authorized Representative of the Bidder

Name of the Authorized Representative of the Bidder

Date:

Place:

**Company Seal, Stamp and Signature with Full Name and Address of the Bidder is mandatory failing which the Bid may not be considered.**

**Each Page of the Annexure II are to be stamped with company seal and signed. Failing which the Bid may not be considered.**

**Signature & Seal of the Bidder**

Annexure-II

ANDHRA PRADESH GRAMEENA BANK

REQUEST FOR PROPOSAL FOR

GROUP PERSONAL ACCIDENT INSURANCE FOR STAFF OF ANDHRA PRADESH GRAMEENA BANK

Name of the Proposer	M/s. Andhra Pradesh Grameena Bank Head Office, Guntur
Period of Insurance	05/05/2026 (00.00 hrs) to 04/05/2027 (23.59 hrs)
Address of the Proposer for Correspondence	Andhra Pradesh Grameena Bank, Head Office, 4/1, 4 <sup>th</sup> Line, Raghu Mansion, Brodipet, GUNTUR - 522 002 (AP)
Address of Risk Location (S)	Anywhere in India
Property to be Covered	<b>Under Table II:</b> <b>Age: 18 to 60 years</b> 1. Accidental Death - 100% Sum Insured 2. Permanent Total Disability (PTD) - 100% Sum Insured 3. Permanent Partial Disability (PPD) - 100% Sum Insured  <b>Under Table III:</b> <b>Sum Insured INR 5 Lakhs per employee</b> Temporary Total Disability (TTD) - Weekly benefits 1% of sum insured, subject to a maximum of INR 5,000 per week for maximum up to 104 weeks.  Other T&C are as per expiring policy.
Sum Insured	<b>Total No of employees: 7,384</b>  <b>Total SI is 72 times gross monthly salary of total employees - Rs. 5774,28,97,296.11/-</b>  <b>Table II Sum Insured is Rs. 5405,08,97,296.11/-</b> <b>Table III Sum Insured is Rs. 369,20,00,000.00/-</b>
Excess	Nil
Claims Experience	2025-26 - 01 2024-25 - 01 2023-24 - Nil
Insurance Broker	M/s. Aon Risk Insurance Brokers India Pvt. Ltd. M/s. Edme Insurance Brokers Pvt. Ltd. M/s. Anand Rathi Insurance Brokers Ltd. M/s. Alliance Insurance Brokers Pvt. Ltd. M/s. Prudent Insurance Brokers Pvt. Ltd.

Signature & Seal of the Bidder

**Annexure-III**

**(FORMAT MUST NOT BE ALTERED/ CHANGED)**

**(To be submitted on Bidder's letterhead)**

**To**  
**The General Manager,**  
**HR Department,**  
**Andhra Pradesh Grameena Bank,**  
**Head Office, Guntur.**

**FINANCIAL BID**

We hereby declare and submit the financial bid for your **Group Personal Accident Insurance for Andhra Pradesh Grameena Bank Staff** as per your Tender dated **02.04.2026**, we confirm to abide by the Annexure II and confirm our acceptance of Risk upon being successful as per the Financial Bid mentioned herein or any terms & conditions agreed upon during the bidding process.

We confirm that all necessary approvals from competent authority are in place to tender the financial bid as below.

<b>Total Sum Insured (Rs.)</b>	<b>No of Employees</b>	<b>Net Premium Per Employee</b>	<b>Applicable GST Per Employee</b>	<b>Total Premium (in Rs.)</b>
a	b	c	d	$e = b * (c+d)$
5774,28,97,296	7,384			
<b>Total Premium with GST</b>				

**Name of the Insurance Broker:** \_\_\_\_\_

**\*\*\* Evaluation of the Financial Bid for GPA policy will be done based on L1 price.**

**AUTHORIZED SIGNATURE OF THE BIDDER WITH SEAL**

**Signature & Seal of the Bidder**

**Annexure IV**

**Self-Declaration**

**(To be submitted on Bidder's letterhead)**

**To  
The General Manager,  
HR Department,  
Andhra Pradesh Grameena Bank,  
Head Office, Guntur.**

Dear Sir,

I on behalf of \_\_\_\_\_ (bidder's name) declare the following:

- 1) We have not been suspended/ delisted/ penalized/ blacklisted by any of IRDAI/ Any Regulatory Body during the past five years as on date of submission of tender.
- 2) We hereby undertake and confirm that we have understood the scope of work (insurance cover) properly and shall comply with the terms of engagement mentioned in all Annexures.
- 3) We have been underwriting group personal accident insurance policy in India for the last five years.
- 4) In case of the declaration given by us proven as wrong, Bank can block list us.

**Date:**

**Authorized Signatory with Seal**

**Signature & Seal of the Bidder**

## Annexure V

### INTEGRITY PACT FOR

Andhra Pradesh Grameena Bank, a Regional Rural Bank, incorporated under the Regional Rural Bank Act, 1976 and having its Head Office at 4/1, Raghu Mansion, Brodipet, Guntur -522002, herein after referred to as “The Principal”,

And

\_\_\_\_\_, (description of the party along with address), hereinafter referred to as “The Bidder/Contractor”  
Preamble the principal intends to award contract/s for \_\_\_\_\_ under laid down organizational procedures, The Principal values full compliance with all relevant laws of the land, rules, regulations, economical use of resources and of fairness / transparency in its relations with its Bidder(s) and / or Contractor(s).

To achieve these goals, the Principal shall appoint Independent External Monitors (IEMs) who shall monitor the tender process and the execution of the contract for compliance with the abovementioned principles.

#### 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 shall treat all Bidder(s) with equity and reason during the tender process. The Principal shall, in particular, before and during the tender process, provide to all Bidder(s) the same information and shall not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in the tender process or the contract execution.
  - c. The Principal will exclude from the process all known persons having conflict of interest.
- (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 Officer and in addition can initiatedisciplinary proceedings.

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

- (1) 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

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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 in violation of companies Act 2002 (As amended from time to time). 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) shall 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 must be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is placed on Annex hereto. 290 Annexure 30: Integrity Pact Format.
  - e. The Bidder(s)/Contractor(s) shall, 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.
- (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)/Company(s) from the tender process or take action as per the laid down procedure to debar the

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bidder(s)/Contractor(s) from participating in the future procurements process of the Government of India.

#### **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 Company 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 an incorrect statement on this subject, the Principal shall act like para (2) of Section 4 above

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

In case of Sub-contracting, the Principal Bidder shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.

- a. The Principal shall enter into agreements with identical conditions as this one with all Bidders and Contractors.
- b. The Principal shall 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)/ Subcontractor(s)**

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

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

- 1) The Principal shall appoint competent and credible Independent External Monitor(s) for this Pact after approval by the 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.

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- 2) The Monitor is not subject to instructions by the parties' representatives and performs their functions neutrally and independently. The Monitor would have access to all Contract documents whenever required. It shall be obligatory for them to treat the information and documents of the Bidders/Contractors as confidential. They report to the Management of the Principal.
- 3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction, all Project documentation of the Principal, including that provided by the Contractor. Upon their request and demonstration of a valid interest, the Contractor shall also grant the Monitor unrestricted and unconditional access to their project documentation. The same applies 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 'Absence of Conflict of Interest.' In case of any conflict of interest arising later, the IEM shall inform the Management of the Principal and recuse themselves from that case. 291 Manual for Procurement of Goods, Second Edition, 2024
- 5) The Principal shall provide the Monitor with sufficient information about all meetings among the parties related to the Project, provided such meetings could impact the contractual relations between the Principal and the Contractor. The parties offer 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, they shall inform the Management of the Principal and request the Management to discontinue or take corrective action or 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 shall submit a written report to the Management of the Principal, 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 Management of the Principal a substantiated suspicion of an offence under the relevant IPC/ PC Act, and the Management of the Principal 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 word '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.

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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 Management of the Principal.

**Section 10 - Other provisions**

- (1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Guntur.
- (2) Changes and supplements as well as termination notices must be submitted in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) 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 according to their original intentions.
- (5) Issues like Warranty / Guarantee, etc., shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its Annex, the Clause in the Integrity Pact shall prevail.

(For & On behalf of the Bank)  
(Office Seal)

(For & On behalf of Bidder/Company)  
(Office Seal)

Place:

Place:

Date:

Date:

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**Annexure - VI**

**NON-DISCLOSURE AGREEMENT**

THIS AGREEMENT made and entered into at .....on this the .....day of.....2026 between ANDHRA PRADESH GRAMEENA BANK, a body corporate constituted under the Regional Rural Banks Act 1976, having its Head Office at Guntur,522002, A.P., hereinafter called the “BANK” which term shall wherever the context so require includes its successors and assigns

AND

M/s\_\_\_\_\_ a company registered under the Companies Act having its registered office at\_\_\_\_\_ hereinafter called the “Company” which term shall wherever the context so require includes its successors and assigns, WITNESSETH:

WHEREAS

The Bank is inter-alia engaged in the business of banking and intends to procure Group Personal Accident Insurance plan.

M/s\_\_\_\_\_ Limited has been engaged in the business of providing the Group Accident Personal Insurance Plans.

The parties have entered into agreement dated \_\_\_\_\_for supply of Group Personal Accident Insurance Plan/Policy and have established business relationship between themselves. In course of the said purpose, it is anticipated that each party may disclose or deliver to the other certain or some of its trade secrets or confidential or proprietary information. The parties have agreed that disclosure and use of such confidential information shall be made and on the terms and conditions of this agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH and it is hereby agreed by and between the parties hereto as follows:

**Confidential Information:**

Confidential Information means all information disclosed/ furnished by either party to another party in connection with the Purpose. Confidential Information shall include customer data, any copy, abstract, extract, sample, note or module thereof and all electronic material or records, tenders and other written, printed or tangible thereof and include all information or material that has or could have commercial value or other utility in the business in which disclosing party is engaged. Receiving party may use the information solely for and in connection with the Purpose.

**Use of Confidential Information:**

Each party agrees not to use the other’s confidential information for any purpose other than for the specific purpose. Any other use of such confidential information by any party shall be made only upon the prior written consent from the authorized representative of the other party or pursuant to subsequent agreement between the Parties hereto.

The receiving party shall not commercially use or disclose for commercial purpose any confidential information or any materials derived there from, to any other person or entity other than persons in the direct employment of the Receiving Party who have a need to access to and knowledge of the confidential information solely for the purpose authorized above. The Receiving Party may disclose confidential information to consultants only if the consultant has executed non-disclosure agreement with the Receiving Party that contains

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terms and conditions that are no less restrictive than these and such consultant should also be liable to the original disclosing party for any unauthorized use or disclosure. The Receiving party shall take appropriate measures by instruction and written agreement prior to disclosure to such employees to assure against unauthorized use or disclosure. The Receiving Party agrees to notify the Disclosing Party immediately if it learns of any use or disclosure of the Disclosing party's confidential information in violation of the terms of this Agreement.

Neither party shall make news release, public announcements, give interviews, issue or publish advertisements or Agreement, the contents/provisions thereof, other information relating to this agreement, the purpose, the Confidential information or other matter of this agreement, without the prior written approval of the other party.

Upon written request by the Bank, the Company shall:

- (i) cease using the Confidential information,
- (ii) return the Confidential Information and all copies, notes or extracts thereof to the Bank within seven (7) business days of receipt of request and
- (iii) confirm in writing that the Receiving Party has complied with the obligations set forth in this paragraph.”

#### **Exemptions:**

The obligations imposed upon either party herein shall not apply to information, technical data or know how whether or not designated as confidential, that:

- Is already known to the Receiving party at the time of the disclosure without an obligation of confidentiality
- Is or becomes publicly known through no unauthorized act of the Receiving party
- Is rightfully received from a third party without restriction and without breach of this agreement
- Is independently developed by the Receiving party without use of the other party's confidential information and is so documented.
- Is disclosed without similar restrictions to a third party by the Party owning the confidential information Is approved for release by written authorization of the disclosing party; or
- Is required to be disclosed pursuant to any applicable laws or regulations or any order of a court or a governmental body; provided, however that the Receiving party shall first have given notice to the Disclosing Party and made a reasonable effort to obtain a protective order requiring that the confidential information and / or documents so disclosed used only for the purposes for which the order was issued.

#### **Term**

This agreement shall be effective from the date of the execution of this agreement and shall continue till expiration or termination of this agreement due to cessation of the business relationship between the parties. Upon expiration or termination as contemplated herein the Receiving party shall immediately cease any or all disclosures or uses of confidential information and at the request of the disclosing party, the receiving party shall promptly return or destroy all written, graphic or other tangible forms of the confidential information and all copies, abstracts, extracts, samples, note or modules thereof.

Notwithstanding the above, the obligations of the receiving party respecting disclosure and confidentiality shall continue to be binding and applicable without limit until such

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information enters the public domain.

**Title and Proprietary rights**

Notwithstanding the disclosure of any confidential information by the disclosing party to the receiving party, the disclosing party shall retain title and all intellectual property and proprietary rights in the confidential information. No License under any trademark, patent or copyright or application for same which are or thereafter may be obtained by such party is either granted or implied by the conveying of confidential information.

**Return of Confidential Information**

Upon written demand of the disclosing party, the receiving party shall (i) cease using the confidential information (ii) return the confidential information and all copies, abstracts, extracts, samples, note or modules thereof to the disclosing party within seven (7) days after receipt of notice and (iii) upon request of the disclosing party, certify in writing that the receiving party has complied with the obligations set forth in this paragraph.

**Remedies**

The receiving party acknowledges that if the receiving party fails to comply with any of its obligations hereunder, the disclosing party may suffer immediate, irreparable harm for which monetary damages may not be adequate. The receiving party agrees that, in addition to all other remedies provided at law or in equity, the disclosing party shall be entitled to injunctive relief hereunder.

**Entire Agreement**

This agreement constitutes the entire agreement between the parties relating to the matter discussed herein and supersedes any and all prior oral discussion and/or written correspondence or agreements between the parties. This agreement may be amended or modified only with the mutual written consent of the parties. Neither this agreement nor any rights, benefits and obligations granted hereunder shall be assignable or otherwise transferable.

**Indemnity Clause**

“The receiving party should indemnify and keep indemnified, saved, defended, harmless against any loss, damage, costs etc. incurred and / or suffered by the disclosing party arising out of breach of confidentiality obligations under this agreement by the receiving party etc., officers, employees, agents or consultants.”

**Governing Laws**

The provisions of this agreement shall be governed by the laws of India.

In witness whereof, the parties hereto have set their hands through their authorized signatories.

BANK .....

M/s .....

**Signature & Seal of the Bidder**