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ANDHRA PRADESH GRAMEENA BANK
(Scheduled Bank owned by Government)
HEAD OFFICE :: GUNTUR

NOTICE INVITING TENDER

FOR

**GROUP TERM LIFE INSURANCE POLICY TO
ANDHRA PRADESH GRAMEENA BANK EMPLOYEES
FOR THE YEAR 2026-27**

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

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NOTICE INVITING TENDER (NIT)

NAME OF THE WORK: GROUP TERM LIFE INSURANCE POLICY TO ANDHRA PRADESH GRAMEENA BANK EMPLOYEES

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

1	Name of the work and category	Group Term Life Insurance Policy to Andhra Pradesh Grameena Bank Employees
2	No of Employees	Officers : 5,159 Office Assistants & Office Attendants : 2,225 Total employees : 7,384 Any future additions of staff required by APGB in any mode, such as new recruitment/ repatriate/ merger/ amalgamation 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 https://apgb.bank.in/
5	Tender Floated on	16.04.2026
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)	Mr. G PARAM SIVA, Chief Manager & HOD-HR Department, Andhra Pradesh Grameena Bank, Head Office, 4/1, Raghu Mansion, Brodipet, Guntur - 522002, Mobile No. 9490158009; email id: staff@apgb.bank.in
8	Pre-Bid meeting Date & Time:	Virtual meeting on 20.04.2026 at 12.00 A.M
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.
10	Last Date and Time for Submission of Tender	Up to 08.05.2026 at 02:00 P.M

11	Date and Time of opening of Technical Bid	08.05.2026 at 02.30 P.M
12	Date and Time of opening of Price Bid	13.05.2026 at 4.00 P.M
13	Validity period of the tender.	60 Days.
14	Proposed Policy commences	27.05.2026 (00.00 hrs) to 26.05.2027 (23.59 hrs)
15	Other Details	The bidders must fulfill the Pre-Qualification criteria for being eligible to bid. 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 www.apgb.bank.in
16	Terms of payment of Bills, if any. Specify the minimum value of work for payment of running account bills.	One Single payment
17	Mode of Payment	Payment will be made through electronic mode only.
18	Taxes	Premium Rates quoted should be including GST.
19	Insurance Broker	The Bank has empaneled the following Insurance Brokers. 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.
20	Brokers Remuneration	As per IRDAI Norms
21	Third Party Administration	Not required

Bank is in process of selecting Insurance company through a bidding process in GeM Portal (comprising of Technical Bid and Financial Bid) from IRDAI Registered Public / Private Sector General Insurance Companies, operating in India for Group Term Life Insurance Policy for its Existing Staff Members.

A. INTRODUCTION

- 1.1. Andhra Pradesh Grameena Bank (APGB) was formed by the amalgamation of four Regional Rural Banks namely 'Andhra Pragathi Grameena Bank (APGB), Andhra Pradesh Grameena Vikas Bank (APGVB), Chaitanya Godavari Grameena Bank (CGGB) and Saptagiri Grameena Bank (SGB), with effect from May 1, 2025. 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%.

2. Definitions

- 2.1. 'Bank' means unless excluded by and repugnant to the context or the meaning thereof, shall mean 'Andhra Pradesh 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 Andhra Pradesh 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 Employees" in Andhra Pradesh 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.

3. About RFP

The Bank intends to invite quotations for Group Term Life Insurance Policy to its employees for the period of One year from 27-05-2026 to 26-05-2027 through GeM Portal.

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 irrespective of cause of death such as natural death, accidental death, animal bites, 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/ any other outbreak of Pandemic etc. In this connection, Bank invites tenders through GeM portal ('Conformity to 'Technical Bid' and 'Commercial Bid') for procurement of Group Term Life Insurance Policy for Andhra Pradesh Grameena Bank Employees as per the Terms & Conditions, Technical Specifications and Scope of Work described elsewhere in this document.

Total Employees count, members' data, death details is provided separately as an Annexure.

4. Objective

- 4.1. Bank proposes to procure quotation for Group Term Life Insurance to Andhra Pradesh Grameena Bank Employees from an Insurance Provider who can offer a suitable and cost effective Group Term Life Insurance for Andhra Pradesh 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 to Andhra Pradesh Grameena Bank Employees as detailed in the above 3 para.

5. Requirement Details

- 5.1. Bank invites the offers ('Conformity to Technical bid' and 'Commercial Bid') for issuance of Group Term Life Insurance Cover for Andhra Pradesh Grameena Bank Employees as per the Terms & Conditions, Technical Specifications and Scope of Work described else wherein this document.
- 5.2. The term of contract will be open for a period as mentioned in the above para no.3

6. Tender Fee:

- 6.1. The tender is free of cost.

7. Bid security declaration:

The Bidder is required to submit Bid security declaration (Annexure-VIII) form with clear undertaking that the bidder shall be disqualified from bidding for any contract with the Bank for a period of five years from the date of notification if the bidder is in a breach of any obligation under the bid conditions and also the following terms.

- The bidder withdraws his bid before opening of the bids.
- The bidder withdraws his bid after opening of the bids but before acceptance of "Letter of Intent" or "Purchase Order".
- The bidder violates any of the provisions of the terms and conditions of the NIT in the process of evaluation.

8. Technical Criteria

- 8.1. 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 Andhra Pradesh Grameena Bank Employees shall hereinafter be referred as "Policy".
- 8.2. Interested Bidders, who can provide Group Term Life Insurance cover to Andhra Pradesh Grameena Bank Employees and meet the Technical Criteria as per Annexure- II may respond.

- 8.3. 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.
- 8.4. 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.
- 8.5. The Broad Scope of work shall include but not be limited as mentioned in **Annexure-V**. 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.

9. **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.

Note: Insurance company / Bidders have to mention the name of the Insurance Brokers (Only one among the empaneled Insurance Brokers of the Bank) in their technical and financial Bids.

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

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 “Group Term Life Insurance Policy for Existing Staff of Andhra Pradesh Grameena Bank”. The format for submission of Conformity to Technical Bid is as per **Appendix-A**
- B) “FINANCIAL BID” for “Group Term Life Insurance Policy for Existing 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.

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.

APPENDIX - A

- Annexure I : Bid Covering Letter.
- Annexure II : Eligibility Criteria Declaration.
- Annexure III : Bidder’s Profile.
- Annexure IV : Track record of Past Implementation.
- Annexure V : Scope of work.
- Annexure VI : Compliance Statement.
- Annexure VII : Escalation Matrix.
- Annexure VIII : Bid Security Declaration.

APPENDIX - B

- Annexure IX : Commercial Bid.

APPENDIX - C

- Annexure X : Non-Disclosure Agreement

APPENDIX - D

- Annexure XI : Pre Contract Integrity Pact

Pre-Bid Meet:

A Pre-Bid Meeting shall be conducted through virtual mode on the date and time as specified in the Tender Schedule. Prospective bidders intending to participate in the Pre-Bid Meeting shall send a request through email to the designated email ID mentioned in this tender document within the stipulated time. The virtual meeting link and related access details shall be shared only with those bidders who have sent the request through email for participation. All clarifications, if any, shall be raised only during the Pre-Bid Meeting.

The Bank shall not be responsible for non-receipt of the meeting link by any bidder due to failure to send the participation request email within the prescribed time or due to sharing/non-sharing of the meeting link among bidders. Further, issuance of addendum/corrigendum/clarifications, if any, shall be published only through GeM portal and Bank's website. The Bank shall not be responsible for bidders failing to take note of such addendum/corrigendum. Participation in the Pre-Bid Meeting is optional. Non-participation in the Pre-Bid Meeting shall not be considered as a ground for any claim, request for clarification, or dispute at a later stage of the tendering process.

Note: Cut-off time for requesting the pre-bid link is 20.04.2026 before 12:00 PM

B. 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 pre-bid meeting.
- 1.2. No queries will be entertained from the bidders after the above date and time mentioned in "BID SCHEDULE".
- 1.3. 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 (i.e. www.apgb.bank.in) and GeM Portal, which 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.

2.4. Part A- Conformity to Technical Bid:

- 2.4.1. Before submitting the bid, the bidders should ensure that they confirm to the Technical/Eligibility criteria as stated in **Annexure-II** of RFP. Only after satisfying themselves of the eligibility, the Offer should be submitted.
- 2.4.2. Technical Bid should be submitted as per the format in **Appendix-A**. Relevant technical details and documentation should be provided along with Technical Bid.

- 2.4.3. 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.
- 2.4.4. The Bank shall not allow / permit changes in the technical bid once it is submitted.
- 2.4.5. 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.

2.5. **Part B-Commercial Bid:**

- 2.5.1. Commercial Bid should be submitted as per the instruction in **Appendix-B**.
- 2.5.2. Commercial Bid shall be submitted as per terms and conditions of RFP. Commercial Bid shall give all relevant price information as per **Annexure-IX**. Any deviations from the Commercial Bid terms/ non submission of prices as per the format shall make the bid liable for rejection.
- 2.5.3. Under no circumstances the commercial bid shall be kept in Part-A (i.e. Conformity to Technical Bid). **The placement of Commercial Bid in Part A (i.e. Conformity to Technical Bid) will make bid liable for rejection.**
- 2.5.4. Bidder must take care in filling price information in the Commercial Offer, to ensure that there are no errors. All fields must be filled up correctly.
- 2.5.5. 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.
- 2.5.6. The Bidder should indicate the individual taxes, and its applicable rate along with the estimated tax amounts to be paid by the Bank.

3. **Costs & Currency**

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

4. **Erasures or Alterations**

The bids 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.

5. 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.

Note: 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.

6. Bid Opening

- 6.1. The **Part A-Conformity to Technical Bid** shall be opened, on the Date & Time specified in the Bid Schedule.
- 6.2. 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.
- 6.3. The Commercial Bid of only those bidders who are qualified in **Part-A Technical Bid** will be opened for Commercial Bid evaluation process.

C. 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. 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 technical bid will be opened first; the financial bid will be opened only for those bidders, who have successfully qualified for the technical bid on the GeM portal. No separate intimation will be sent to successful Bidder.

TERMS AND CONDITIONS:

1. Technical Bid as per the **Annexures** duly signed & stamped by Insurance Company to be submitted. 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. **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.**
5. The Technical Bid and Financial Bid shall be opened as per the schedule.
6. 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. Bank reserves the right to modify/ change/ delete/ add any further terms and conditions prior to tender opening.

7. 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/addendum, if any issued by the Bank.
8. 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.
9. The bidders should agree to all the above-mentioned terms and conditions and they should submit an 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.
10. Bidder should submit quote **as per Annexure IX 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.
11. 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.
12. The bidders are advised to offer their best possible rates. 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.
13. Successful Bidders shall provide:
 - a. A dedicated Customer Relationship Manager for effective initiation and regular servicing from the empaneled Insurance Brokers of the Bank.
 - b. Centralized customer support for query handling & settlements on an ongoing basis.
14. 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.
15. 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.

16. 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.
17. Language of Bid: All bids and supporting documentation shall be submitted in English.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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.

24. 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.
25. **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).**
26. In case of differences arising in the terms and conditions of the tender documents with the firms, the decision of Bank shall prevail.
27. **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.**
28. The successful bidder needs to submit NDA on Company letter head as per **Annexure-X**.
29. 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.

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 Term Life 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.

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 XI 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>Shri P R Ravikumar, IRS, (Retd.) Email ID: p_r_ravikumar@yahoo.com</p>

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 or noted in inspection.
- Violation of terms & conditions stipulated in this NIT/RFQ.
- Non-submission of acceptance of order immediately.
- The selected bidder commits a breach of any of the terms and conditions of the bid.
- The bidder goes in to liquidation voluntarily or otherwise.
- If deductions on account of liquidated Damages exceeds more than 10% of the total contract price.
- The progress made by selected Bidder is found to be unsatisfactory.

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.

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.



APPENDIX - A

Annexure - I

Bid Covering Letter

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

Date:

To
The General Manager
HR Department
Andhra Pradesh Grameena Bank
Head Office,
Guntur (AP)

Sir,

SUB: RFP for Group Term Life Insurance Policy to Andhra Pradesh Grameena Bank Employees.

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 Andhra Pradesh Grameena Bank Employees and related services as per the above referred RFP, during contract period.

We agree to abide by this offer until 60 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. 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.

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/ RRBs/ Public Sector Undertakings/ Government Entities in India as on date.

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 Insurance Company is mandatory failing which the quote may not be considered.

Annexure - II

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]

To
The General Manager
HR Department
Andhra Pradesh Grameena Bank
Head Office
Guntur (AP)

SUB: RFP for Group Term Life Insurance Policy to Andhra Pradesh Grameena Bank Employees.

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	Bidders Response and Documents Submitted
1	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 or any corporation, Undertaking established under any central/ state act 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. (OR) Certificate/Proof of incorporation under the relevant act	
2	The bidder must be an IRDAI authorized Insurance Company with minimum of 5 years of existence in Life Insurance. Business in India as on 31.03.2025	A copy of IRDAI Certificate to be submitted.	
3	The bidder should have minimum Equity Capital of Rs. 500 Crores as on 31 st March 2025	Bidder has to submit the Copy of Audited Balance Sheet for the financial year ending 31 st March 2025. And/ Or 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.	

Sl. No.	Eligibility Criteria	Documents to be submitted for Eligibility Criteria Compliance	Bidders Response and Documents Submitted
4	<p>Total Business Premium collection should be more than INR 1,000 crores during the last three financial years 2022- 23, 2023- 24 and 2024-25</p>	<p>Bidder has to submit the Copy of Audited Balance Sheet for the financial year ending 31st March of respective years.</p> <p style="text-align: center;">And</p> <p>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.</p>	
5	<p>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 group size of at least 10,000 during the last three financial years, 2022- 23, 2023- 24 and 2024-25)</p>	<p>Copies of Work Orders/ Agreements with PSU Banks/PSUs on the company's letter head clearly stipulating the group size should be furnished</p> <p style="text-align: center;">OR</p> <p>Copies of policies issued to MNCs/PSU/PSB/Others</p> <p style="text-align: center;">OR</p> <p>Company Secretary Certificate/ CA Certificate with Unique Document Identification Number or certificate from the Company's Secretary</p>	
6	<p>The bidder should have a minimum claim settlement ratio of 90% and above during the financial year 2022-23, 2023-24 & 2024-25.</p>	<p>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</p>	
7	<p>The Bidder should have Branch Office in Andhra Pradesh for support</p>	<p>The Bidder has to provide their existing Branch details like local Contact Person Name, Address, Mobile No, Email-id etc.</p>	
8	<p>Solvency ratio as on 31.03.2025</p>	<p>Solvency ratio should be as per IRDA norms</p> <p>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.</p>	

Sl. No.	Eligibility Criteria	Documents to be submitted for Eligibility Criteria Compliance	Bidders Response and Documents Submitted
9	<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>An entity incorporated, established or registered in such a country; or</p> <p>A subsidiary of an entity incorporated, established or registered in such a country; or</p> <p>An entity substantially controlled through entities incorporated, established or registered in such a country; or</p> <p>An entity whose beneficial owner is situated in such a country; or</p> <p>An Indian (or other) agent of such an entity; or</p> <p>a natural person who is a citizen of such a country; or</p> <p>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 fulfill all requirements in this regard and are eligible to be considered." to be submitted</p>	

We confirm that the information furnished above is true and correct. We also note that, 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 Andhra Pradesh Grameena Bank Employees.

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
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.) IFS Code Beneficiary Bank Name & Branch address	

Date

Signature with seal

Name :

Designation :

Signature & Seal of the Bidder

Page 23 of 37

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 Andhra Pradesh Grameena Bank Employees.

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

(Enclose necessary documentary proof)

Date

Signature with seal

Name :

Designation :

Annexure-5

Scope of Work

SUB: RFP for Group Term Life Insurance Policy to Andhra Pradesh Grameena Bank Employees.

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 27.05.2026 to 26.05.2027). With following coverage 1. Basic Death Cover 2. Accidental Death Cover 3. Natural Calamities Cover 4. Suicide Clause Cover from day 1 5. Terrorism Cover 6. Animal Bites 7. Illness death cover, death due to pre-existing illness including but not limited to critical illness, Murder, Riots, etc.													
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 respectively. However, 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 any of kind of death irrespective of cause of death including but not limited to Natural death, accidental death, terrorism, animal bites, murder, riots, 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.	Insurance Coverage slabs is as under: <table border="1" style="margin-left: auto; margin-right: auto;"><thead><tr><th style="text-align: center;">Designation</th><th style="text-align: center;">Mandatory SI</th><th style="text-align: center;">Voluntary SI Slabs to Opt.</th></tr></thead><tbody><tr><td style="text-align: center;">Officers</td><td style="text-align: center;">25 Lakhs</td><td style="text-align: center;">30, 40, 50, 60, 75, 100 Lakhs</td></tr><tr><td style="text-align: center;">Office Assistants</td><td style="text-align: center;">25 Lakhs</td><td style="text-align: center;">30, 40, 50, 60, 75 Lakhs</td></tr><tr><td style="text-align: center;">Office Attendants</td><td style="text-align: center;">25 Lakhs</td><td style="text-align: center;">30, 35, 40, 45, 50 Lakhs</td></tr></tbody></table> <p>We have verified the total members data and death details across all entities. The Sum Insured (SI) is calculated at 10 times the CTC, with a minimum of ₹25 lakhs and a maximum of ₹1 crore. Employees may opt for additional coverage over and above the ₹25 lakh floor, up to the ₹1 crore cap, based on eligible designation.</p>	Designation	Mandatory SI	Voluntary SI Slabs to Opt.	Officers	25 Lakhs	30, 40, 50, 60, 75, 100 Lakhs	Office Assistants	25 Lakhs	30, 40, 50, 60, 75 Lakhs	Office Attendants	25 Lakhs	30, 35, 40, 45, 50 Lakhs	
Designation	Mandatory SI	Voluntary SI Slabs to Opt.												
Officers	25 Lakhs	30, 40, 50, 60, 75, 100 Lakhs												
Office Assistants	25 Lakhs	30, 40, 50, 60, 75 Lakhs												
Office Attendants	25 Lakhs	30, 35, 40, 45, 50 Lakhs												

Sl. No.	Scope of Work	Bidder Compliance (Yes/No)
	We confirm that the Net Premium per Mile is final for flat ₹25 lakh Sum Insured and the same shall be applied uniformly across all Sum Insured slabs, including mandatory coverage and any voluntary additional SI opted for by the employees, depending on their designation. No additional loadings or variations to this rate is requested by us based on the selection of higher slabs or designation-wise limits.	
7.	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.6 of scope of work.	
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 and confirmed by the Bank. If there is no nomination; the claim shall be settled to legal heirs	
10.	The selected bidder should release the payment of claim to the Bank on submission of attested copy of death certificate and claim form without insisting any other document like postmortem/ inquest reports, 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.	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.

Name of the Insurance Broker opted: _____
(Insurance Broker shall be one of the empanelled insurance brokers of the Bank)

Date

**Signature with Seal
Name:
Designation:**

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 Andhra Pradesh Grameena Bank Employees.

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 :

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 Andhra Pradesh Grameena Bank Employees.

Name of the Bidder Firm:

Claim/Settlement Related Issues:

Sl. No.	Name	Level of Contact	Office Postal Address	Phone No.	Mobile No.	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 :

Annexure - 8

Bid Security Declaration Form

To
The General Manager
HR Department,
Andhra Pradesh Grameena
Bank, Head office, 4th Floor,
Raghu Mansion, 4/1, Brodipet,
Guntur - 522 002.

We, the undersigned, declare that:

We understand that bids must be supported by a Bid Securing Declaration.

We accept that we may be disqualified from bidding for any contract with the bank for a period of five years from the date of notification if we are in a breach of any obligation under the bid conditions,

- The bidder withdraws his bid before opening of the bids.
- The bidder withdraws his bid after opening of the bids but before acceptance of “Letter of Intent” or “Purchase Order”.
- The bidder violates any of the provisions of the terms and conditions of the NIT in the process of evaluation.

We understand this Bid Securing Declaration shall cease to be valid if we are not the successful Bidder or after the expiration of the validity of our Bid.

With kind regards

Yours sincerely

Authorised Signatory

Name:

Title/Position:

Company Seal

duly authorized for and on behalf of

APPENDIX - B

Annexure-9

Commercial Bid / Quote

SUB: RFP for Group Term Life Insurance Policy to Andhra Pradesh Grameena Bank Employees.

Price details of Group Term Life Insurance Policy to Andhra Pradesh Grameena Bank Employees:

Net Premium per Mile (excl. GST)	Mandatory SI of ₹25 Lakhs for each Staff	Total Employees	Total Premium for (B) excl. GST	Total Applicable GST for (D)	Total Premium with GST
A	B	C	D	E	F=D+E
	1846,00,00,000	7,384			

Amount in Words Rs. _____ only

"I/We hereby confirm that the **Net Premium per Mile** quoted above is final and shall be applied uniformly across all Sum Insured slabs, including mandatory coverage and any voluntary additional SI opted for by the employees. We further agree that no additional loadings or variations to this rate will be requested based on the selection of higher slabs or designation-wise limits."

Name of the Insurance Broker opted: _____

(Insurance Broker shall be one of the empanelled insurance brokers of the Bank)

- 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 at 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.

Signature with seal

Name :

Designation :

APPENDIX- C

Annexure-X

NON-DISCLOSURE AGREEMENT

THIS AGREEMENT made and entered into aton this theday 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 Term Life Insurance policy. M/s_____ Limited has been engaged in the business of providing the Term Life Insurance Plans.

The parties have entered into agreement dated _____for supply of Group Term Life 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 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.

1. 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 information enters the public domain.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.”

7. 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

Appendix - D

Annexure-XI

PRE CONTRACT INTEGRITY PACT

(To Be Printed on 200/- Stamp Paper)

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 initiate disciplinary 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 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 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.
 - 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
- 1) 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.
 - 2) 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.
 - 3) 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.

- 4) 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.

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 Principal)

(For & On behalf of Bidder/Contractor)

Place :

Date :

Witness 1:
(Name &Address)

Witness 2 :
(Name &Address)