



தமிழ்நாடு
கிராம வங்கி
TAMIL NADU GRAMA BANK

Premises and Expenditure Department
Head Office, No.6, Yercaud Road, Hasthampatti, Salem – 636 007

Ref: HO/P&E/1012/2025-26

Date: 02.03.2026

“Renewal of Fire and Special Perils (Flood, Storm, Cyclone, Typhoon, Tempest, Inundation, Hurricane, Lightning, Earthquake etc.) including RSMD (Riot, Strike, Malicious Damage) and Terrorism insurance policy, Burglary and Electronic Equipment Insurance

1. OVERVIEW:

Tamil Nadu Grama Bank, a Scheduled Government Bank, sponsored by Indian Bank, intends to cover its assets against Fire and allied perils, Burglary and Electronic equipment. Hence this Request for Proposal (RFP) is floated for IRDAI licensed General Insurance Companies Coverage under the policy shall be for the period of one year from April 01, 2026.

2. REQUEST FOR PROPOSAL (RFP) TERMINOLOGY:

Definitions – Throughout this RFP, unless inconsistent with the subject matter or context:

- i. Bidder – An eligible entity/firm submitting a Proposal/Bid in response to this RFP.
- ii. Insurance Company – Selected Bidder under this RFP.
- iii. Bank - Reference to the Bank shall be determined in context and may mean without limitation “Tamil Nadu Grama Bank”.
- iv. Bid – the response received in the prescribed format from a bidder in accordance with the RFP.
- v. RFP – The Request for Proposal (this document) in its entirety, inclusive of any addenda/modification/clarification/amendment that may be issued by the Bank.
- vi. “Contract” means the Contract signed by the parties and all the attached documents and the Appendices, consequent to the completion of the proceedings as per the RFP.
- vii. “Day” means calendar day.
- viii. Parties – Party or Parties means the Bank / Selected Bidder.
- ix. “Personnel” means professionals and support staff provided by the Insurance Company to perform the Services or any part thereof.
- x. “Domestic Personnel” means “such professionals and support staff who at the time of being so provided had their domicile in India.
- xi. “Proposal” means the Technical Proposal and the Financial Proposal.
- xii. “Terms of Reference” (TOR) means the document included in the RFP which explains the scope of work, activities, and tasks to be performed.
- xiii. Project Cost - Project cost would be the total consideration that the Bank has to pay in accordance with the payment schedule to obtain the said insurance policies as per the terms of RFP/ Contract.

The relevant information that is required for submitting the bids is furnished below:

A) THE BROAD TERMS OF COVERAGE WILL BE:

RFQ enclosed along with renewal sum insured, risk locations and coverages and excess required. Claims information is also provided therein.

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B) POLICY ADMINISTRATION:

Policy Administration is made by Bank through our Mandated Insurance Broker:

M/s. K. M. Dastur Insurance and Reinsurance Brokers Private Ltd.,
Registered Office: 3rd Floor, Cambata Building,
42, Maharshi Karve Road,
Churchgate,
Mumbai 400 020.

3. ELIGIBILITY / INVITATION:

The RFP will be available on the Bank's website www.tngb.bank.in. Any corrigendum / addendum shall also be available on the Bank's website. This NIT (Notice Inviting Tender) and RFP is not an offer by Bank but an invitation to receive responses from the IRDAI Registered Insurance Companies. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly Authorized Official(s) of the Bank with the selected bidder.

BIDDING DOCUMENT:

i. Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its bid including cost of presentation(s), etc. The Bank will not be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

ii. Content of Bidding Document:

- a) The bidding document provides overview of the requirements, bidding procedures and contract terms. It includes Introduction, Instructions to Bidder, and Terms and Conditions of Contract, Eligibility Criteria, and Financial Bid. The bidder must conduct its own investigation and analysis regarding any information contained in this RFP document, its meaning and impact of that information.
- b) 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 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. Bank has made considerable efforts to ensure that accurate information is contained in this RFP and is supplied solely as guideline for Bidders. Furthermore, during the RFP process, the Bank has disclosed or will disclose in the RFP and corrigendum / addenda, available information relevant to the Scope of Work to the extent, detail, and accuracy allowed by prevailing circumstances. Nothing in this RFP or any addenda is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addressed in this RFP or any addenda.

iii. Clarifications & Amendments

- a) If deemed necessary, the 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 clarification of the bid.
- b) The Bidder requiring any clarifications on the bidding documents may obtain the same by submitting written queries on or before **10.03.2026** to the Bank.

Contact Person at the Bank:

Name	Designation	Contact No.	Email id
J.Saravanan	Manager	9790635290	Ped@tngb.bank.in
B.Haribaskaran	Senior Manager	8300077295	Ped@tngb.bank.in



Handwritten initials and a checkmark.

c) **Technical and Financial bid (Hard Copy) need to be at the Bank's Head Office on or before 05.00 pm on 16.03.2026.** At any time prior to the deadline for submission of bids, the Bank reserves the right to modify the bidding document.

d) Any clarification issued by the bank will be in the form of an addendum/ corrigendum and will be provided to the Insurance companies by display in the Bank's website. The amendment will be binding on all Bidders. The Bank, at its discretion, may extend the deadline for submission of bids in order to allow prospective bidders a reasonable time to take the amendment into account.

4. **BIDDING PROCESS:**

- i. The bids shall be submitted in two separate sealed envelopes A and B as stated below:
 - i) **Envelope A:** Technical Bid (To be superscribed as "Technical Bid for Tender for Fire, Burglary and Electronic Equipment policy for assets of Tamil Nadu Grama Bank").
 - ii) **Envelope B:** Financial Bid (To be superscribed as "Financial Bid for Tender for Fire, Burglary and Electronic Equipment policy for assets of Tamil Nadu Grama Bank").

All details with the relevant information / documents / acceptance of all terms and conditions strictly as described in this RFP will have to be submitted by the Bidders. The Bidders are advised to write their name and contact details (Phone Number, e-mail id, and address) on all the envelopes. In the first stage, only the envelope containing the Technical Bid will be opened and evaluated. Those Bidders satisfying all criteria as per technical requirements and agreeing 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. The Technical Evaluation will be followed by the opening of the financial bid of those Bidders who qualify as per the criteria specified in the Technical Bid and further RFP process.

Contents of Tender Document:

- o RFP : Request For Proposal
- o Annexure I : RFP with Coverages
- o Annexure II : Declaration of acceptance letter from the Bidder
- o Annexure III : Financial /Price Bid

5. **BID PREPARATION:**

- i. The bids prepared by the Bidder and all correspondence and documents relating to bids exchanged by the Bidder and the Bank must be written in English.
- ii. Bidders must provide individual and factual replies to specific questions asked in the RFP. Documents submitted should be complete in all respects as detailed in this RFP.
- iii. The Technical bid should comprise of one hard copy of Technical Bid and should be placed in a sealed envelope super-scribed as mentioned above along with the RFP document and Annexures I to II.
- iv. This envelope has to be submitted along with another sealed envelope containing the Financial Bid.
- v. Bidder should furnish in the Technical Bid, a brief description of the Bidder's organization and in the case of a consortium/ joint venture, of each partner, details of experience of

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assignments which are similar to the proposed group policy as per the terms of reference.

- vi. The Bidder should clearly indicate the support services required from the Bank for carrying out the activity.
- vii. A brief write-up is to be provided for each of the parameters for Technical Evaluation criterion detailed wherever applicable. All the submissions under this should be supported by necessary documentary evidence, as may be applicable.
- viii. The Technical Bid will be evaluated among others, as per following criteria / parameters, based on the audited financial statements for the financial year 2024-25. The bidders should fulfill the following parameters:
 - a) Insurance Companies duly registered IRDAI Both from Public and Private Sectors.
 - b) Atleast 5 years of operations in Indian Insurance market - Copies of IRDAI License copies to be attached for the last 5 years.
 - c) The Bidder should have a minimum solvency ratio of 1.5 as prescribed by IRDAI, as on 31.03.2025, unless exempted for the purpose of tender submission by Department of Financial Services, Ministry of Finance, Government of India. - Copy of audited financial statements as on 31.03.2025 showing the solvency ratio of the bidder as on 31.03.2025 or a certificate to this effect issued by the auditor / a qualified chartered accountant.
 - d) Gross Premium for the past 3 Financial years – Audited balance sheet for the past 3 Financial years.
 - e) Year wise growth achieved for the last 3 Financial years for property insurance policies – Self attested Copies to be submitted.
 - f) Claim settlement details for the last 3 years in respect of property insurance policies.

SR. No	FY	Claims Lodged		Claims Settled		Average time taken per claim settlement
		No of Claims	Amount	No of Claims	Amount	

g) Service Parameters

A	<u>Documentation</u>	Response of Bidder
1.	Timeline for issuance of Tax Invoice and Held Cover letter.	
2.	Timeline for policy issuance.	
3.	Timeline for endorsement issuance.	
B	<u>Claims Handling</u>	
1	Timeline for appointing surveyor	
2	Timeline for issuance for survey report	
3	Self Survey limit	
4	Timeline for settlement of claims after the submission of all documents.	
5	% of on account payment	
6	List of Nominated loss Adjusters (Those firms located in the State of Tamil Nadu and can travel to interior Tamil Nadu at short notice.) – to be mutually agreed between Insurance Company, Broker and Bank.	

The bidders should submit copies of evidence / proof to examine whether they fulfill the above criteria.

Bidders are encouraged to quote for all the 3 policies mentioned here in the **Contents of Tender documents** of the RFP.

Handwritten signature/initials



In addition to the above, the Bidders have to submit "Declaration of acceptance letter from the Bidder" as per Annexure II, duly signed by the authorized signatory of the Bidder with Bidder company's seal with the Technical Bid.

- i. All details with the relevant information / documents / acceptance of all terms and conditions strictly as described in this RFP will have to be submitted.
- ii. The Technical evaluation will be followed by the opening of the Financial Bid of those bidders who qualify as per requirement of the Bank.

6. BID SUBMISSION:

- a. The bids prepared by the bidder and all correspondence and documents relating to bids exchanged by the bidder and the Bank must be written in English. All the submissions under this should be supported by necessary documentary evidence, as may be applicable with a letter on bidder's letterhead as per Annexure IV certifying that the period of the validity of the bid is 60 days from the last date of submission of bid and confirming that the bidder has quoted for all the items/services mentioned in the bid in their financial bid:
- b. Bidder should submit Financial Bid as per **Annexure III** of the bid document. Financial bid should be in the form of a hard copy should be a complete document and placed in a sealed envelope as mentioned above.
- c. 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. Payment will be made after deducting **Tax Deductible at Source as per applicable Tax Laws**.
- d. **Bid Prices**
The prices should be specified only in "Financial Bid" and must not be specified at any other place in the bid document. The quotes, prices and any type of Tax should be specified separately.
- e. **Validity of Bids**
Bid shall remain valid for **30 days** from the last date for submission of Bid. A bid valid for shorter period is liable to be rejected. The bidder may require giving consent for the extension of the period of validity of the bid beyond initial 30 days, if so desired by the Bank in writing or by email. Refusal to grant such consent would result in rejection of bid. However, any extension of validity of bids will not entitle the bidder to revise/ modify the bid document or price.
- f. **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 submissions, including any accompanying documents, will become property of Bank.
- g. **Format and Signing of Bid**
 - a) The bidder should prepare submission as per minimum eligibility criteria, Financial Bid and other requested information.
 - b) Bid should be submitted as per the format stipulated in the Annexure.
 - c) All pages of the Bid document are serially numbered and shall be signed by the authorized person(s) only. The person(s) signing the bid shall sign all pages of the bid and rubber stamp should be affixed on each page.
 - d) Any interlineations, erasures or overwriting shall be valid only if the person(s) signing the bid sign(s) authenticates them.
 - e) Bid should be typed and submitted on A4 size paper, spirally bound securely and in serial order. Bidders responding to this RFP shall submit covering letter included with the bid and compliance certification statement required for submission of a proposal.

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h. Receipt of bids

The bid should be submitted / sent by post to the following official as per the address furnished below up to the time and date mentioned at bid details:

**The General Manager
Tamil Nadu Grama Bank
Head Office,
No. 6 Yercaud Road, Hasthampatti, Salem 636007**

In the event of the target date for the receipt of bids being declared as holiday for the Bank, the bids will be received till the target time on the next working day. The bank may at its discretion extend the bid submission date. The modified target date & time will be notified on the web site of the Bank. Any bid received by the Bank after target date and time prescribed at Bid details will be rejected and /or returned unopened to the bidder at his risk and responsibility.

i. Bid Currency

Prices shall be expressed in Indian Rupees only.

j. Modification and Withdrawal of Bids

No bid may be withdrawn/ modified in the interval between the deadline for submission of bids and the expiration of period of bid validity.

k. Award criteria

The Bank will award the Contract to the successful Bidder who has been determined to qualify to perform the Contract satisfactorily, and whose Bid has been determined to be responsive, and is the lowest evaluated Bid.

l. Use of Contract Documents and Information

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.

7. TERMINATION OF CONTRACT:

- i. 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:
 - a) Laxity in following standards laid down by the Bank
 - b) Excessive delay (over 6 weeks) in the execution of orders placed by the Bank
 - c) Discrepancies / deviations in the agreed processes
 - d) Violation of terms and conditions stipulated in this RFP
- ii. The selected bidder shall not have right to terminate the contract or to demand any damages on account of termination of the Contract by the Bank.

8. TERMINATION FOR INSOLVENCY:

Bank may at any time terminate the Contract by giving written notice to the successful bidder if it becomes bankrupt or otherwise insolvent. 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

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occurred or will accrue thereafter to Bank. Notwithstanding the above, the Bank shall have the right to terminate the contract any time without assigning any reasons.

8.1 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, the party (Bank 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 thereof 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 Salem, Tamil Nadu.

8.2 TERMS AND CONDITIONS:

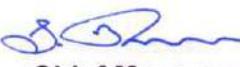
- i. Language of Bid: All bids and supporting documentation shall be submitted in English.
- ii. The bank reserves the right to accept or reject any or all Bids without assigning any reason thereof and the Bank's decision in this regard will be treated as final. Bids may be accepted or rejected in total or any part or items thereof. No contractual obligation whatsoever shall arise from the RFP 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 Bank's written notification / acceptance of award shall constitute a binding contract with the Insurance companies.
- iii. The Bank shall have the right to reject the bids not submitted in the prescribed format or incomplete in any manner.
- iv. The bank is not responsible for non-receipt of bids within the specified date and time due to any reason including postal delays or holidays.
- v. 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 by display in the Bank's website before the last date for submission of response under this RFP. The Bidders should be agreeable for the same.
- vi. Bank shall have the right to cancel the RFP 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 the bank in its sole discretion include but are not limited to, the following:
 - a. Services Contemplated are no longer required,
 - b. Scope of work were not adequately or clearly defined due to unforeseen circumstances and/or factors and/or new developments,
 - c. Proposed prices are unacceptable to the Work,
 - d. The Project is not in the best interest of the Bank,
 - e. Any other reason, which is the sole opinion of the Bank a ground for cancellation of the RFP.
- vii. The bank reserves the right to verify the validity of bid information and to reject any bid or cancel the contract where the contents appear to be incorrect, inaccurate or inappropriate at any time during the process of RFP or after award of contract, as the case maybe.
- viii. Bank reserves the right to re-negotiate the prices in the event of changes in the market



conditions and/ or technology etc.

9. DISCLAIMER:

- i. The information contained in this RFP 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 RFP document is to provide the Bidder(s) with information to assist the formulation of their Proposals.
- ii. This RFP not an offer by the Bank, but an invitation for renewal quotes for the said asset insurance policies, No contractual obligation on behalf of the Bank, whatsoever, shall arise from the RFP 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 in the Bank's website. It is also understood and agreed by the Bidder/s that decision of the Bank regarding 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 RFP, 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 this Document, the Bank reserves the right to accept or reject any response and to annul the process and reject all responses at any time prior to 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 competency of them to participate in this RFP and to provide any and all the services and deliverables under the RFP 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, Bank and its Directors, officers, employees 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 RFP 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 Bank or any of its officers, employees.


Chief Manager



Annexure I

RFP FOR ASSET INSURANCE POLICIES FOR TAMIL NADU GRAMA BANK

Quote for Property Package Insurance Policy	
Client Name	Tamil Nadu Grama Bank
Business Address of Head Office for communication	No.6, Yercaud Road Hasthampatti, Salem-636007
Business / Industry Type	Regional Rural Bank in Tamil Nadu (692 Branches, 11 Regional Offices, 2 MRPCs, 1 Project Office, 1 Data Centre, 1 Data Recovery Centre, 1 Head office & Annexe) The Bank is operating in all districts of Tamil Nadu.
Risk Locations	Location Addresses given as per Annexure I – A
Claim details	As per Annexure I- B
Fire & Special Perils Insurance Policy	
Contents as well as Leasehold improvement in buildings including but not limited to Furniture, Fixtures, Fittings, Electrical Installations, Audio Video equipment, Air Conditioners, Office Equipment, Canteen Equipment, Computers, DG set, sign boards, neon sign boards, glass facade and all other items pertaining to insured's trade. (list of locations and sum insured give n in Annexure I - A)	241,74,88,265
Total	241,74,88,265
Add On Coverages	
Perils	Sum insured or Limit
Fire (including due to its Own Fermentation, Natural Heating or Spontaneous Combustion)	Full Sum Insured
Explosion / Implosion	
Lightning	
Earthquake, Volcanic Eruptions, & Other Convulsions of Nature.	
Storm, Cyclone, Typhoon, Tempest, Hurricane Tornado, Tsunami, Flood and Inundation	
Subsidence, Landslide and Rockslide.	
Bush Fire, Forest Fire and Jungle Fire.	
Impact Damage of any kind. (by External Object. Eg. Vehicle, Falling Trees, Aircraft, Wall etc)	
Missile Testing Operations.	
Riot, Strike, Malicious Damages, Terrorism	

Bursting or Overflowing of Water Tanks, Apparatus and Pipes	
Leakage from Automatic Sprinkler Installations.	
Theft within 7 days from Occurrence of and proximately caused by any of the above insured Events.	
Policy Add-on Covers	
Expenses for Loss Minimisation	5% of the claim Amount Subject to Max upto Rs.1 crore
Hire Purchase or Lease Agreement/ Properties under consignment, care, custody and control	5% of the claim Amount Subject to Max upto Rs.1 crore
Inadvertent Omission	Maximum upto 5% of Sum Insured
Expediting expenses	Up to 1 cr
Escalation cover	5% of sum insured
Claim preparation costs	5% of claim amount, subject to maximum of Rs. 50 lacs
Involuntary betterment	5% of claim amount, subject to maximum of Rs.1 crore
Loss of rent	Maximum of Rs. 10 lacs for 6 months
Immediate repair	Up to Rs. 15 lacs
Brands & Trademarks	Up to Rs. 25 lacs
Impact Damage due to Insured's own rail/road/vehicle	Up to Policy Sum Insured
Additions, alterations or extensions	Up to 15% Of Sum Insured
Start-Up Expenses	Up to Rs. 5 lacs
Professional Fee	5% of claim amount
Clearance and removal of debris	2% of claim amount
Costs compelled by Municipal Regulations	
Waiver of Underinsurance	15%
Cover for Specific Contents Like Money, Deeds	Up to Rs. 50,000
Computer Programme Information Documents etc limited to cost of material and clerical labour	Rs. 5 lacs
Personal Effects of Employees, Directors & Visitors	Upto Rs. 15,000
Reinstatement Value Clause	
Designation of Property Clause	
Local Authorities Clause	
Excess - For Terrorism	As per tariff.
Excess - For Fire	5% of the claim amount subject to minimum of Rs. 10,000 Each & every claim
Add on coverages	
Accidental Damage Clause	Up to Sum Insured
Expediting Expenses	Up to 1 crs
Electrical/ Electrical Installation Clause	Up to Sum Insured
Goods Held in Trust	Factored in Sum Insured

Additional Rent for Alternative Accommodation	Up to Rs. 50 lacs for 12 months
Fire Fighting Expenses	Actuals
Bidders are encouraged to include more add-on covers (without any price impact) as per their filing with IRDAI	
Burglary Coverages	
Clause / Extension	Sum insured or Limit
Contents as well as Leasehold improvement in buildings including but not limited to Furniture, Fixtures, Fittings, Electrical Installations, Audio Video equipment, Air Conditioners, Office Equipment, Canteen Equipment, Computers, DG set, sign boards, neon sign boards, glass facade and all other items pertaining to insured's trade. (list of locations and sum insured given in Annexure – I -A)	241,74,88,265
First Loss Limit - 50%	
Theft	
RSMD	
Waiver of FIR for losses upto Rs. 1,00,000	
In the event final police report is not available, partial payment to be made at 75 % against First Information report and indemnity bond.	
Burglary / Theft Excess - 5% of the claim amount subject to minimum of Rs. 5000 Each & every claim	
Electronic Equipment insurance	
All Electronic items and related to insured business (factored in Fire sum insured)	Rs.130,10,09,082
Coverages - As per EEI Policy in full	
Locations - Head Office/ Regional Office/ Project Office/ Branch Office/ Data Centre	
Excess - As per EEI policy	
Assets Register Warranty	

Annexure – II (Bid Covering Letter)

*(Bid Covering Letter: To be submitted by the bidder on
letter head along with Bid documents)*

To
The Chairman,
Tamil Nadu Grama Bank
Head Office,
Salem – 636 007.

Dear Sir,

Our Bid for RFP Ref. No: **HO/P&E/1012/2025-26 dated 02.03.2026**

1. In respect to your RFP mentioned above, we submit our Bid Document herewith. As desired in the RFP, we are submitting two envelopes, one containing Technical and other Financial Bid, submitted separately. All details with the relevant information / documents / acceptance of all terms and conditions are strictly as described in this RFP.
2. We understand that:
 - i. Bank is not bound to accept the lowest or any bid received by it, Bank may reject all or any bid without assigning any reason or giving any explanation whatsoever.
 - ii. Bank may follow close or open bidding process as per the requirement of the Bank.
 - iii. If our Bid is accepted, we undertake to enter into and issue the master policy on the proposed terms at our cost, when called upon by the Bank to do so and immediately on receipt of premium/data thereof. We understand that the cover will start from the date of first premium credited to the bank account of the company.
 - iv. If our Bid is accepted, we are to be jointly and severally responsible for the due performance of the contract.
 - v. The Bank shall intimate the award of contract to the successful bidder after completion of the financial bid.
3. We confirm that we have the necessary legal, regulatory, statutory and corporate authority / eligibility and competency to participate in this RFP and also to provide the services as per the RFP if we are selected as per this RFP.
4. We have read, understand and accept the terms and conditions mentioned in the RFP document and there will not be any exception clause in the policy.
5. We confirm that we have quoted for all the items/services mentioned in our financial bid. Deviations if any, are listed separately.

6. We also confirm/clarify that the bid/offer made by us shall remain valid for 30 days from the last date of submission of the bid.
7. We shall provide all types of information on the proposed policy as and when required by the Bank at the shortest possible time.
8. We have enclosed here with the following documents:
 - a.
 - b.
 - c.
 - d.
 - e.

Yours faithfully,

**Authorized Signatory:
(INSURANCE COMPANY)**

Name:

Designation:

Seal of Company

Annexure III

FINANCIAL BID / PRICE BID

To
The Chairman
Tamil Nadu Grama Bank
Head Office
Salem 636007

Date:

ASSET INSURANCE POLICIES OF TAMIL NADU GRAMA BANK

Ref: HO/P&E/1012/2025-26 Dated 02.03.2026

Amount in ₹		
DESCRIPTION	SUM INSURED	PREMIUM
Fire And Allied Perils Insurance		
Burglary Insurance		
Electronic Equipment Insurance		
Total Premium		
Add: 18% GST		
Total		

Conditional Bids are liable to be rejected.

SIGNATURE OF THE BIDDER

WITH SEAL AND DATE