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**UTTAR BIHAR GRAMIN BANK, HEAD OFFICE, MUZAFFARPUR- 842001**

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Uttar Bihar Gramin Bank, one of the largest Regional Rural Bank invites quotes for the Bankers Indemnity Insurance Policy 2021-22 from General Insurance Companies approved by the IRDAI as per the following :-

**SCHEDULE OF EVENTS**

S.No	Particulars	
1.	<b>Tender Reference :</b>	<b>HO/GAD/13/20-21/1255</b>
2.	<b>Date of commencement of issue of RFP</b>	04 February 2021
3.	<b>For receipt of queries on RFP</b>	12 February 2021
4.	<b>Date for Pre-Bid Meeting</b>	18 February 2021
5.	<b>Last date for Bid Submission of RFP</b>	25 February 2021 at 2:30 pm
6.	<b>Opening of Tender</b>	25 February 2021 at 3:30 pm
7.	<b>Address of Communication</b>	General Manager, Uttar Bihar Gramin Bank Head Office, GAD Department, Sharma Complex, Kalambagh Chowk, Muzaffarpur-842001
8.	<b>Place of Opening of Bid</b>	Uttar Bihar Gramin Bank Head Office, GAD Department, Sharma Complex, Kalambagh Chowk, Muzaffarpur-842001
9.	<b>Contact Details</b>	Interested Bidders are requested to send the email <a href="mailto:smgad@ubgb.in">smgad@ubgb.in</a> , <a href="mailto:smopr@ubgb.in">smopr@ubgb.in</a> <a href="mailto:cmopr@ubgb.in">cmopr@ubgb.in</a>

## BANKER'S INDEMNITY INSURANCE POLICY (BIIP) 2021-22

<b>A</b>	<b>Insured Name</b>	Uttar Bihar Gramin Bank																															
<b>B</b>	<b>Address for Communication</b>	GENERAL MANAGER, Uttar Bihar Gramin Bank, GAD Dept., Head Office, Sharma Complex, Kalambagh Chowk Muzaffarpur- 842001 (Bihar)																															
<b>C</b>	<b>Locations to be covered</b>	<ol style="list-style-type: none"> <li>1. All offices &amp; / or work places of the insured but not limited to</li> <li>2. Head Office</li> <li>3. Regional office</li> <li>4. Branch/administrative offices, Branches</li> <li>5. Cash Acceptors / Depositors (offsite and on site) – Owned and Hired</li> </ol>																															
<b>D</b>	<b>Scope of Cover</b>	<ol style="list-style-type: none"> <li>A. On premises</li> <li>B. In Transit</li> <li>C. Forgery &amp; alterations</li> <li>D. Employee Dishonesty/infidelity</li> <li>E. Hypothecated Goods</li> <li>F. Registered post Parcel/Courier</li> <li>G. Appraisers</li> <li>H. GMDS Agent</li> <li>I. Securities</li> <li>J. Computer and Electronics Crime</li> <li>K. Failure of KYC norms</li> <li>L. Negligence And Errors And Omissions</li> <li>M. ATM related Frauds</li> </ol>																															
<b>E</b>	<b>Sum Insured</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. Basic Sum Insured (Section A to H)</td> <td style="width: 30%;">Rs 100.00 Lacs</td> </tr> <tr> <td>2. Additional Sum Insured for sections :</td> <td></td> </tr> <tr> <td>    A. Add. SI Cash On premises</td> <td>Rs 300.00 Lacs</td> </tr> <tr> <td>    B. Add. SI Cash In Transit</td> <td>Rs 300.00 Lacs</td> </tr> <tr> <td>    C. Add. SI Forgery &amp; Alterations</td> <td>Rs 20.00 Lacs</td> </tr> <tr> <td>    D. Employee Dishonesty/infidelity</td> <td>Rs 100.00 Lacs</td> </tr> <tr> <td>    E. Hypothecated Goods</td> <td>included in basic SI</td> </tr> <tr> <td>    F. Registered post Parcel/Courier</td> <td>included in basic SI</td> </tr> <tr> <td>    G. Appraisers</td> <td>included in basic SI</td> </tr> <tr> <td>    H. GMDS Agent</td> <td>Rs 20 Lac (AOA): (AOY) for each agent</td> </tr> <tr> <td>    I. Securities</td> <td>Rs 10.00 Lacs</td> </tr> <tr> <td>    J. Computer and Electronics Crime</td> <td>Rs. 40.00 Lacs</td> </tr> <tr> <td>    K. Failure of KYC norms</td> <td>included in basic SI</td> </tr> <tr> <td>    L. Negligence (Errors/Omissions / Negligence act of insured)</td> <td>Included in Basic Sum Insured</td> </tr> <tr> <td>    M. ATM related Frauds</td> <td>Rs. 20 lacs</td> </tr> </table>		1. Basic Sum Insured (Section A to H)	Rs 100.00 Lacs	2. Additional Sum Insured for sections :		A. Add. SI Cash On premises	Rs 300.00 Lacs	B. Add. SI Cash In Transit	Rs 300.00 Lacs	C. Add. SI Forgery & Alterations	Rs 20.00 Lacs	D. Employee Dishonesty/infidelity	Rs 100.00 Lacs	E. Hypothecated Goods	included in basic SI	F. Registered post Parcel/Courier	included in basic SI	G. Appraisers	included in basic SI	H. GMDS Agent	Rs 20 Lac (AOA): (AOY) for each agent	I. Securities	Rs 10.00 Lacs	J. Computer and Electronics Crime	Rs. 40.00 Lacs	K. Failure of KYC norms	included in basic SI	L. Negligence (Errors/Omissions / Negligence act of insured)	Included in Basic Sum Insured	M. ATM related Frauds	Rs. 20 lacs
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<b>F</b>	<b>Premium Quotation</b>	Including all the above mentioned covers																															

<b>G</b>	<b>Deductible Excess</b>	10% of the claim amount subject to maximum of Rs 25000 EEL (Each and Every Loss)
<b>H</b>	<b>Period of Insurance</b>	<b>01/04/2021 to 31/03/2022</b>
<b>I</b>	<b>Retroactive date</b>	<b>01/04/2019</b>
<b>J</b>	<b>Claim settlement Ratio</b>	Mention the claim settlement ratio of Company
<b>K</b>	<b>ICRA rating</b>	Mention the rating of ICRA of Company
<b>L</b>	<b>Claim History</b>	Will be provided on demand
<b>M</b>	<b>Other terms and conditions</b>	As per Annexure 1

**We furnish below general information relating to our Bank as on 31.12.2020 :**

**a) Classification of offices :**

	<b>Particulars</b>	<b>Rural</b>	<b>Semi-Urban</b>	<b>Urban</b>	<b>Metro</b>	<b>Total at present As on 31.01.2019</b>
a	Branches/RO	639	349	44	0	1032
b	Administrative Offices/Head office	--		15		15

**b) No. of Employees as on 31.12.2020 :**

<b>Sl. No</b>	<b>Particulars</b>	<b>Staff position as on 31.12.2020</b>
A	Officers	1860
B	Office assistants	1053
C	Sub-staff- office attendants full scale	290
D	Outsourcing personnel deployed by agency under contract for cleaning, sweeping & maintenance of branch premises.	0
	<b>TOTAL</b>	<b>3203</b>

The following terms & conditions would also be a part of the policy:

- Insurance company would also be required to enter into a Service level agreement with Uttar Bihar Gramin Bank which would capture the following conditions:
  - Pre agreed panel of surveyors
  - Time lines for surveys, survey report submission to be mentioned
  - Standard and common LOR to be provided by the insurer to all the surveyors
  - Queries to be raised by the insurer/surveyors on deficiencies/clarifications in one go only
  - No claim should be closed without intimation to CM-OPR, HO, UBGB
  - Fraud Monitoring Return (FMR) date should be treated as Date of discovery of loss.
  - Conditions mentioned in Annexure -1 are integral part of this RFQ.

Any other information/clarification may be obtained from the Chief Manager, Operation Department, Head Office, Uttar Bihar Gramin Bank, Sharma Complex, Kalambagh Chowk, Muzaffarpur- 842001 (Bihar) or on telephone number 8102913788 during office hours.

**(Mahendra Kumar)**  
**GENERAL MANAGER**

## **Annexure -1**

Special conditions attached and forming part of the Banker's Indemnity Policy No. \_\_\_\_\_  
effective from 01-04-2021 to 31-03-2022

### **The Policy covers**

1. Loss of cash by customer in Bank's premises/ offices, (Due to Robbery, Dacoity etc.)  
AOA (Any one Accident)Rs. 10.00 Lacs AOY (Any one Year) 100.00 Lacs
2. Negligent act of the Third party enterprises (advocates / suppliers / dealers etc. AOA  
Rs. 25.00 Lacs AOY Rs. 100.00 Lacs
3. The Policy covers losses directly due to fraudulent use of insured's own computer  
systems by employees.
4. Under the head cash in transit by Bank as well as by outsourced agencies.
5. The movement of cash may be done either by the vehicles owned by bank/hired  
vehicle/ employee's own vehicle / public transport
6. Policy covers loss of damage due to Fire and Allied perils, earthquake, all types of  
AOG perils including storm, typhoon, flood, inundation etc.
7. Loss of cheques/ instruments deposited in the drop box also covered for  
Fraud and/or dishonesty, under the policy
8. The Bank has appointed cash-in-transit service providers/own employees for cash  
in transit between currency chests branches, any branches of the bank and also  
to the other bank branches/ currency chests/ Bank's premises / etc., and vice versa.
9. To cover "losses resulting wholly or partially from any negligent act of the Insured's  
Employee" during transit (agencies / banking correspondents / banking facilitators)
10. The Retroactive period shall be 01-04-2019.
11. Any additional term , condition or any such new stipulation, not specified in the quote  
would not be entertained later
12. Though the Bank has laid down conditions for money in bank premises (maximum  
retention / hold-up in a day), however such conditions should not be the ground for  
rejecting/ reducing any claim.
13. Security alarm system and CCTV are installed by the Bank however absence/non  
working of CCTV/Security Alarm System however should not be the ground for  
rejecting/ reducing any claim.
14. Series of Fraud/s committed by a single staff/ person will be treated as single loss  
and single excess be applied
15. On account payment of 75% to be granted / paid where Final Police report is  
awaited (in all cases including fraud cases.)

16. Cash in Transit shall mean and include Cash in Transit either by Bank on its own or through Agencies engaged by the Bank, which shall include Loading and Unloading the cash at various points &/or branches &/or offices pick up and/or delivery of cash from &/or to the customers of the bank and vice versa.
  17. The subject Policy covers Computer and Electronic Crime committed by the Bank Employees &/or contract employees of the agencies to whom any jobs are outsourced by the Bank.
  18. Notwithstanding anything contained in this policy to the contrary the subject policy covers fraud by staff in respect of any goods and/or commodities pledged or hypothecated or mortgaged or deposited with the Bank.
  19. Deficiency in adherence to KYC norms.
  20. Negligence of employees:- Loss to the bank due to the negligence of the employees whilst discharging their duties, include "losses resulting wholly or partially from any Errors and any Omissions and any Negligent act of the Insured's Employee". Banks staff accountability report and internal investigation report is the base/main documents to establish negligent act of the staff.
  21. The above document is also available on the Bank's website- [www.ubgb.in](http://www.ubgb.in)
  22. The quotes in sealed cover should be sent on or before the closing date to ensure that the same reaches to GENERAL MANAGER, Uttar Bihar Gramin Bank, GAD Deptt., Head Office, Sharma Complex, Kalambagh Chowk, Muzaffarpur- 842001 (Bihar). The sealed cover should be super scribed "Rate Quote for BIIP-2021-22" with full name, contact number and postal address of the rate quoting company.
  23. No quote shall be accepted after the scheduled date and time.
  24. The quotes should be signed by the Authorized Official of the Insurer with seal as a token of having accepted the clauses/ conditions.
  25. Conditional quotes shall not be considered and shall be liable to be discarded ab-initio.
  26. The sealed envelopes containing quotes shall be opened in presence of a Committee comprising of Bank Executives. Presence of the representatives of Insurers willing to be present at the opening of the quotes is solicited.
  27. The L1 will be selected as per the premium quotation. Right to accept or reject any or all quotes in part or full or to further negotiate the rate shall rest with the General Manager- OPR, UBGB, Muzaffarpur. There shall be no compulsion of the Bank to accept the lowest offer.
  28. The bidder to furnish their policy wordings.
  29. Claim process to be clearly defined.
  30. Bidder to furnish escalation matrix.
  31. Loss data will be provided on demand.
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