

## **TENDER NOTICE**

**Request for proposal - Standard Fire and Special Perils Policy / BSUS / BLUS for Bank's assets of all Branches / Offices -all over India**  
**Comprehensive Centralized Insurance Policy for Safe, Furniture, Fixtures / Fittings & Machinery (SFFM), Books, Forms, Stationary (BFS), Electronic Equipments (EEI) & Standalone Terrorism Cover (SAT) for 2023-24**

Sealed tenders are invited by INDIAN BANK for their Standard Fire and Special Perils Policy / BSUS / BLUS for Bank's assets, Comprehensive Centralised Insurance Policy for Safe, Furniture & Machinery (SFM), Books, Forms, Stationary (BFS), Electronic Equipments (EEI) & Standalone Terrorism Cover (SAT) of Bank's assets of all Branches/Offices-all over India - for 2023-24.

The Bank has appointed M/s Marsh Insurance Brokers Limited to solicit proposals through a bidding process (comprising of Technical Bids & Financial Bids) only from IRDAI licensed Public Sector General/Private Sector insurance companies operating in India.

**The RFP would be shared with the interested Parties only through e-mail- from 17.05.2023 to 23.05.2023, between 11.00 AM to 5.00 PM and they should contact the following persons-**

S Murugavel	Chief Manager	09095710300 / 044-28134310	<a href="mailto:murugavel.s@indianbank.co.in">murugavel.s@indianbank.co.in</a>
N Rajeshkumar	Senior Manager	09489812540 / 044-28134310	<a href="mailto:raleshkumar.n@indianbank.co.in">raleshkumar.n@indianbank.co.in</a>
Dhirendra Singh	Senior Manager	09005718128/ 044-28134310	<a href="mailto:dhirendra.singh@indianbank.co.in">dhirendra.singh@indianbank.co.in</a>

Bid strictly as per provisions of the RFP document (**HARD COPY ONLY**), should be submitted as per the time line and to the representatives of INDIAN BANK at the address mentioned below:

**The Assistant General Manager**

Banking Operation Department, Indian Bank, Corporate Office,  
254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014.  
**e-mail id:- [bodinsurancecell@indianbank.co.in](mailto:bodinsurancecell@indianbank.co.in)**

1. Mr. S Murugavel, Chief Manager/09095710300/044-28134311
2. Mr. N Rajesh Kumar, Senior Manager/ 09489812540 / 044-28134310
3. Mr. Dhirendra Singh, Senior Manager/09005718128/044-28134310

CORPORATE OFFICE, BOD DEPT

Nos.254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai 600014  
Ph No. 2813 4311, email: hobod@indianbank.co.in

Task	Completion Date
Tender Notice of Request for Proposal (RFP) release date in Bank's Web Portal	17.05.2023
<b>Last date to obtain the RFQ from the Indian Bank/M/s Marsh, thru e-mail.</b>	23.05.2023
<b>Pre-Bid queries by the insurance companies:</b> Insurance companies to send written questions regarding RFP to INDIAN BANK / M/s Marsh Insurance Brokers Ltd by e-mail.	24.05.2023 (Upto 5.00 PM)
<b>Reply to the Pre-Bid queries of the insurance companies:</b> INDIAN BANK / M/s Marsh written response by email to substantive questions	26.05.2023
Bids to be submitted by the insurance companies	30.05.2023 at 1700 Hrs
Date/Time of Opening of Technical Bid	31.05.2023 at 1100 Hrs.
Date/Time of Opening of Financial Bid	01.06.2023 at 1100 Hrs.
Policy effective date	01.07.2023

- ❖ If you intend to respond to this proposal, please send a confirmation mail to INDIAN BANK / M/s Marsh latest by **5 PM on 23.05.2023.**
- ❖ Questions concerning the RFP are to be directed to M/s Marsh through an e-mail **upto 5.00 PM of 24.05.2023** and no answers will be provided over the phone.
- ❖ M/s Marsh will send the response by e-mail to bidders substantive queries/ questions by **26.05.2023.**
- ❖ Your proposal must clearly indicate the name of the responding organization, as well as the name, address and telephone number of the primary contact at your organization/ local service and account management team that INDIAN BANK/ M/s Marsh can call/contact/liaise directly- for this proposal.
- ❖ **M/s Marsh Insurance Brokers contact detail & E-Mail id**  
Symbyont Smart Spaces, No: 201/1-8, 3rd Floor, Prestige Zackria Metropolitan, Annasalai, Chennai-600002.

1. Mr. R Jaganathan/ Mobile No. 9940066972 / e-Mail ID - [jaganathan.r@marsh.com](mailto:jaganathan.r@marsh.com)
2. Mr. Hari Singh / Mobile No. 9986004545 / e-Mail ID - [hari.singh@marsh.com](mailto:hari.singh@marsh.com)

**BID ELIGIBILITY CRITERIA:**

SI No	Eligibility Criteria for Bidder	Supporting Documents Required
01	Bidder should have a valid insurance license to provide requisite insurance and claims settlement services in India with the requisite documentation from the regulator in that regard in their possession. The license should be valid for the policy servicing period.	<b>Copy of license issued by IRDAI to be submitted</b>

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02	Bidder should be a Government organization / PSU or a registered/ incorporated company in India under the Companies Act 1956/2013 and having business in India during last 5 years.	Copy of certificate of incorporation to be submitted
03	The Bidder <b>should have market share of 1.5 % or must have Gross Written premium of INR 3,000 Crores in the general insurance industry, Indian operations as on 31 March 2022.</b> This must be the individual company turnover and not that of any group of companies.	Audited Financial Statements for the financial years 2022-23 to be submitted OR Certified letter from the Chartered Accountant. The CA certificate in this regard should be without any riders or qualification.
04	The Bidder should have <b>experience of placing of Comprehensive Centralised Insurance Policy for Safe, Furniture, Fixtures, Fittings &amp; Machinery (SFFFM), Books, Forms, Stationary (BFS) &amp; Electronic Equipments (EE)- for minimum Two Public Sector Bank for any of the year 2020-21 or 2021-22.</b>	A self attested declaration providing the name of the bank & policy cover page will suffice.


- ❖ You may note that for the purpose of the appointment of insurance company for the subject insurance policies, a Technical and Financial Bidding process will be followed and Financial Bid will be opened for those who have qualified in the technical bid.
- ❖ Detailed information's are available in the RFQ.
- ❖ **Confidentiality** - Bidder must keep confidential, any information received from or about INDIAN BANK as a result of or in connection with the submission of the Response.
- ❖ All information contained in the Response, or in subsequent communications shall be deemed confidential and may be used only in connection with the preparation of Bidder's Response.
- ❖ Unless expressly agreed in writing, prior to submissions, responses are not confidential and may be used by INDIAN BANK in whole or part.
- ❖ The successful bidder would be required to enter into a Service Level Agreement and Non Disclosure Agreement with Indian Bank & M/s Marsh Insurance Broker.
- ❖ This RFP is not an offer to contract, nor should it be construed as such; it is a definition of specific INDIAN BANK requirements and an invitation to recipients to submit a responsive proposal addressing such requirements.
- ❖ The bidder should have an office in Chennai and the bidding should be by the Chennai branch or division of the insurance company.
- ❖ **INDIAN BANK & M/s Marsh reserves the right to-**
  - Reject any or all responses received in response to the RFP without assigning any reason.
  - Cancel/Suspend/Terminate the RFP / Tender / Bidder evaluation process (in whole or in part) at any time in its absolute discretion and without liability to the Bidder or any third party, without assigning any reason or not obliged to provide any reasons.
  - Waive or Change any formalities, irregularities, or inconsistencies in this proposal (format and delivery). Such a change / waiver would be duly notified to all insurance companies before the closure of the bid date.
  - Extend the time for submission of all proposals and such an extension would be duly communicated to all the companies.

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- Select the next most responsive bidder if the first most responsive bidder evaluated for selection fails to result in an agreement within a specified timeframe.
- Share the information / clarifications provided in response to RFP by any bidder, with all other bidder(s) / others, in the same form as clarified to the bidder raising the query.
- The Bank reserves the right to negotiate with L1 bidder.

❖ **The Bank reserves the right to accept or reject any or all the applications without assigning any reasons whatsoever and decision of the Bank in this regard will be final & binding on the applicants.**

  
The Assistant General Manager  
Banking Operation Department,  
Indian Bank,  
Corporate Office,  
No- 254-260, Avvai Shanmugam Salai,  
Royapettah,  
Chennai – 600014



Date :- 17.05.2023  
