



PERSONNEL & HUMAN RESOURCES DEVELOPMENT DIVISION

E-mail:phrdd@kvgbank.com

Mob: 9480699079

Ref. No.695/GTLI/RFP/PHRDD/2024

DATE: 16.05.2024

**RFP- GROUP TERM LIFE INSURANCE POLICY (GTLI) FOR EXISTING STAFF MEMBERS
OF KARNATAKA VIKAS GRAMEENA BANK**

1. OVERVIEW:

Karnataka Vikas Grameena Bank, a Scheduled Government Bank, Sponsored by Canara Bank intends to cover its existing staff members under Group Term Life Insurance Scheme for a period of one year from 29.07.2024. Existing policy with Life Insurance Corporation of India will expire on 28.07.2024. Accordingly, bids are invited from IRDAI registered Life Insurance Companies.

The Policy shall cover all kinds of death including but not limited to natural death, accidental death, suicidal death and death due to any illness including COVID-19 and any other new pandemic/epidemic that may arise in future days resulting in death. The policy shall cover the staff member only.

The policy is voluntary in nature and all staff members who have expressly given their consent have to be covered under the Policy for the period of one year.

In the event of death of an employee, the Claim amount (Sum Insured) will be settled to the Nominee(s) of Employee Provident Fund or NPS as per the Bank records. If Nominee is not available in Employee Provident Fund or NPS, then settlement shall be done to the nominee of Gratuity as per Bank Records. If there is no nomination as per Bank records in EPF/NPS/Gratuity, the claim shall be settled to Legal Heir/s as per laid down guidelines of the Bank.

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 “Karnataka Vikas Grameena 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 Group Term Life Insurance Policy for pensioners as per the terms of RFP/ Contract.

3. THE BROAD TERMS OF COVERAGE WILL BE:

The policy shall cover all existing staff members of the Bank under Group term Life Insurance Policy for a period of one year.

The Policy has been formulated to cover all kinds of death including but not limited to natural death, accidental death, suicidal death and death due to any illness including COVID-19 and other new pandemic/epidemic that may arise in future days resulting in death.

4. POLICY ADMINISTRATION :

Policy Administration is directly made by the Bank without engaging any Insurance brokerage entity for the purpose.

5. ELIGIBILITY / INVITATION:

The RFP will be available on the Bank's website www.kvqbank.com. Any corrigendum/addendum shall also be available on the Bank's website. This RFP is not an offer by the Bank but an invitation to receive responses from the Insurance Bidders. 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.

6. 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,

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, 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 presentation for the purpose of clarifications of the bid.
- b) The Bidder requiring any clarifications on the bidding documents may obtain the same by submitting written queries **before 05.00 PM on or before 27.05.2024** to the Bank.

Contact Person and address of the Bank:

Mr. Ashok S. Sangati,
Chief Manager,
Karnataka Vikas Grameena Bank,
Personnel and Human Resources Development Division,
Vikas Bhavana, Head Office, Dharwad-580008.
Mobile No. 9480699079/9480699054
Email Ids:phrdd@kvgbank.com and est@kvgbank.com

- c) **Technical and Financial bid shall be submitted at the Bank's Head Office before 05.00 pm on or before 01.06.2024.** 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 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.

7. **BIDDING PROCESS:**

The bids shall be submitted in two separate sealed envelopes A and B (as stated below).

Envelope A : This envelope should contain Technical Bid (Annexure I) and super scribed as "Technical Bid for Group Term Life Insurance Policy for existing staff members of Karnataka Vikas Grameena Bank".

Envelope B : This envelope should contain Financial Bid (Annexure II) and super scribed as "Financial Bid for Group Term Life Insurance Policy for existing staff members of Karnataka Vikas Grameena 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. The bidders are advised to write their name and contact details (Phone No. ,E-mail and Address on all the envelopes). In the first stage, only the envelope containing "Technical Bid " will be opened and evaluated. Those satisfying all criteria as per technical requirements and agreeing to comply with all terms and conditions specified in this RFP may be invited

for technical presentation, if required, at the discretion of the Bank, to display their capabilities, approach and methodology.

Contents of Tender Document:

- Annexure I : Declaration of acceptance letter from the Bidder (Technical Bid covering letter)
- Annexure II : Financial /Price Bid.

8. 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 in Bidding Process above along with the RFP document and Annexures I to IV. This envelope has to be submitted along with another sealed envelope super-scribed as mentioned in Bidding Process above containing the Financial Bid (Annexure-V).
- iv. 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 assignments which are similar to the proposed group policy as per the terms of reference.
- v. The Bidder should clearly indicate the support services required from the Bank for carrying out the activity.
- vi. 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.
- vii. The Technical Bid will be evaluated among others, as per following criteria / parameters, based on the audited financial statements for the financial year 2023-24. The bidders should fulfill the following parameters:

Sl. No.	Criteria to be fulfilled	Documentary proof to be submitted with the Technical Bid.
1.	The total premium collection should be at least ₹300 crore per year in each of the previous 5 financial years.	Copies of audited financial statements for the previous five financial years (2019-2020, 2020-2021, 2021-2022 2022-2023 and 2023-2024) showing the total premium amount collected.
2.	The bidder should have a valid IRDAI license for procuring Life Insurance business in India	Copy of the IRDAI registration certificate and copy of the latest fee paid receipt which is valid as on date.
3.	The Bidder should have a minimum solvency ratio of 1.5 as prescribed by IRDAI, as on 31.03.2024, unless	Copy of audited financial statements as on 31.03.2024 showing the solvency ratio of the

	<p>exempted for the purpose of tender submission by Department of Financial Services, Ministry of Finance, Government of India.</p>	<p>bidder as on 31.03.2024, or a certificate to this effect issued by the auditor / a qualified chartered accountant.</p> <p>In case of exemptions for the purpose of tender submission, the bidder has to submit a copy of the notification issued by the Department of Financial Services, Ministry of Finance, Government of India.</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The bidders should submit copies of evidence / proof to examine whether they fulfill the above criteria. In addition to the above, the Bidders have to submit "Declaration of acceptance letter from the Bidder" as per Annexure IV, duly signed by the authorised 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.

9. 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 letter head as per **Annexure I** 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 II** of the bid document. Financial bid should be quoted for different stages of the job as per Annexure. Financial bid in the form of 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. The proposal should also indicate specific milestones and deliverables for raising bills for part payment subject to other conditions. Payment will be made after deducting Tax Deductible at Source as per applicable Tax Laws. Please note no additional expenses would be paid for the personnel coming from abroad.
- 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 **60 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 60 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 the 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 to this RFP along with such other documents mentioned elsewhere in the RFP.
- 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 NIT and RFP shall submit covering letter included with the bid and compliance certification statement required for submission of a proposal.

h. Receipt of bids

The bid shall be submitted to the following official as per the address furnished below up to the time and date mentioned at Biding Document:

Mr. Ashok S. Sangati,
Chief Manager,
Karnataka Vikas Grameena Bank,
Personnel and Human Resources Development Division,
Vikas Bhavana, Head Office, Dharwad-580008.
Mobile No. 9480699079/9480699054
Email Ids:phrdd@kvgbank.com and est@kvgbank.com

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 and 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 Bidders / 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

10. 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 execution of orders placed by the Bank
 - c) Discrepancies / deviations in the agreed processes
 - d) Violation of terms and conditions stipulated in this NIT and 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.

11. 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 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.

12. 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, 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 Dharwad, Karnataka.

13. TERMS AND CONDITIONS :

- i.** Language of Bid: All bids and supporting documentation shall be submitted in English.
- ii.** Bank reserves the right to 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 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.** 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 circumstance 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.** Bank reserves the right to verify the validity of bid information and to reject any bid or the 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.

14. 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 responses to the issues pertaining to Group Term Life Insurance Policy for Existing Staff Members of Karnataka Vikas Grameena Bank. 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.

GENERAL MANAGER

RFP FOR GROUP TERM LIFE INSURANCE POLICY COVER FOR EXISTING STAFF MEMBERS OF KARNATAKA VIKAS GRAMEENA BANK

S.No.	INSURANCE DETAILS/COVERAGES		
1	Type of Policy	Group Term Life Insurance Policy	
2	Sum Assured per Staff member	Rs. 5.00 Lakh for Office Attendants Rs. 10.00 Lakh for Office Assistants Rs. 15.00 Lakh for Officers	
3	Coverage	The Policy has been formulated to cover all kinds of Death including but not limited to natural death, accidental death, suicidal death and death due to any illness including COVID-19 and other new pandemic/epidemic that may arise in future days resulting in death. The insurance coverage shall come into effect from the date of payment and shall be valid up to midnight of the date one year after the payment date.	
4	No. of existing staff members as on 16.05.2024. (Actual staff numbers may vary as on date of renewal). However, those employees who have expressly given their consent shall only be covered under the policy.	Office Attendants	213
		Office Assistants	1092
		Officers	1945
		Total	3250
5	Minimum expected	3000	
6	Administration of the scheme	Centrally at Head Office of the Bank, Dharwad	
7	Premium Payment	Shall be paid by the Bank Annually at the beginning of the policy.	
8	Other Terms & Conditions	Employees retiring on superannuation or exiting for any reason during the period of policy in force shall be covered under the policy till the end of the policy period. No Midterm additions and Deletions during the policy period. The policy is covering all type of death, hence death certificate and KYC of the deceased/legal heir attested by the employer only to be submitted for the claim settlement.	
9	Last date for receipt of Bid (Technical and Financial)	Before 5.00pm on or before 01.06.2024, at Bank's Head Office, Dharwad.	

Details of death particulars of our Staff members in previous five years:

Financial Year	No of Staff members deceased				Reason
	Officers	Office Assistants	Office Attendants	Total	
2019-20	6	4	2	12	Other
2020-21	5	3	1	09	Covid-1 Other-8
2021-22	4	7	4	15	Covid-7 Other-8
2022-23	2	2	0	4	Other
2023-24	2	2	1	5	Other

Annexure –I (Technical Bid Covering Letter)

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

To

**The Chairman,
Karnataka Vikas Grameena Bank
Head Office,
Dharwad-580008.**

Dear Sir,

Our Bid for RFP Ref. No. _____ dated _____ for Group Term Life Insurance Policy of existing staff members of Karnataka Vikas Grameena Bank.

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 Bid 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 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.
6. We also confirm/clarify that the bid/offer made by us shall remain valid for 60 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:
 1. Copies of audited financial statements for the previous five financial years (2019-20,2020-21, 2021-22, 2022-23 and 2023-24) confirming the premium amount collection of ₹300 crore per year in each of the previous 5 financial years.
 2. Copy of IRDAI registration certificate and copy of latest renewal fee paid receipt.
 3. Copy of audited financial statements as on 31.03.2024 showing the solvency ratio of the bidder as on 31.03.2024, or a certificate to this effect issued by the auditor / a qualified chartered accountant or copy of the notification issued by the Department of Financial Services, Ministry of Finance, Government of India.
 4. Duly filled and signed Integrity Pact clause and format as per Annexure III executed on non-judicial stamp paper of Rs 500/- of Government of Karnataka.

Yours faithfully,

**Authorized Signatory:
(Insurance Company)**

Name:

Designation:

Seal of Company

Annexure II**FINANCIAL BID / PRICE BID****To****Date:** _____

**The Chairman,
Karnataka Vikas Grameena Bank,
Head Office, Dharwad.**

**GROUP TERM LIFE INSURANCE POLICY COVERAGE FOR EXISTING STAFF MEMBERS
OF KARNATAKA VIKAS GRAMEENA BANK**

Ref No: _____

Date: _____

Our Premium rate (*Net Premium excluding GST) is as stated below:

₹ _____ (Amount in Words _____) **Per Lakh Sum Assurance per member per Annum.**

* Net Premium is the Premium amount excluding GST. Bank shall pay the GST on the Net Premium amount mentioned herein.

1. In case there is any discrepancy between figures and words, that bid will be rejected.
2. The L-1, L-2 and L-3 offer will be evaluated on the basis of the above quoted value
3. Conditional Bids are liable to be rejected.

**SIGNATURE OF THE BIDDER/
AUTHORISED SIGNATORY
OF THE BIDDER
WITH SEAL & DATE**

Annexure-III

(To be submitted by the bidder on non-judicial stamp paper of ₹500/- of Government of Karnataka)

Integrity Pact

Ref. No.695/GTLI/RFP/PHRDD/2024

DATE: 16.05.2024

Between

Karnataka Vikas Grameena Bank, a Regional Rural Bank, incorporated under the Regional Rural Bank Act, 1976 and having registered office at P.B. No. 111, Belgaum Road, Dharwad, herein after referred to as "The Principal", which expression unless repugnant to the context or meaning hereof shall include its successors or assigns of the ONE PART and

_____, (description of the party along with address), hereinafter referred to as "The Bidder/ Contractor" which expression unless repugnant to the context or meaning hereof shall include its successors or assigns of the OTHER PART

Preamble

The Principal intends to award, under laid-down organizational procedures, contract/s for

.....
The Principal values full compliance with all relevant laws of the land, rules and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder(s)/ Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitor(s), who will monitor the Tender/RFP process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

1.1 The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

1.1.1 No employee of the Principal, personally or through family members, will in connection with the Tender/RFP for, 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.

1.1.2 The Principal will, during the Tender/RFP process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the Tender/RFP process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender/RFP process or the contract execution.

1.1.3 The Principal will exclude from the process all known prejudiced persons.

1.2 If the Principal obtains information on the conduct of any of its employees which is a penal offence under the Indian Penal Code 1860 and Prevention of Corruption Act 1988 or any other statutory penal enactment, or if there be a substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

Section 2 – Commitments of the Bidder(s)/ Contractor(s)

2.1 The Bidder(s)/ Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender/RFP process and during the contract execution.

- i. The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm, offer, promise or give to the Principal or to any of the Principals employees involved in the Tender/RFP process or the execution of the contract or to any third person any material, immaterial or any 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/RFP process or during the execution of the contract.
- ii. The Bidder(s)/ Contractor(s) will not enter with other Bidder(s) into any illegal or undisclosed agreement or understanding, whether formal or informal. 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.
- iii. The Bidder(s)/ Contractor(s) will not commit any penal offence under the relevant IPC/ PC Act; further the Bidder(s)/ Contractor(s) will 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.
- iv. The Bidder(s)/ Contractor(s) will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

2.2 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/RFP 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 acts in any other manner such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidders(s)/ Contractor(s) from the Tender/RFP process or take action as per the separate “Guidelines for Suspension of Business Dealings with Suppliers/ Contractors” framed by the Principal.

Section 4 – Compensation for Damages

- a. If the Principal has disqualified the Bidder(s) from the Tender/RFP process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit.
- b. 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 Contractor liquidated damages equivalent to 5% of the contract value or the amount equivalent to Security Deposit/Performance Bank Guarantee, whichever is higher.

Section 5 – Previous Transgression

- The Bidder declares that no previous transgressions occurred in the last 3 years with any other company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the Tender/RFP process.
- If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender/RFP process or the contract, if already awarded, can be terminated for such reason.

Section 6 – Equal treatment of all Bidders/ Contractors/ Sub-contractors

- a. The Bidder(s)/ Contractor(s) undertake(s) to demand from his sub-contractors a commitment consistent with this Integrity Pact. This commitment shall be taken only

- from those sub-contractors whose contract value is more than 20% of Bidder's/ Contractor's contract value with the Principal.
- b. The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
 - c. The Principal will disqualify from the Tender/RFP process all bidders who do not sign this pact or violate its provisions.

Section 7 – Criminal Charges against violating Bidders/ Contractors /Subcontractors

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Vigilance Office.

Section 8 –Independent External Monitor(s)

- a. The Principal appoints competent and credible Independent External Monitor for this Pact. 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.
- b. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairman, Karnataka Vikas Grameena Bank.
- c. The Bidder(s)/ Contractor(s) accepts that the Monitor has the right to access without restriction to all contract documentation of the Principal including that provided by the Bidder(s)/ Contractor(s). The Bidder(s)/ Contractor(s) will grant the monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his contract documentation. The same is applicable to Sub- contractor(s). The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s) / Sub-contractor(s) with confidentiality.
- d. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the contract provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- e. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or heal the situation, or to take 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.
- f. The Monitor will submit a written report to the Chairman, Karnataka Vikas Grameena Bank 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.
- g. The Chairman, Karnataka Vikas Grameena Bank shall decide the compensation to be paid to the Monitor and its terms and conditions.
- h. If the Monitor has reported to the Chairman, Karnataka Vikas Grameena Bank, a substantiated suspicion of an offence under relevant IPC / PC Act, and the Chairman, Karnataka Vikas Grameena Bank has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.

- i. The number of Independent External Monitor(s) shall be decided by the Chariman, Karnataka Vikas Grameena Bank.
- j. The word "Monitor" would include both singular and plural.

Section 9 – Pact Duration

- o This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the respective contract and for all other Bidders 6 months after the contract has been awarded.
- o 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 as above, unless it is discharged/ determined by the Chairman, Karnataka Vikas Grameena Bank.

Section 10 – Other Provisions

- a. This agreement is subject to Indian Laws and jurisdiction shall be registered office of the Principal, i.e. Dharwad.
- b. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- c. If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- d. 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 to their original intentions.
- e. Only those bidders/ contractors who have entered into this agreement with the Principal would be competent to participate in the bidding. In other words, entering into this agreement would be a preliminary qualification.

For & On behalf of the Principal

For & On behalf of the Bidder/ Contractor

Signature:

Signature:

Office Seal:

Office Seal:

Date:

Date:

Witness

Witness

1. Signature:

1. Signature :

Name and Address:

Name and Address:

2. Signature:

2. Signature:

Name and Address:

Name and Address