

**Date:** Tuesday, 7<sup>th</sup> March 2018

To

All Public Sector and Private Sector General Insurance Companies

Dear Sir,

**Re: Renewal of Insurance Policies for the year FY 2018 - 2019 A/c Utkal Grameen Bank, Bolangir**

We wish to inform you that following policies are due for renewal on 1<sup>st</sup> April 2018. In this context we would like to inform you that we have appointed M/s. Anand Rathi Insurance Brokers Ltd. to handle the insurance renewals for the year 2017 - 2018.

The all General Insurance Companies are invited for submitting Financial Bid in a sealed envelope upto **22<sup>nd</sup> March 2018 by 3.00 P.M.** to the General Manager 1, Utkal Grameen Bank, Accounts Dept, Head Office, Bolangir, Odhisa – 767 001 which will be opened by the Selection Committee of the Bank in presence of all bidders and our Insurance Broker, **M/s. Anand Rathi Insurance Brokers Ltd. at 3.30 P.M. on 22<sup>nd</sup> March 2018.** Technical aspects will be scrutinized by Bank's Insurance Brokers, **M/s. Anand Rathi Insurance Brokers Ltd.** on the same date and time. Lowest Bidder will be selected as Insurer of Bank's various assets and policies along with policies of others.

The details of the renewal and policies are given below:

**Eligibility Criteria to Apply-**

**All Bidders compulsorily submit along with, the pre-bid pre contract Integrity Pact Duly Signed (As per Annexure 1 enclosed)**

The Eligibility offer should contain proof for each of the points for eligibility evaluation. Any credential detail not accompanied by relevant proof documents from the Bidders will not be considered for evaluation. All credential letters should be appropriately bound, labeled and segregated in the respective areas. There is no restriction on the number of credentials a Bidder can provide.

<b>Insured's Name</b>	: Utkal Grameen Bank
<b>Address for communication</b>	: GM 1, UGB Head Office, Bolangir P.O./Dist. Bolangir, Odhisa 767001
<b>Period of Insurance</b>	: 1 <sup>st</sup> April 2018 to 31 <sup>st</sup> March 2019.

The details of the policy are mentioned below:-

## **1. Bankers Indemnity Policy**

Insured's Name : Utkal Grameen Bank  
Address for communication : GM 1, UGB Head Office, Bolangir  
P.O./Dist. Bolangir, Odhisa 767001  
Period of Insurance : 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.  
Location to be covered : As above including Head office and all  
offices/Branch/Regional Office Extensions  
counters of the insured across the Odhisa.

### **Scope of Cover: - :**

As per Standard Banker's Indemnity Policy to protect Bankers against loss. Financial institutes and other organizations may opt for Bankers Indemnity Insurance to safeguard in the following instances:

#### **Section A-On Premise**

Of money or securities (Cash, Gold and Other Valuable in Premises) belonging or held in trust by you on your premises by fire, riot and strike, burglary and housebreaking, theft, robbery or hold up.

#### **Section B- In Transit**

#### **Section C- Forgery & Alteration**

#### **Section D- Dishonesty**

#### **Section E- Hypothecated Goods**

#### **Section F- Registered Postal Sending's**

By registered postal sending (robbery theft while in direct transit)

#### **Section G- Appraisers**

**Note:** On Account Payment at 75% against Indemnity Bond, for the Claims Where the Final Police Report is awaited.

## **2. Fire and Special Perils Policy for Assets**

Insured's Name : Utkal Grameen Bank  
Address for communication : GM 1, UGB Head Office, Bolangir  
P.O./Dist. Bolangir, Odhisa 767001  
Period of Insurance : 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.  
Risk Description : Data Processing Centres/ Call Centre/  
Business Processing Centre

Property to be covered : Furniture, Fixture & Fittings in the Banks rented buildings, Head office and all offices/Branch/Regional Office, Extensions counters / of the insured across Odhisa, Plants and Machinery, Computer Hardware & Accessories, Other Electronic & Electrical Installations including Office Equipments, Stationary etc in 442 Branches & 8 Regional Office, 1 SARB, 1 LCPC and 1 Head office.

Scope of Cover : As per standard Fire and Special Perils Policy

### **3. Burglary & Housebreaking Policy**

Insured's Name : Utkal Grameen Bank

Address for communication : GM 1, UGB Head Office, Bolangir  
P.O./Dist. Bolangir, Odhisa 767001

Period of Insurance : 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.

Property to be covered : Furniture, Fixture & Fittings, Banks rented buildings, Head office and all offices/Branch/ Extensions counters , Regional Office/ of the insured across Odhisa. Plants and Machinery, Computer Hardware & Accessories, Other Electronic & Electrical Installations including Office Equipments, Stationary etc in 442 Branches, 1 SARB, 1 LCPC, 8 Regional Office and 1 Head office.

Scope of Cover : As per Standard Burglary Policy

### **4. Electronic Equipment Insurance Policy**

Insured's Name : Utkal Grameen Bank

Address for communication : GM 1, UGB Head Office, Bolangir  
P.O./Dist. Bolangir, Odhisa 767001

Period of Insurance : 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.

Property to be covered : Electronics & Electrical Equipments, All types of Hardware and Networking Equipments, Server Data Processing

Equipments, Computer and allied peripherals, Auxilliary equipments like UPS, Voltage Stabilizer etc. and all other IT Asstes ETC, at all location of the Bank in 442 Branches, 1 SARB, 1 LCPC, 8 Regional Office and 1 Head office.

Scope of Cover : As per Standard Electronic Equipment Policy

### **5. Group Personal Accident**

Insured's Name : Utkal Grameen Bank

Address for communication : GM 1, UGB Head Office, Bolangir  
P.O./Dist. Bolangir, Odhisa 767001

Period of Insurance : 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.

Scope of Cover : (A) Covering Officer Cadre @ Rs.10 Lakh for 817, Officers, Table of Benefit (I)  
Medical Expense, Table of Benefit (IA)  
Table of Benefit (II) and Table of Benefit (III)

(B) Covering O. Asst @ Rs.5 Lakh  
for 700 Off. Asst. Table of Benefits (I)

(C) Covering O. Attd.@ Rs.3 Lakh  
for 202 Off. Attd. Table of Benefits (I)

Particulars of Insurance Policy	Sum Insured	
	Actual 2017-18	Proposed 2018-19
<b>(A) Banker's Indemnity Policy</b>		
<b>Scope of Cover-</b>		
(i) Basic Sum Insured (Fidelity) for Item (A to E)	Rs.40.00 lacs	<b>Rs.50.00 lacs</b>
(ii) Additional Sum Insured (Cash, Gold & Other Valuable in Premise)	Rs.25.00 Crore	<b>Rs.25.00 Crore</b>
<b>Note: On Account Payment at 75% against Indemnity Bond, for the Claims where the Final Police Report is awaited.</b>		
(iii) Additional Sum Insured (Cash In Transit)	Rs.5.00 Crore	<b>Rs.5.00 Crore</b>
<b>(B) Fire &amp; Burglary Policy</b>		
(i) Furniture, Fixture & Fittings	Rs.4.5 Crore	<b>Rs.5.00 Crore</b>
(ii) Plant & Machinery including computer Hardware, Accessories	Rs.6.5 Crore	<b>Rs.7.00 Crore</b>
<b>Burglary &amp; House Breaking Policy</b>		
(i) Furniture, Fixture & Fittings	Rs.4.5 Crore	<b>Rs. 5.00 Crore</b>
(ii) Plant & Machinery including computer Hardware, Accessories	Rs.6.5 Crore	<b>Rs. 7.00 Crore</b>

<b>( C ) Electronic Equipment Insurance Policy</b>		
(i) Electronics & Electrical Equipments, All types of Hardware and Networking Equipments, Server Data Processing Equipments, Computer and allied peripherals, Auxilliary equipments like UPS, Voltage Stabilizer etc. and all other IT Asstes ETC, at all location of the Bank across Odhisa.		<b>Rs. 2.50 Crore</b>
<b>( D ) Group Personal Accident Insurance Policy</b>		
(i) Covering Officer Cadre @ Rs.10 Lakh for 817 Officers	Rs.87.80 Crore	<b>Rs.81.70 Crore</b>
(ii) Covering O. Asst @ Rs.5 Lakh for 700 O. Asst.	Rs. 33.85 Crore	<b>Rs.35.00 Crore</b>
(iii) Covering O. Attd.@ Rs.3 Lakh for 202 O. Attd.	Rs.6.99 Crore	<b>Rs.6.06 Crore</b>

Whilst on the subject we would like to inform you that the claim details & policy wordings etc. will be made available on the same day for you. Any clarification on the above renewals will be attended to/ given by our broker who will also be attending this meeting. Also please note that the quotations will have to be submitted on the wording, terms and conditions as agreed in this meeting. Any conditions or subjectivity will not be accepted and Bank reserves the right to reject /disqualify such quotes without giving another opportunity.

**The Schedule:**

Date of uploading of documents (online) (Publishing Data : Dt.08/03/2018  
Last Date for Bid submission : Dt. 22/03/2018 up to 3.00 P.M  
Bid opening date : Dt. 22/03/2018 at 3.30 P.M

**Venue** - **Utkal Grameen Bank, Accounts Dept, HeadOffice Bolangir P.O/Dist. Bolangir, Odhisa 767001**

Thanking You,

**Sd/ General Manager 1**

**Authorized Signatory**