

REQUEST FOR PROPOSAL

for the

Group Motor Vehicle Insurance Policy for

Insurance of Motor Vehicles

owned by NABARD and its employees

01 August 2020 – 31 July 2021



National Bank for Agriculture and Rural Development

Human Resource Management Department - PPD

Head Office

C-24, 'G' Block,

Bandra Kurla Complex

Bandra (East)

Mumbai – 400 051

**National Bank for Agriculture and Rural Development
RFP for Group Motor Vehicle Insurance**

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Disclaimer

This Request for Proposal (RFP) is not an offer by NABARD, but an invitation to receive response from eligible interested bidders for Group Motor Vehicle Insurance for vehicles of NABARD and its employees. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by NABARD with the bidders. This document should be read in its entirety.

**National Bank for Agriculture and Rural Development
RFP for Group Motor Vehicle Insurance**

**Group Motor Vehicle Insurance for insurance of motor vehicles owned by
National Bank for Agriculture and Rural Development and its employees
from 01 August 2020 to 31 July 2021**

The National Bank for Agriculture and Rural Development (NABARD) intends to take motor vehicle insurance cover for vehicles (owned by NABARD and its employees) from 01 August 2020 till 31 July 2021 through **E-tendering** process. There will be a two-stage bidding process (comprising of technical and financial bids).

The "Tender Document" for the Group Motor Vehicle Insurance is available on the NABARD's website (www.nabard.org) and on the portal of C1 India Pvt. Ltd. (<https://nabard.eproc.in/>). Interested bidders are requested to refer to the said Eligibility Criterion and other Terms and Conditions. **NIT No. NB/HO/HRMD-PPD/02/2020-21**

**Chief General Manager
National Bank for Agriculture and Rural Development
Human Resource Management Department – PPD,
Head Office, 6th Floor, 'D' Wing, C-24, 'G' Block,
Bandra Kurla Complex, Bandra East,
MUMBAI – 400051, INDIA**

I. General Information

1. National Bank for Agriculture and Rural Development (NABARD) is an apex development financial institution in India having its headquarters in Mumbai (Maharashtra) and Regional Offices all over the country.
2. This is e-procurement event of Human Resource Management Department-PPD, Head Office, NABARD. The e-procurement service provider is C1 India Pvt. Ltd. You are requested to read and understand the Notice Inviting Tender and subsequent Corrigendum, if any, before submitting online bid. Tenderers who do not comply with the conditions pertaining to documentary proof (wherever required) will not qualify in the Tender for opening of financial bid.
3. The RFP is being floated to ensure that the bidder offering motor vehicle insurance manages it at a high service level and in the most cost-effective manner as possible. The insurer must have the flexibility necessary to respond to NABARD's current and changing needs.
4. NABARD has authorized Marsh India Insurance Brokers Pvt. Ltd. to solicit proposals through a two stage bidding process (comprising Technical and Financial Bids) from IRDA licensed General Insurance Companies operating in India for Group Motor Vehicle Insurance Policy for insurance of motor vehicles owned by NABARD and also its employees. Bidders are invited to submit their proposal in accordance with the enclosed Request for Proposal (RFP) terms which are also available at NABARD's website www.nabard.org under the "Tenders" section and on the portal of C1 India Pvt. Ltd. (<https://nabard.eproc.in/>).
5. Bid submission, queries and all other terms and conditions are detailed in the following sections of this document.
6. Complete confidentiality should be maintained. Information provided here should be used for its intended scope and purpose. Retention of this RFP signifies the bidder(s) agreement to treat the information as confidential. The bidder(s) must agree to bear all costs related to the preparation of their proposal.
7. NABARD assumes no responsibility or liability for any costs you may incur in responding to this RFP, including attending meetings, visits etc.
8. NABARD's primary objective in conducting this RFP is to contract with an insurer who:
 - (i) Matches the desired plan, design and contract provisions
 - (ii) Qualifies as per the *Eligibility Criterion* set forth by the NABARD as per guidelines
 - (iii) Demonstrates the ability to deliver high quality services at a competitive price

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Time Schedule for Tender Process

Task	Completion Date
Portal address	https://nabard.eproc.in/
Mode of Tender	e-tendering system (online Part I – Technical Bid and Part II – Financial Bid)
NIT No.	NB/HO/HRMD-PPD/02/2020-21
Date of NIT available to parties to download	09 July 2020
Date of starting of e-Tender opening for submission of online Technical bid and Financial bid	09 July 2020
Date & time of closing of online e-Tender for submission of online Technical bid and Financial bid	23 July 2020 05:00 pm
Date & time of opening of Part I (i.e. Technical Bid) followed by Part II (i.e. Financial Bid)	24 July 2020 11:00 am
Payment to L1	As per policy issuance

II. Response Format for RFP

1. If you intend to respond to this proposal, please follow the schedule given above. Your proposal must include the contact name for local service and account management team that the NABARD can call directly.

Address for communicating with NABARD officials is as follows:

The Chief General Manager-In-Charge
National Bank for Agriculture and Rural Development
Human Resource Management Department PPD,
Head Office, 6th Floor, 'D' Wing, Plot C-24, 'G' Block,
Bandra-Kurla Complex, Bandra East, Mumbai-400051

Questions concerning the RFP or its attachments to be directed to representatives of Marsh India Insurance Brokers Pvt. Ltd. as per details given below:-

Contact Persons		
Ms. Kirti Bansal Senior Manager e-mail: kirti.bansal@marsh.com Mob: 8291265730	Ms. Sheeba Shaikh Senior Manager e-mail: Sheeba.shaikh@marsh.com Mob : 9513444159	Mr. Chetan Mittal Asst Vice President e-mail: Chetan.Mittal@marsh.com Mob : 8390894666

*Marsh India Insurance Brokers Pvt. Ltd.
Tower-2, 12th Floor, India Bulls Centre One, Parel
Mumbai- 400013*

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In case of any difficulty, in bid submission you may contact any of the below mentioned officers of NABARD/ C1 India Pvt. Ltd.

NABARD Contact Persons	
Shri Awadhesh Bahadur Deputy General Manager Phone: +91-23-26539873 Mobile : 09510677447 e-mail: awadhesh.bahadur@nabard.org	Shri Joshi Puthoore Assistant General Manager Phone: +91-22-26539476 Mobile: 08547722208 e-mail: joshi.puthoore@nabard.org

Contact details of C1 India Pvt. Ltd. for online e-tendering support		
Sl. No.	Name of the person	Contact No.
1	Fairlin Jivin	022-66865603
2	Ujwala Shimpi	022-66865608
3	Saranraj Niacker	022-66865609
4	Jay Singh (primary contact)	7738866326
	E-mail support	nabardsupport@c1india.com jay.singh@c1india.com

2. Eligibility Criteria

- (A) Technical Bid will be opened online on specified date and time as given in the NIT.
- (B) The Technical Bid submitted by the bidders must conform to the existing motor insurance policy as per regulations on as is basis.
- (C) Financial Bid of only those bidders will be opened online who score equal to or more than **70%** marks in the Technical Bids.
- (D) The Financial Bid should be submitted in accordance with the RFP Terms & Conditions.

3. Bidders are instructed to use 'Upload Documents' link in 'Technical Bid section' to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for uploading is 20 MB.

4. Once documents are uploaded in the library, bidders can attach them through Attach Document link against the particular tender. Please note that if documents are not attached to any tender, the same cannot be downloaded by HRMD (Human Resource Management Department), NABARD and it will be deemed that the vendor has not submitted the documents. For further assistance, follow instructions given in the vendor guide.

5. All notices and correspondence to the bidder(s) shall be sent by email only, till finalization of tender is done by HRMD, NABARD as well as by C1 India Pvt. Ltd. (e-procurement service provider). Hence, the bidders are required to ensure that the email address provided by them is valid and updated with C1 India Pvt. Ltd. (i.e. service provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).

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6. (a) At any time, prior to the deadline for submission of online tender, NABARD may for any reason, modify the RFP. Please note that there is no provision to take out list of parties downloading the RFP/ tender document from the web site mentioned in NIT. As such bidders are requested to see the web site once again before the due date of opening to ensure that they have not missed any corrigendum uploaded against the said RFP after downloading the RFP document. The responsibility of downloading the related corrigenda, if any, will be of the bidder only.

(b) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer(s) who have downloaded the documents from the website. Please see website <https://nabard.eproc.in/> of C1 India Pvt. Ltd. for any corrigendum. NABARD reserves the right to accept or reject any or all the proposals in whole or part without assigning any reasons.

7. E-tender cannot be accessed after the due date and time mentioned in NIT.

8. Bidding in e-tender

- a) The process involves Electronic Bidding for submission of Technical Bid as well as Financial Bid.
- b) Bidder(s) can submit their Technical and Financial Bid through internet in C1 India Pvt. Ltd. website <https://nabard.eproc.in/>
- c) In all cases bidder should use their own ID and password along with Digital Signature at the time of submission of their bid.
- d) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- e) The e-tender floor shall remain open from the pre-announced date & time till as much duration as mentioned above.
- f) **It is mandatory that all the bids are submitted with Digital Signature Certificate otherwise the same will not be accepted by the system.**
- g) All electronic bids submitted, using valid Digital Signing Certificate, during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and the acceptance of the same by HRMD, NABARD (Buyer) will form a binding contract between Buyer and the Bidder for execution of work. Such successful tenderer shall hereafter be called VENDOR.
- h) NABARD reserves the right to cancel/reject/accept/withdraw or extend tender in full or part as the case may be without assigning any reason thereof.
- i) No deviation in the terms and conditions of the tender document is acceptable. Submission of Bid in the e-tender floor by any bidder confirms their acceptance of terms and conditions for the tender.
- j) Unit of Measure (UOM) is indicated in the e-tender floor. Rate quoted should be in Rate per mille as per UOM indicated in the e-tender floor/ tender document.

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9. The selection of insurance company resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.
10. No deviation to the technical and commercial terms and conditions will be allowed.
11. HRMD, NABARD has the right to cancel this e-tender or extend the due date of receipt of bid (s) without assigning any reason thereof.
12. The online tender should be submitted strictly as per terms and conditions and procedures laid down in the website <https://nabard.eproc.in/>.
13. The bidders must upload all the documents required as per terms of NIT. Any other document uploaded, which is not required as per terms of NIT, shall not be considered.
14. The Bid will be evaluated based on the filled-in Technical & Financial formats.
15. The documents uploaded by the bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false, incorrect, fabricated or deceitful, during scrutiny, punitive action can be taken against defaulting Insurers/Bidder(s) and they shall be blacklisted and NABARD may take any such action/s as it may deem fit.
16. NABARD intends to select only one Insurance company by issue of RFP, under contract.
17. During pre-qualification and evaluation of the e-tender, NABARD may, at its discretion, ask respondents for clarification/s on their proposal. The respondents are required to respond within the time frame prescribed by the NABARD.
18. The proposal may be uploaded along with the covering letter about the proposal, accompanied by the information/documents indicated in the Annexure and the declaration signed by the authorized signatory with Seal of the Company. All pages are required to be signed and stamped.

III. Proposal Requirements

1. The following sections include the information necessary for your organization to respond to this RFP. Your proposal must:
 - a. Consider 01 August 2020 onwards as effective date for each Policy placement and administration.
 - b. Provide premium quotes in the requested format as stated
 - c. Answer all questions in following sections clearly and concisely

Failure to submit the proposal within the stipulated time will result in disqualification.

2. You may note that for the purpose of the appointment of Group Term General Insurer, a two-stage bidding process will be followed. The response to the present tender will be submitted in three parts, i.e., the Integrity Pact (IP), the Technical Bid and the Financial Bid. The Bidder will have to submit the 'Integrity Pact', the 'Technical Bid' and the 'Financial Bid' online at C1 India Pvt. Ltd. website as per the schedule, but within the stipulated date and time. The terms and conditions of the Integrity Pact are as indicated in Annexure-3. The 'Technical Bid' will contain the exhaustive and comprehensive Technical details indicated in Annexure-1, and 'Commercial/Financial Bid' will contain the Pricing information as indicated in Annexure-2. **The Technical Bid shall NOT contain any pricing or financial information at all and if the Technical Bid contains any price related information, then that Technical Bid would be disqualified and would NOT be processed further.**

3. Your response should be organized into the following sections:

Section 1 Executive Summary / Introduction

Section 2 Proposal Compliance Letter

A letter signed by an authorized officer of your organization certifying that your proposal is complete in all respects as per RFP specifications except as specifically noted in the appropriate sections.

Section 3 Integrity Pact (as per Annexure-3 to this RFP)

Section 4 Technical Bid (as per Annexure-1 to this RFP)

Section 5 Financial Bid (as per Annexure-2 to this RFP)

Premium quotes should be inclusive of all charges excluding GST.

(Brokerage payable – 2% of Premium with a maximum of INR 10 Lakh payable by the insurer to the consultant directly)

Section 6 Enclosures to be included with Proposal

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Important Note:

4. The 'Integrity Pact' document is attached as Annexure-3. **Compliance to 'Integrity Pact' is mandatory and shall be the pre-qualification criteria.** Non-submission of 'Integrity Pact' shall disqualify the prospective vendor/bidder at the initial stage and their Technical/Financial bids shall not be opened.
5. Prospective vendors/bidders are requested to submit a duly signed and stamped 'Integrity Pact' (as per enclosed format) on an INR 200 Stamp Paper.
6. All proposal responses will be opened online in front of a Committee constituted for this purpose in NABARD.
7. The rates quoted must be final and considered firm regardless of actual claims experience as on the policy effective date. Your proposal must not include "Cancellation" and / or "Premium / Claims Review" clause.
8. It is intended that you should conform to these specifications in full. Do not quote any alternative Plan Designs. Please quote the requested financial arrangements only. Any deviation will make you liable to be disqualified. Your company will be bound to comply with the provisions set forth in this RFP.
9. NABARD reserves the right to reject any or all responses received in response to the RFP without assigning any reason whatsoever. It also reserves the right to cancel the RFP / Tender at any stage, without assigning any reason whatsoever.

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10. Evaluation of the Bids:

- The Insurance Company is registered with Insurance Regulatory and Development Authority of India for carrying out the General Insurance business.

In the first stage, only the 'Technical Bids' will be opened and Technical Bids in respect of only those bidders who fulfill the criteria as indicated in the [Annexure 1](#). The Technical Bids will be evaluated on the basis of Technical details and the points to be awarded as per following table:-

Sr. No.	Criterion	Points	Total
1	Number of Years Since License for General Insurance Business given by IRDA as on 31-3-2020		10
	1. Up to One (1) Year	2	
	2. Up to Three (3) Years	5	
	3. Up to Five (5) Years	7	
	4. Above Five (5) Years	10	
2	Gross Total Premium underwritten within India (₹ In Crores) as on 31.03.2020		10
	1. Up to ₹1000 Cr	4	
	2. ₹1000Cr- 4000 Cr	6	
	3. ₹4001 Cr -7000 Cr	8	
	4. Above ₹7000 Cr	10	
3	Motor Premium underwritten within India (₹ In Crores) as on 31.03.2020		20
	1. Up to ₹500 cr	5	
	2. ₹501 Cr- 1500 Cr	10	
	3. ₹1501 Cr-2500 Cr	15	
	4. Above ₹2500 Cr	20	
4.	Number of Motor Insurance policies being serviced during Financial Year (April 2019- March 2020)		20
	1. Upto 10 Lakhs	5	
	2. 10 Lakhs- 30 lakhs	10	
	3. 30 Lakhs- 50 Lakhs	15	
	4. Above 50 lakhs	20	
5	Number of Motor Claims handled during the financial year April 2019 to March 2020		10
	1. Upto 100000	4	
	2. >100000-250000	6	
	3. >250000-500000	8	
	4. >500000	10	

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6	Percentage of Motor claims settled during the financial year April 2019- March 2020		10
	1. Upto 50%	4	
	2. >50% - 75%	6	
	3. >75%-95%	8	
	4. 100%	10	
7	Number of branches in India		10
	1.Upto 20	4	
	2. >20 – 50	6	
	3. >50 - 100	8	
	4. >100	10	
8	Total number of cashless tie-ups across India		10
	1. Upto 1000	4	
	2. >1000 - 3000	6	
	3. >3000 - 5000	8	
	4. >5000	10	

11. Bidders scoring equal to or more than **70% marks** as per above evaluation in Technical Bid, will qualify for the further process of bidding.

12. In the second stage, the Financial Bids of only those bidders, who have qualified through the above process on the basis of evaluation of their Technical Bids, will be opened. In case of eliminated bidders, the sealed Financial Bid will be returned.

13. Lowest bidder in the Financial Bid would be L1.

NABARD reserves the right to:

- a) Reject any or all responses received in response to the RFP without assigning any reason whatsoever
- b) Cancel the RFP / Tender at any stage, without assigning any reason whatsoever.
- c) Waive or Change any formalities, irregularities, or inconsistencies in this proposal (format and delivery).
- d) Extend the time for submission of all proposals.
- e) Select the next most responsive bidder if the first most responsive bidder evaluated for selection fails to result in an agreement within a specified time frame.
- f) Select the bidder even if a single bid is received as response.
- g) 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.

RFP Terms and Conditions

14. Following additional terms and conditions shall apply to the evaluation process:

- a. **Bidder warranties** - By submitting a Response, Bidder represents and warrants to NABARD that, as at the date of submission
 - i. the Bidder has fully disclosed to NABARD in its Responses all information which could reasonably be regarded as affecting in any way NABARD's evaluation of the Response;
 - ii. all information contained in the Bidder's Response is true, accurate and complete and not misleading in any way;
 - iii. no litigation, arbitration or administrative proceeding is presently taking place, pending or to the knowledge of the Bidder threatened against or otherwise involving the Bidder which could have an adverse effect on its business, assets or financial condition or upon NABARD 's reputation if the Response is successful;
 - iv. the Bidder will immediately notify NABARD of the occurrence of any event, fact or circumstance which may cause a material adverse effect on the Bidder's business, assets or financial condition, or NABARD reputation or render the Bidder unable to perform its obligations under the NABARD agreement, if any or have a material adverse effect on the evaluation of the responses by NABARD; and
 - v. the Bidder has not and will not seek to influence any decisions of NABARD during the evaluation process or engage in any uncompetitive behavior or other practice which may deny legitimate business opportunities to other Bidders.

15. Confidentiality: Bidder must keep confidential any information received from NABARD or any of its employees, either as a part of the insurance process or in any other manner whatsoever.

16. Bid Submission: Technical Bid and Financial Bid to be submitted in C1 India Pvt. Ltd. portal as per annexures.

17. The bid should be signed by the bidder or any person duly authorized to bind the bidder to the contract. The signatory should give a declaration and through authenticated documentary evidence establish that he/she is empowered to sign the tender documents and bind the bidder. All pages of the tender documents except brochures, if any, are to be signed by the authorized signatory.

18. The bid should contain no interlineations, erasures or over-writings except as necessary to correct errors made by the bidder. In such cases, the person/s signing the bid should initial such corrections.

19. The bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

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20. No columns of the tender should be left blank. Offers with insufficient information and Offers which do not strictly comply with the stipulations given above, are liable for rejection.
21. The bids will be opened in the presence of authorized representatives of the bidders. However, the representative of the bidder has to produce an authorization letter from the bidder to represent them at the time of opening of Technical / Commercial bids. Only two representatives will be allowed to represent any bidder. In case the bidder's representative is not present at the time of opening of bids, the quotations / bids will still be opened at the scheduled time at the sole discretion of NABARD.
22. **Financial documents-** NABARD may request additional financial/business information from the Bidder at its discretion.
23. **Selection criteria-** The selection criteria, inquiries, questions or information put forth in the Response are meant to be provided on the aforesaid and established through the details submitted by the bidder in the Technical Bid. Financial bids of those companies which do not meet the evaluation standard of **70%** marks, will not be opened and processed further.
24. **Termination/or suspension of evaluation process** - NABARD reserves the right to suspend or terminate the 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. Bidders will be notified if any suspension or termination occurs but NABARD is not obliged to provide any reasons.
25. **Responsibility for Costs** - Bidder is responsible for all costs, expenses or liabilities incurred by them or on their behalf in relation to the evaluation process (including in relation to providing NABARD with the response, the revised response or any additional information).
26. **Non-Reliance by Bidder** - Bidder, by submitting a Response, acknowledges that:
- i. it does not rely on any information, representation or warranty, whether oral or in writing or arising from other conduct, other than that specified in this RFP or otherwise provided by NABARD in writing;
 - ii. it has made its own inquiries as to regarding the risks, contingencies and other circumstances that may have an effect on the Bidder's Response as well as the accuracy, currency or completeness of such information; and
 - iii. 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 NABARD in whole or part. Additionally, and at any point of the evaluation and selection process, NABARD may require the Bidder to execute a Non-disclosure Agreement (NDA) if the Bidder has not executed an NDA with NABARD previously.

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27. **Disclaimer-** Whilst all reasonable care has been taken in compiling this Response document, the figures, documents and details are presented in good faith; and no warranty or guarantee (express or implied) is given by NABARD as to the completeness or accuracy of the Response or any information provided in or in connection with it. To the maximum extent permitted by law:
- a. NABARD, its officers, employees and agents will not be liable in any way whatsoever for any loss, damage, cost or expense (including without limitation any liability arising from any fault or negligence on their part) arising from the evaluation process; and
 - b. each Bidder releases and indemnifies NABARD from all claims, suits, demands, proceedings, actions, liabilities, damages and costs which may arise under statute, law, equity or otherwise arising from, whether directly or indirectly, or in connection with the evaluation and selection process.
28. This RFP is not an offer to contract, nor should it be construed as such; it is a definition of specific NABARD requirements and an invitation to recipients to submit a responsive proposal addressing such requirements. NABARD reserves the right to make no selection and enter into no agreement as a result of this RFP. Only the execution of a written agreement between NABARD and a vendor will obligate NABARD in accordance with the terms and conditions contained in such agreement.
29. It should be understood that your response to this RFP constitutes an offer to do business on the terms stated in your response and that, should a contract be awarded to you, NABARD may, at its option, incorporate all or any part of your response to this RFP in the contract. NABARD reserves the right to accept your offer without further discussions and without any additional opportunity for you to amend, supplement or revise your submitted offer.
30. NABARD's right to verify - NABARD reserves the right to conduct a site survey or obtain other evidence of facilities, resources, and managerial, financial and Bidder performance abilities prior to announcing the successful Bidder.

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Annexure 1 should be duly filled in and uploaded on C1 India Pvt. Ltd. website.

Technical Bid for Policies in Period 01 August 2020 to 31 July 2021

Sr.	Parameters (as on March 31, 2020)	Response
1.	Number of years since license for General Insurance Business was obtained from IRDAI	
2.	Gross Total Premium underwritten within India (₹ in Crores)	
3.	Motor Premium underwritten within India (₹ In Crores)	
4.	Number of Motor Insurance policies being serviced during Financial Year (April 2019 to March 2020)	
5.	Number of Motor Claims handled (April 2019 to March 2020)	
6.	Motor Insurance Claims Ratio for FY (2019-20) as per IRDA published statistics	
7.	Number of branches in India	
8.	Total number of cashless tie ups in India	

Sr	Other particulars	Yes / No
9.	Will have a Insurer's toll free number dedicated for NABARD.	
10.	Automatic roll-over / renewal	
11.	Insured Customer's own declaration to suffice for NCB entitlement.	
12.	Pre-Inspection to be conducted only in the case of break in insurance.	
13.	Cashless claim settlement to be assured at authorized branded workshops.	
14.	Premium & Claim MIS to be submitted on fortnightly basis to NABARD.	
15.	Dedicated account management team from Insurer's end.	
16.	Account review to be done monthly basis by NABARD	

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Annexure 2 should be duly filled in and uploaded on C1 India Pvt. Ltd. website.

Financial Bid for Policy Period 01 August 2020 to 31 July 2021

Group Motor Vehicle Insurance — Comprehensive

Own Damage Section	Insurer Remarks (Please indicate %age Discount)
Own Damage Discount percentage on the IDV (4 wheeler)	
Own Damage Discount percentage on the IDV (2 wheeler)	
Policy Excess/ Deductibles Applicable as per Indian Motor Tariff	

Add on Section (Cover upto 7 years)	I yr (new vehicle)	II yr	III yr	IV yr	V yr	VI yr	VII yr	Excess/ Deductible if any
Nil Depreciation (4 wheeler) (in %age)								
Nil Depreciation (2 wheeler) (in %age)								
Engine Protect (4 wheeler) (in %age)								
Consumables Cover (4 wheeler) (in %age)								
Road Side Assistance; Key Replacement; Loss of Personal Belongings (INR)								

Rates should be valid for a period of 12 months effective 01 August 2020 inclusive of the following:

- **Brokerage 2%**

Annexure 3 should be duly filled in and uploaded on C1 India Pvt. Ltd. website.

To be provided on ₹200 Stamp paper

INTEGRITY PACT

Between

National Bank for Agriculture and Rural Development (NABARD) hereinafter referred to as **“The Principal”**

And

..... hereinafter referred to as **“The Bidder/Contractor”**

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, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

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

- a. No employee of the Principal, personally or through family members, will in connection with the tender for, or 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.
- b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender 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 process or the contract execution.
- c. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

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

- (1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) / Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution :
- a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or 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 process or during the execution of the contract.
 - b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any 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.
 - c. The Bidder(s)/Contractor(s) will not commit any 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.
 - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.
 - e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
 - f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- (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 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 in any other form which put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) /Contractor(s) from the tender process.

Section 4 – Compensation for Damages

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
- (2) 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 of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

- (1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

Section 6 – Equal treatment of all Bidders / Contractors/ Subcontractors

- (1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors
- (3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidders(s) / Contractor(s)/ Subcontractor(s)

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 same to the Chief Vigilance Officer.

Section 8 – Independent External Monitor

- (1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by the Central Vigilance Commission. 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.

The Independent External Monitor appointed for NABARD is

Shri Pramod Kumar Sangewar, IRSS (Retd.)
H. No. 12-5-65/1, Flat No. 109
Sri Harsha Sethuram Unique
Vijayapuri Colony, South Lalaguda
Secunderabad 500017
Telangana State

- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders /Contractors as confidential. He / she reports to the Chairman, NABARD.
- (3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
- (4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s) /Contractor(s) / Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABARD and recuse himself/herself from that case.
- (5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, 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.
- (6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, 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.
- (7) The monitor will submit a written report to the Chairman, NABARD within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.

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- (8) If the Monitor has reported to the Chairman, NABARD, a substantiated suspicion of an offence under the relevant IPC/PC Act, and the Chairman NABARD has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word ‘**Monitor**’ would include both singular and plural.

Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

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 above, unless it is discharge/determined by the Chairman of NABARD.

Section 10 – Other provisions

- (1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the Principal, i.e. Mumbai.
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) 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.
- (5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

(For & On behalf of the Principal)
(Office Seal)

(For & on behalf of the Bidder/Contractor)
(Office Seal)

Place _____
Date _____

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Witness 1:

(Name & Address)

Witness 2:

(Name & Address)
