



Request for Proposal to obtain Standard Fire & Special Perils Insurance Policy, Burglary Insurance Policy and Electronic Equipment Insurance Policy for period 01.06.2024 to 31.05.2025

Insured	Bank of Baroda
Scope of Cover	
Standard Fire & Special Perils Cover	As per SFSP with Earthquake (Fire & Shock) and Terrorism cover & Naxal Attack.
Burglary	The loss or damage to the insured property and premises due to burglary, house breaking, theft / attempted theft, robbery, hold up, attempted theft and Riot, strikes and civil commotion.
EEL Cover	As per EEL policy including but not limited to: Loss or damage due to electrical / mechanical breakdowns, Voltage Fluctuations. Water &, Short circuit & electrical fire risk, Falling Object & entry of foreign bodies.
Address for Communication	Head Office, 7 th Floor, Baroda Bhawan, Alkapuri, R C Dutt Road, Baroda, Gujarat - 390007
Locations to be covered	All Registered Locations of Bank within India including ATMs on sites and off sites
Description of Property	Movable & Immovable Assets of Branches & Offices of our Bank all over the India
Immovable Assets	Premises- owned or rented, Residential & Commercial including Plinth & Foundation
Moveable Assets	Contents of every description for trade but not limited to AC Plants, ACs, Franking machines, Refrigerators & coolers, FFF & Electricals, Computers, Hardware, Peripherals, Safe deposit Vaults, cash safe, data safe, consumables, other Electrical or Electronic routers, switches, main frame server, all ATMs, V set / antenna set. Video conferencing equipment and all other office equipment belonging to the insured. Laptops, Mobiles, Cell Phone, POS, I-Pad/Tablet, PCs and all other moveable electronic equipment across India as incorporated in Bank's Asset Register
Occupancy of Risk	Office premises, Meeting Rooms
Policy Period	01.06.2024-31.05.2025
Expiring Insurer	ICICI Lomabrd General insurance Company
Deductibles	
Electronic Equipment Insurance	For equipment's (other than Winchester Drive & Hard Disc Drive) with value up to Rs. 1 Lakh the excess is 5% of Claim Amount subject to a minimum of Rs.1,000/-, For Winchester Drive/Hard Disc drives with value up to Rs. 1 Lakh the excess is 10% of Claim Amount subject to a minimum of Rs.2,500/-For equipment's (other than Winchester Drive / Hard Disc Drive) with value more than Rs. 1 Lakh the excess is 5% of Claim Amount subject to a minimum of Rs. 2,500/- For Winchester Drive / Hard Disc Drives with value more than Rs. 1 Lakh the excess is 25% of Claim Amount subject to a minimum of Rs.10,000/-



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Head Office: Insurance Department, 7th floor, Baroda Bhawan, R C Dutt Road, Alkapuri, Baroda-390 007 Gujarat

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	For Equipment & External Data Media with value up-to Rs. 1 lakh, the excess is 7% of the claim amount subject to a minimum of Rs. 3000/-. For Equipment & External Data Media / Winchester drives / Hard disc drives with value more than Rs. 1 lakh, the excess is 2 times the normal excess. For Personal Computers, the excess is 5% of claim amount subject to a minimum of Rs. 2500/-
Burglary	5% of Claim amount subject to minimum of INR 1000/- for each and every loss.
Fire	Minimum as per GIC council based on Location SI Policies having Sum Insured up to INR 10 cr per location - 5% of claim amount subject to a minimum of Rs 10,000/- Policies having Sum Insured above INR 10 cr per location up to INR 100 cr per location - 5% of claim amount subject to a minimum of INR 25,000/ Policies having Sum Insured above INR 100 cr and up to INR 1500 cr per location - 5% of claim amount subject to a minimum of INR 5 lakhs Policies having Sum Insured above INR 1500 Cr and up to INR 2500 cr per location - 5% of claim amount subject to a minimum of INR 25 lakhs
Fire Policy	
Sum Insured	₹ 4820.70 Crore
Particulars	Bifurcation of Sum Insured
Immovable Residential	₹1539.43 Crore
Immovable Commercial	₹1720.63 Crore
Total Immoveable assets	₹3260.06 Crore
Movable assets	₹1560.64 Crore
Total Assets	₹4820.70 Crore
CLAUSES ATTACHED	
Particulars	Proposed Policy
Designation of Property Clause	Covered
Local Authorities Clause	Covered
Architects, Surveyors and Consulting Engineers Fees	Covered up to 3% of claim amount
Removal of Debris Clause	Covered up to 1% of claim amount
Basement Clause	Covered
Reinstatement Value Clause	Covered
SPECIAL CONDITIONS	
Special Conditions	Coverage's
	Survey Report should also be shared with Bank as well as Insurance Broker Team
	Waiver of Payment Proof for losses up to 1 lacs
	All bank/office premises are covered as per banks records
Burglary Policy	
Sum Insured	₹1560.64 Crore





First Loss Basis	10%
ADD-ON COVERS	
Particulars	Amount
Theft Extension	Covered
Terrorism Extension	Covered
RSMD Cover	Covered
Electronic and Equipment Policy	
Sum Insured	₹258.08 Crore
List of Surveyor to be incorporated in the policy	
	1. Mack Insurance Surveyors
	2. Proclaim Insurance Surveyors & Loss adjusters
	3. IAR Surveyors
	4. McLarens Insurance Surveyors & Loss Assessors India Pvt Ltd

Calculation of sum assured for EEI Policy 01.06.2024 to 31.05.2025

Sl No.	ITEMS	No of Units Considered for SA	Replacement Value in Rs.	Total Sum Insured in Rs.
1	VSATs including IDU/Modem/Router (installed exclusive for ATM)	361	37,000.00	1,33,57,000
2	ATMs (Capex)	2538	2,52,000.00	63,95,76,000
3	BNA/ Cash Recyclers	1589	5,00,000.00	79,45,00,000
4	Self Service Pass Book Printers (OLD) - M/s Aplab	1240	1,74,000.00	21,57,60,000
5	Self Service Pass Book Printers (NEW) - M/s Aplab and M/s Aurionpro	1000	2,68,500.00	26,85,00,000
6	Self Service Pass Book Printers (NEW) - M/s CMS and M/s MCT Cards	3000	1,66,380.00	49,91,40,000
7	1000 Digital Signage System to be procured through new RFP	1000	1,50,000.00	15,00,00,000
	TOTAL (A)	10728	15,47,880.00	2,58,08,33,000



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Special Conditions Applicable to the said Policy:

1. Bank is in the process of conducting a revaluation of assets on reinstatement basis. This exercise may take 3 to 6 months. Once the Revaluation is complete bank may cancel the renewed Fire policy on a prorata refund basis and may opt for a fresh policy with the same insurer for the next Renewal period i.e. 12 months as per the tender terms and Conditions.
2. For Assets covered under the AMC , Claims should be not repudiated solely on the grounds on AMC Contracts are renewed or not and claim should be payable in full.
3. No under insurance will be applicable in case of partial / total losses.
4. Waiver of requirement of FIR for settlement of claim under EEI & Fire policy. In case of Burglary claims FIR will be submitted where claim amount is more than ₹ 1.00 lac.
5. Scanned copy of documents will be submitted through Bank's email id for settlement of claims. There will be no compulsion of original claim documents.
6. Values of assets have already been depreciated and immoveable assets have already been factored after revaluation.
7. If any of the coverage mentioned above is available at add on basis, Insurance Company may consider it as add on basis.
8. Claims shall not be repudiated / reduced solely on the ground of non-functioning of installed Alarm System/CCTV and other surveillance systems on the day of the incident of Dacoity &/or burglary &/or robbery at the respective branch.
9. Deploying of armed guards / unarmed guards or caretakers in branches and ATMs is entirely at the discretion of Bank hence non-deployment / non-availability of such Persons at affected site shall not be a ground for delaying / repudiation of claim.
10. Omission to insure 5%.
11. 72 Hours Clause will be applicable for AOG Perils.
12. Bank will provide the Asset register in an event of a claim pertaining to that particular branch.
13. All newly opened Branches / assets purchased during the policy period should be automatically covered for insurance from date of purchase / installation. We will provide data of total assets (present value) on quarterly basis and the company will charge pro-rata premium on increased value of assets from CD balance maintain by us with the company.
14. As per the accounting procedure, there may be some assets which are occupied / purchased but not capitalized. Insurance coverage should be provided for such assets. Bank will declare the value of such assets.
15. Furniture / Electronic items provided to employees under staff benefit scheme will also be covered under all the policies as the value of such items is included in sum assured as mentioned above.
16. Bank gets input credit @ 50% of total GST paid on all assets purchased or repaired. The remaining 50% GST must be considered at the time of calculation of claim amount. **Bank will not provide any supporting document with regard to GST input credit.**



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17. Final Police Report should not be made mandatory under Burglary policy. An on account payment of 75% needs to be released by the insurer post the loss is assessed by the surveyor and remaining 25% claims amount should be released after submission of Current Status Report of incident from the Police Authority.

Status of claims as on 31.03.2024 consolidated for all three policies : (Amt. in Lacs)

Policy Year	Premium Paid in lacs(excl. GST)	Lodged		Settled		Rejected		Pending	
		No.	Amt.	No.	Amt.	No.	Amt.	No.	Amt.
2021-22, ICICI Lomb.	240.37	596	173.88	596	173.88	0	0	0	0.00
2022-23, Chola MS	183.82	511	163.22	502	157.10	0	0	9	6.12
2023-24, ICICI Lomb.	190.86	210	198.23	196	86.67	0	0	14	111.56
Total		1317	535.33	1294	417.65	0	0	23	117.68

Bifurcation of claim under Fire, Burglary & EEI Policy as on 31.03.2024 :

(Amt. in Lacs)

FIRE	Claim lodged		Settled		Rejected		Pending	
	No.	Amt.	No.	Amt.	No.	Amt.	No.	Amt.
2021-22, ICICI LOM.	32	78.34	32	78.34	0	0.00	0	0.00
2022-23, Chola MS	22	66.10	22	66.10	0	0.00	0	0.00
2023-24, ICICI Lomb.	25	148.20	20	41.18	0	0	5	107.02
Total	79	292.64	74	185.62	0	0.00	5	107.02
BURGLARY	Claim lodged		Settled		Rejected		Pending	
	No.	Amt.	No.	Amt.	No.	Amt.	No.	Amt.
2021-22, ICICI LOM.	38	6.51	38	6.51	0	0.00	0	0.00
2022-23, Chola MS	45	21.50	42	20.45	0	0.00	3	1.05
2023-24, ICICI Lomb.	9	2.42	9	2.42	0	0	0	0.00
Total	92	30.43	89	29.38	0	0.00	3	1.05
ELECTRONIC EQUIPMENT	Claim lodged		Settled		Rejected		Pending	
	No.	Amt.	No.	Amt.	No.	Amt.	No.	Amt.
2021-22, ICICI LOM.	510	83.72	510	83.72	0	0.00	0	0.00
2022-23, Chola MS	444	75.61	438	70.54	0	0.00	6	5.07
2023-24, ICICI Lomb.	176	47.61	167	43.07	0	0.00	9	4.54
Total	1130	206.94	1115	197.33	0	0.00	15	9.61

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Tendering process will be divided in two sections as mention below:

A. Technical Bid

B. Financial Bid

A. Technical Bid

- ❖ General Insurance Companies having underwritten a premium of minimum INR 2500 Cr during the Last Financial Year (FY 2022-23).
- ❖ Bank will entertain bid submitted by all India based offices to decide L1 bidder.

Insurance Co should submit the following details to Bank:

1. Declaration for Technical Bid - (Format of the Technical Bid Declaration Attached with this Tender as Annexure 1). The Declaration must be submitted on the company's letter head and must bear the company's seal and the name, designation and signature of the Authorised Signatory of the company
2. Complete Tender Document must be stamped & signed by the Authorised Signatory.
3. Bidder has to submit the Integrity Pact as per Annexure-3 (on a stamp of Rs. 500/-) along with Technical bid envelope

B. Financial Bid

The financial bid should be submitted in the format as per Annexure 2 (Format of the same is attached with this Tender Document).

Submission of Bid:

1. Technical Bid (Envelop 1) – Mention the Name of the Insurance Company and should have Annexure 1 as mentioned above.
2. Financial Bid (Envelope-2) – Mention the Name of the insurance Company and should have Annexure 2 as mentioned above.
3. Both the Envelopes with “Name of the Company“ should be placed and kept together in a sealed Envelope-3 super scribed – “Request for Proposal of Standard Fire & Special Perils, Burglary and Electronic Equipment Insurance Policy, Bank of Baroda”

Selection of Bidder:

Bank shall facilitate the opening of bids on **14.05.2024** at the address mentioned in the schedule below in front of the Bidders. The Insurance Company may depute their authorized representative (Not more than one) for the said proposal.

The selection processes consist of two stages:

- In the first stage, Bank will evaluate the technical bids for all the participants and the bidders who qualify in technical evaluation and who agree to all terms and conditions of the tender will be declared as technically qualified for financial bid. The financial bid will be opened immediately after opening of technical bid.

In the second stage, the financial bids of technically qualified bidders will be opened and L1 amongst them will be awarded the tender.



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- In case of multiple bidders qualifying as L1 for this Tender, the Bank may seek additional information/documents listed below and it will be the bank's sole discretion to declare L1 bidder basis the overall market presence and service capabilities:

- Property Insurance premium earned in last 3 years.
- Solvency ratio.
- Property claims settlement ratio.

General Instruction to insurance companies participating in the tender process:

- The Tender will be awarded to the Insurer who agrees to all the policy terms & conditions as mentioned in the Technical bid declarations.
- Offers including those received late or incomplete offers shall not be considered without assigning any reason whatsoever. Bank of Baroda reserves the right to make any change in the terms and conditions of offer before opening the price bid including the last date for submission of Bids.
- The offer should be neatly typed and there should be no hand-written addition/alterations. Such additions/alterations will make the offer ineligible. Details must be completely filled up. Bank of Baroda may treat offers not adhering to these guidelines as unacceptable.
- In case the selected bidder withdraws his offer, Bank reserves right to take such action as it deems fit, including claim of damages against the Bidder.

Insurance Broker: M/s Global insurance Brokers Private Limited.

Point of contacts:

Mr. Vivek Singh (Contact No.:8879271108 & E-mail id: vivek.singh@globalinsurance.co.in)

Mr. Sudeep Dhakad (Contact No.: 8819861982 & E-mail id: sudeep.dhakad@globalinsurance.co.in)

[A]: Important Dates - RFP Coordinator

Activity	Time Line
RFP Issuance Date	23.04.2024
Last date of Seeking clarification	Up to 30.04.2024 on e-mail id: insurance.ho@bankofbaroda.co.in vivek.singh@globalinsurance.co.in sudeep.dhakad@globalinsurance.co.in Contact No.-0265-2316726/27/28/78
Last date & time for Bids submission	14.05.2024 up to 11.30 AM
Date and time for Technical Bid opening	14.05.2024 at 12.00 noon
Date and time for Financial Bid opening	Immediately after acceptance of Technical Bids

All proposals i.e. Technical Bid and Financial Bid should be submitted in two separate envelopes on the address given below: (Please ensure cover should be super scribed with "Bid for submission of Locker Insurance Policy")



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**General Manager
(Operations & Services)**

Bank of Baroda
Head Office, 7th floor, Baroda Bhawan
R C Dutt Road, Alkapuri, Vadodara, Gujarat- 390007

Right to Reject Bids:

Bank reserves the absolute and unconditional right to reject the response to this RFP if it is not in accordance with its requirements and no correspondence will be entertained by the Bank in the matter. The bid is liable to be rejected if:

It is not in conformity with the instructions mentioned in the RFP document.

- ▶ It is not properly or duly signed.
- ▶ It is received through Telex / telegram / fax
- ▶ It is received after expiry of the due date and time.
- ▶ It is incomplete including non- furnishing the required documents.
- ▶ It is evasive or contains incorrect information.
- ▶ There is canvassing of any kind.
- ▶ Submitted by related parties
- ▶ It is submitted anywhere other than the place mentioned in the RFP.

Further Bank reserves the rights to:

- ▶ Reject any or all responses received in response to the RFP
- ▶ Extend the time for submission of all proposals
- ▶ Cancel the RFP at any stage, without assigning any reason whatsoever.
- ▶ Visit the place of work of the bidder
- ▶ Conduct an audit of the services provided by the bidder.
- ▶ Ascertain information from the Banks and other institutions to which the bidders have rendered their services for execution of similar projects.
- ▶ Revise any part of the tender document, by providing a written addendum at any stage till the award of the contract. The Bank reserves the right to issue revisions to this tender document at any time before the award date. The addendums, if any, shall be published on Bank's website only.

General Terms and conditions:

The RFP document is not recommendation; offer to enter into a contract, agreement or any other arrangement, in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between the Bank and any



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successful Bidder as identified by the Bank, after completion of the selection process as detailed in this document.

- 1.2. Information Provided: The RFP document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with the Bank in relation to the provision of services. Neither the Bank nor any of its directors, officers, employees, agents, representative, contractors, or advisers gives any representation or warranty (whether oral or written), express or implied as to the accuracy, updating or completeness of any writings, information or statement given or made in this RFP document.
- 1.3. For Respondent Only: The RFP document is intended solely for the information of the party to whom it is issued ("the Recipient" or "the Respondent") and no other person or organization.
- 1.4. Costs Borne by Respondents: All costs and expenses (whether in terms of time or money) incurred by the Recipient / Respondent in any way associated with the development, preparation and submission of responses, including but not limited to attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by the Bank, will be borne entirely and exclusively by the Recipient / Respondent.
- 1.5. No Legal Relationship: No binding legal relationship will exist between any of the Recipients / Respondents and the Bank until execution of a contractual agreement to the full satisfaction of the Bank.
- 1.6. Recipient Obligation to Inform Itself: The Recipient must apply its own care and conduct its own investigation and analysis regarding any information contained in the RFP document and the meaning and impact of that information.
- 1.7. Evaluation of Offers: Each Recipient acknowledges and accepts that the Bank may, in its sole and absolute discretion, apply whatever criteria it deems appropriate in the selection of Bidder, not limited to those selection criteria set out in this RFP document.
- 1.8. The issuance of RFP document is merely an invitation to offer and must not be construed as any agreement or contract or arrangement. The bidders unconditionally acknowledges by submitting its response to this RFP document that it has not relied on any idea, information, statement, representation, or warranty given in this RFP document.
- 1.9. Acceptance of Terms: the bidders will, by responding to the Bank's RFP document, be deemed to have accepted the terms as stated in this RFP document
- 1.10. Only one submission of response to RFP by each Respondent will be permitted.
- 1.11. The Bank expects the Bidder to adhere to the terms of this tender document and would not accept any deviations to the same.



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- 1.12. The Bank expects that the Bidder appointed under the tender document shall have the single point responsibility for fulfilling all obligations and providing all deliverables and services required by Bank.
- 1.13. Unless agreed to specifically by the Bank in writing for any changes to the issued tender document, the Bidder responses would not be incorporated automatically in the tender document.
- 1.14. The Bank will notify the Respondents in writing as soon as practicable after the RFP Evaluation Complete date, about the outcome of the RFP evaluation process, including whether the Respondent's RFP response has been accepted or rejected. The Bank is not obliged to provide any reasons for any such acceptance or rejection.
- 1.15. All responses received after the due date/time as mentioned in "[A] Important Dates. Last Date of Submission of RFP Response (Closing Date)" would be considered late and would be liable to be rejected. E procurement portal will not allow to lodgment of RFP response after the deadline. It should be clearly noted that the Bank has no obligation to accept or act on any reason for a late submitted response to RFP. The Bank has no liability to any Respondent who lodges a late RFP response for any reason whatsoever, including RFP responses taken to be late only because of another condition of responding.
- 1.16. The Bank has established RFP coordinators to provide a venue for managing bidder relationship and other requirements through the Bank's decision making body for contract clarification. All the queries and communication must be addressed to the RFP coordinators / contact persons from the Bank mentioned in "[A] Important Dates - RFP Coordinator"
- 1.17. Recipients are required to direct all communications for any clarification related to this RFP to RFP Coordinator.
- 1.18. All questions relating to the RFP, eligibility or otherwise, must be in writing and addressed to the addresses given in point "[A] Important Dates" above. Interpersonal communications will not be entered into and a Respondent will be disqualified if attempting to enter into such communications. The Bank will try to reply, without any obligation in respect thereof, every reasonable question raised by the Respondents in the manner specified.
- 1.19. However, the Bank may in its absolute discretion seek, but under no obligation to seek, additional information or material from any Respondents after the RFP closes and all such information and material provided must be taken to form part of that Respondent's response.
- 1.20. Respondents should invariably provide details of their email address (as) as responses to queries will only be provided to the Respondent via email. If Bank in its sole and absolute discretion deems that the originator of the query will gain an advantage by a response to a question, then Bank reserves the right to communicate such response to all Respondents.
- 1.21. The Bank may in its absolute discretion engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the RFP closes to improve or clarify any response.
- 1.22. All submissions, including any accompanying documents, will become the property of the Bank. The bidder shall be deemed to have licensed, and granted all rights to, the Bank to reproduce the whole or any portion of their submission for the purpose of evaluation, to disclose the contents of the submission to other bidders who have registered a submission and to disclose and/or use the



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contents of the submission as the basis for any resulting RFP process, notwithstanding any copyright or other intellectual property right of the Recipient that may subsist in the submission or accompanying documents

- 1.23. All responses should be in English language. All responses by the bidder to this tender document shall be binding on such bidder for a period of 180 days after opening of the bids.
- 1.24. The bidder may modify or withdraw its offer after submission but prior to the closing date and time as prescribed by Bank. No offer can be modified or withdrawn by the bidder subsequent to the closing date and time for submission of the offers.
- 1.25. The bidders required to quote for all the components/services mentioned in the "Project scope" and all other requirements of this RFP. In case the bidder does not quote for any of the components/services, the response would be deemed to include the quote for such unquoted components/service. It is mandatory to submit the details in the formats provided along with this document duly filled in, along with the offer. The Bank reserves the right not to allow / permit changes in the technical specifications and not to evaluate the offer in case of non-submission of the technical details in the required format or partial submission of technical details.
- 1.26. In the event the bidder has not quoted for any mandatory items as required by the Bank and forming a part of the tender document circulated to the Bidder's and responded to by the bidder, the same will be deemed to be provided by the bidder at no extra cost to the Bank.
- 1.27. The Bank is not responsible for any assumptions or judgments made by the bidder for proposing the deliverables. The Bank's interpretation will be final.
- 1.28. The Bank ascertains and concludes that everything as mentioned in the tender documents circulated to the Bidder and responded by the Bidders have been quoted for by the Bidder, and there will be no extra cost associated with the same in case the Bidder has not quoted for the same.
- 1.29. All out of pocket expenses, traveling, boarding and lodging expenses for the entire life of the contract should be a part of the financial bid submitted by the Bidder to the Bank. No extra costs on account of any items or services or by way of any out of pocket expenses, including travel, boarding and lodging etc. will be payable by the Bank. The Bidder cannot take the plea of omitting any charges or costs and later lodge a claim on the Bank for the same.
- 1.30. Responses to this RFP should not be construed as an obligation on the part of the Bank to award a contract / purchase contract for any services or combination of services. Failure of the Bank to select a bidder shall not result in any claim whatsoever against the Bank. The Bank reserves the right to reject any or all bids in part or in full, without assigning any reason whatsoever.
- 1.31. By submitting a proposal, the bidder agrees to contract with the Bank within the time period proscribed by the bank. Failure on the part of the successful bidder to execute an agreement with the Bank will relieve the Bank of any obligation to the bidder, and a different bidder may be selected based on the selection process.



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- 1.32. The terms and conditions as specified in the RFP and addendums (if any) thereafter are final and binding on the bidders. In the event the bidders not willing to accept the terms and conditions of the Bank, the bidder may be disqualified. Any additional or different terms and conditions proposed by the bidder would be rejected unless expressly assented to in writing by the Bank and accepted by the Bank in writing
- 1.33. The bidder shall represent and acknowledge to the Bank that it possesses necessary experience, expertise and ability to undertake and fulfill its obligations, involved in the performance of the provisions of this RFP. The bidder represents that the proposal to be submitted in response to this RFP shall meet the proposed RFP requirement. If any services, functions or responsibilities not specifically described in this RFP are an inherent, necessary or customary part of the deliverables or services and are required for proper performance or provision of the deliverables or services in accordance with this RFP, they shall be deemed to be included within the scope of the deliverables or services, as if such services, functions or responsibilities were specifically required and described in this RFP and shall be provided by the bidder at no additional cost to the Bank. The bidder also acknowledges that the Bank relies on this statement of fact, therefore neither accepting responsibility for, nor relieving the bidder of responsibility for the performance of all provisions and terms and conditions of this RFP, the Bank expects the bidder to fulfill all the terms and conditions of this RFP.
- 1.34. The bidder covenants and represents to the Bank the following:
- ▶ It is duly incorporated, validly existing and in good standing under as per the laws of the state in which the entity is incorporated.
 - ▶ It has the corporate power and authority to enter into Agreements and perform its obligations there under.
- 1.35. The execution, delivery and performance under an Agreement by bidder :
- ▶ Will not violate or contravene any provision of its documents of incorporation;
 - ▶ Will not violate or contravene any law, statute, rule, regulation, licensing requirement, order, writ, injunction or decree of any court, governmental instrumentality or other regulatory, governmental or public body, agency or authority by which it is bound or by which any of its properties or assets are bound;
 - ▶ Except to the extent that the same have been duly and properly completed or obtained, will not require any filing with, or permit, consent or approval of or license from, or the giving of any notice to, any court, governmental instrumentality or other regulatory, governmental or public body, agency or authority, joint venture party, or any other entity or person whatsoever.
- 1.36. The bidder shall undertake to provide appropriate human as well as other resources required, to execute the various tasks assigned as part of the project, from time to time.
- 1.37. The Bank would not assume any expenses incurred by the bidder in preparation of the response to this RFP and also would not return the bid documents to the Bidders
- 1.38. The Bank will not bear any costs incurred by the bidder for any discussion, presentation, demonstrations etc. on proposals or proposed contract or for any work performed in connection therewith.



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- 1.39. Preliminary Scrutiny – The Bank will scrutinize the offers to determine whether they are complete, whether any errors have been made in the offer, whether required documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. The Bank may, at its discretion, waive any minor non-conformity or any minor deficiency in an offer. This shall be binding on all bidders and the Bank reserves the right for such waivers and the Bank's decision in the matter will be final.
- 1.40. Clarification of Offers – To assist in the scrutiny, evaluation and comparison of offers, the Bank may, at its discretion, ask some or all bidders for clarification of their offer. The Bank has the right to disqualify the bidder whose clarification is found not suitable to the proposed project.
- 1.41. No Commitment to Accept Lowest bid or Any Tender – The Bank shall be under no obligation to accept the lowest price bid or any other offer received in response to this Tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.
- 1.42. Erasures or Alterations – The offers containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled up. Correct information of the services being offered must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure / manual" is not acceptable. The Bank may treat the offers not adhering to these guidelines as unacceptable.
- 1.43. Price Discussion – It is absolutely essential for the Bidders to quote the lowest price at the time of making the offer in their own interest. The Bank reserves the right to do price discovery and engage the successful bidder in discussions on the prices quoted.
- 1.44. If the Bank is not satisfied with the specifications as specified in the tender document and observes major deviations, the bids of such bidders will not be short-listed for further evaluation. No further discussions shall be entertained with such bidders in respect of the subject bid.
- 1.45. The Bidder shall perform its obligations under this Tender as an independent contractor, and shall not engage subcontractors to perform any of the Deliverables or Services without the prior permission from Bank. Neither this Tender nor the Bidder's performance of obligations under this Tender shall create an association, partnership, joint venture, or relationship of principal and agent, master and servant, or employer and employee, between the Bank and the Bidder or its employees, subcontractor; and neither Party shall have the right, power or authority (whether expressed or implied) to enter into or assume any duty or obligation on behalf of the other Party.
- 1.46. The Bidder shall solely be responsible for all payments (including any statutory payments) to its employees and / or sub-contractors and shall ensure that at no time shall its employees, personnel or agents hold themselves out as employees or agents of the Bank, nor seek to be treated as employees of the Bank for any purpose, including claims of entitlement to fringe benefits provided by the Bank, or for any kind of income or benefits. The Bidder alone shall file all applicable tax returns for all of its personnel assigned hereunder in a manner consistent with its status as an independent contractor of services; and the Bidder will make all required payments and deposits of taxes in a timely manner.

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1.47. RFP responses received after the deadline for lodgment of RFPs may be registered by the Bank and may be considered and evaluated by the evaluation team at the absolute discretion of the Bank. Respondents are to provide detailed evidence to substantiate the reasons for a late RFP submission. It should be clearly noted that the Bank has no obligation to accept or act on any reason for a late submitted response to RFP. The Bank has no liability to any Respondent who lodges a late RFP response for any reason whatsoever.

Disclaimer:

The information contained in this document or information provided subsequently to bidder(s) or applicant(s) whether verbally or in documentary form by or on behalf of Bank Of Baroda (or Bank), is provided to the bidder(s) on the terms and conditions set out in this document and all other terms and conditions subject to which such information is provided. This document is not an agreement and is not an offer or invitation by Bank to any parties other than the applicant(s) who are qualified to submit the bids (hereinafter individually and collectively referred to as —Bidder or —Bidders respectively). The purpose of this document is to provide the Bidders with information to assist the formulation of their proposals. This tender does not claim to contain all the information each Bidder require. Each Bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this document. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document. The information contained in the document is selective and is subject to updating, expansion, revision and amendment. It does not purport to contain all the information that a Bidder require. Bank does not undertake to provide any Bidder with access to any additional information or to update the information in the document or to correct any inaccuracies therein, which may become apparent.

Bank reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this document and/or the bidding process, without assigning any reasons whatsoever.

Bank in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this document. Bank reserves the right to reject any or all proposals received in response to this document at any stage without assigning any reason whatsoever. The decision of Bank shall be final, conclusive and binding on all the parties.

The bidder shall bear all the costs associated with or relating to the preparation and submission of the bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Bank or any other costs incurred in connection with or relating to the bid. All such costs and expenses will remain with the bidder and the Bank shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the bidding process.



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बैंक ऑफ बड़ौदा Bank of Baroda



Annexure – 1

Date:

Assistant General Manager,
Head Office,
Bank of Baroda, 7th Floor, Baroda Bhavan,
R C Dutta, Alkapuri, Vadodara – 390 007

Declaration for Technical Bid

Dear Sir,

This is with reference to the tender dated _____ for **Standard Fire & Special Perils, Burglary and Electronic Equipment Insurance Policy** of Bank of Baroda. We hereby agree to the all the terms and conditions of the proposal as stated in the tender document. The Quotes submitted to the Bank are after getting the required approvals from the Competent Authorities of our company.

In case of any deviations in the said proposal, it should come as a separate document attached with this declaration so that the evaluation of the same is easy. The Technical bid should be submitted on the company's letter head and should bear the company's seal and the name, designation and signature of the Authorised Signatory of the company along with stamped & signed tender document by the Authorised Signatory.



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Date:

Assistant General Manager,
Head Office,
Bank of Baroda, 7th Floor, Baroda Bhavan,
R C Dutta, Alkapuri, Vadodara – 390 007

Declaration for Financial Bid

Dear Sir,

This is with reference to the tender dated _____ for **Standard Fire & Special Perils, Burglary and Electronic Equipment Insurance Policy** of Bank of Baroda. We hereby agree to the all the terms and conditions of the proposal as stated in the tender document. This Financial bid submitted to the Bank is after getting the required approvals from the Competent Authorities of our company.

Name of the Policy	Net Premium	GST	Total Premium
Standard Fire & Special Perils, Burglary and Electronic Equipment Insurance Policy			

The financial bid should be submitted on the company's letter head and should bear the company's seal and the name, designation and signature of the Authorised Signatory of the company.



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**PRE CONTRACT INTEGRITY PACT
(TO BE STAMPED AS AN AGREEMENT)**

Between

BANK OF BARODA, a body corporate constituted under the provisions of Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 and having its Corporate Office at Baroda Corporate Centre, C-26, G-Block, Bandra-Kurla Complex, Bandra East, Mumbai 400051 (hereinafter referred to as "**BOB**"; which expression shall, unless it be repugnant to the meaning or context thereof, be deemed to mean and include its successors and assigns);

And

....., a company incorporated under the (Indian) Companies Act, 1956 / 2013 and whose registered office is at _____ through its authorized representative Mr. _____ hereinafter referred to as "Bidder", which expression shall, unless it be repugnant to the meaning or context thereof, be deemed to mean and include its successors and permitted assigns)

Preamble

BOB is a one of the nationalized PSU Bank having its presence throughout India and _____ overseas territories. BOB is committed to fair and transparent procedure in appointing of its outsource service providers.

The BOB intends to appoint/ select, under laid down organizational procedures, contract/ s for.....

BOB values full compliance with all relevant laws of the land, rules, regulations, 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 BOB will appoint Independent External Monitors (IEM) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 - Commitments of BOB

- (1) The BOB commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
 - a. No employee of the BOB, personally or through its 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 monetary or non-monetary benefit which the person is not legally entitled to.

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- b. The BOB will, during the tender process treat all Bidder(s) with equity and reason. The BOB 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 BOB will make endeavor to exclude from the selection process all known prejudiced persons.
- (2) If the BOB 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 BOB 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 BOB 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 BOB as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d. The Bidder(s)/Contractors(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.
 - g. 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



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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 such as to put their reliability or credibility in question, the BOB is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per law in force (

Section 4 - Compensation for Damages

- (1) If the BOB has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the BOB is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.
- (2) If the BOB has terminated the contract according to Section 3, or if the BOB is entitled to terminate the contract according to Section 3, the BOB 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 BOB will enter into agreements with identical conditions as this one with all Bidders and Contractors.
- (3) The BOB will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 - Criminal charges against violating Bidder(s) / Contractor(s) Subcontractor(s)

If the BOB 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 BOB has substantive suspicion in this regard, the BOB will inform the same to the Chief Vigilance Officer.

Section 8 - Independent External Monitor

- (1) The BOB appoints competent and credible Independent External Monitor, Shri Umesh Kumar (email id- umeshkumar84@rediffmail.com) and Dr. Sandeep Tripathi(email id: sandeeptrip.ifs@gmail.com) for this Pact after approval of 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.
- (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



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obligatory for him / her to treat the information and documents of the Bidders/Contractors as confidential.

- (3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BOB including that provided by the bidder/ Contractor. The bidder/ 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 'Non-Disclosure of Confidential Information'. In case of any conflict of interest arising during the selection period or at a later date, the IEM shall inform BOB and recuse himself / herself from that case.
- (5) The BOB 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 BOB 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 BOB 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 BOB officials within 15 days from the date of reference or intimation to him by the BOB and, should the occasion arise, submit proposals for correcting problematic situations.
- (8) If the Monitor has reported to the BOB , a substantiated suspicion of an offence under relevant IPC/ PC Act, and the BOB has not, within the 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 shall be effective from the date of its execution, and shall expires for the selected Contractor till the contract period, 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.

Section 10 Other provisions



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- (1) This agreement is subject to Indian Law and court of Mumbai shall have exclusive jurisdiction to entertain any matter arising out of this pact.
- (2) Changes and supplements as well as termination notices need to be made in writing.
- (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 scope of work, Warranty / Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and RFP/ RFQ/ tender documents and its Annexure, the Clause in the Integrity Pact will prevail.

The parties hereby sign this Integrity Pact at _____ on _____

BOB

BIDDER

Name of the Officer:

Chief Executive Officer

Designation:

Department:

Date:

Date:

Place:

Place:

Witness

Witness

1. _____

1. _____

2. _____

2. _____



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बैंक ऑफ बड़ौदा Bank of Baroda



ANNEXURE-4

(To be given on the Company's Letter Head)

Code of Ethics

M/s _____ (Vendor/Service Provider/ Supplier/ Consultant/ Contractor) agree to comply with the Bank's Code of Ethics, available on the Bank's website>Shareholder's Corner>Policies/Codes>Our Code of Ethics, during the validity period of this agreement/contract.

Date:

Signature with Seal _____

Name & Designation _____

प्रधान कार्यालय : बीमा विभाग, 7वीं मंजिल, बड़ौदा भवन, आर सी दत्त रोड, अलकापुरी, बड़ौदा-390007 गुजरात

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