



ANDHRA PRAGATHI GRAMEENA BANK

(Sponsored by Syndicate Bank)

HEAD OFFICE : P. B. No. 65, KADAPA - 516 003 (AP)

COMMITTED TO RURAL DEVELOPMENT

Ref: 135/EOI/PMSD/2018

15.05.2018

**Notice Inviting
Expression of Interest (EOI)
For
Empanelment of Insurance Brokers**

Cost of Form : Rs.5000/- (Non-refundable).

Last date for Submission of EOI : Upto 5PM Hours on 16.06.2018 at Bank's Head Office, Mariyapuram Kadapa, AP

This document can also be downloaded from Bank's website www.apgb.com. Please see sub-tab "Empanelment" under "Tenders". In that event, the applicants should pay the cost of the form by means of separate Demand Draft for Rs.5000/- drawn in favour of Andhra Pragathi Grameena Bank, payable at Kadapa and enclose the same to the application form.

1. Notice EOI on : 15.05.2018
2. Pre empanelment meeting : 31.05.2018
3. Last date for submission : 16.06.2018

Any corrigendum, further details etc. if any, will be given only in Bank's website which may please be noted. Applicants are requested to watch the website to keep them updated before submission of their offers.


J. V.S. PRASAD

General Manager

HEAD OFFICE : Mariyapuram, KADAPA - 516 003. (AP)

Phone No.: 08562-259017, Fax : 08562-259017

Website : www.apgb.in E-mail : pragathibank@apgb.in

ANDHRA PRAGATHI GRAMEENA BANK

ATTENTION: INSURANCE BROKERS

TENDER NOTICE

ANDHRA PRAGTHI GRAMEENA BANK intends to avail the services of Insurance Brokers for its various insurance needs and in this regard calls for Expression of Interest (EOI) from IRDAI accredited Insurance Brokers for **EMPANELMENT**.

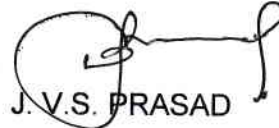
Details containing terms of EOI, Evaluation and Selection Process are available in Bank's Website www.apgb.com. The said details can be obtained from the office of the undersigned on payment of Rs.5000/- (non-refundable) per form by means of crossed Demand Draft drawn in favour of Andhra Pragthi Grameena Bank and payable at Kadapa, AP. The said details can be downloaded from the Bank's website. The cost of the form is to be submitted by means of DD along with the tender.

Last date for submission of completed EOI is upto 5PM Hours on 16.06.2018

Bank reserves the right to reject any or all the offers **in part or full** without assigning any reasons whatsoever.

Contact Person : Manager
 PMS Department
 Cell 9490382751
 e-mail hopms@apgb.in

Date:15.05.2018


J. V. S. PRASAD

GENERAL MANAGER



Expression of Interest (EOI) for empanelment of Insurance Brokers :

1. Andhra Pragathi Grameena Bank came into existence from 01.06.2006 by amalgamating Rayalaseema Grameena Bank, Sri Anantha Grameena Bank and Pinakini Grameena Bank consequently upon the Government of India Notification dated 01.06.2006. The Bank is constituted under Regional Rural Bank Act 1976. The Bank is having its Head Office at Mariyapuram, Kadapa, AP invites Expression of Interest for empanelment of Insurance Brokers for assisting the Bank in pre-placement, placement & post placement services of insurance policies and other related works.
2. To be considered for empanelment by the bank, the Insurance broking firms/companies should meet the following criteria :
 - a) Only well established and reputed Insurance Broking Firms/Companies which are registered/issued license by Insurance Regulatory and Development Authority of India (IRDAI) under "direct" license category and registered under Company's Act 1956 are eligible for empanelment.
 - b) The Firm/Company should have been in existence in India in the area of insurance broking. The firm should hold a valid license as on date.
 - c) The Firm/Company should not have been penalized/ has not paid any penalties or fines / has not been imposed penalties or fines by IRDAI. A self declaration certificate by the Principal Officer of the Firm/Company should be submitted along with the EOI.
 - d) The broking firm/company should have experience in handling end to end insurance program of at least 1 Public Sector banks covering Insurance of property, cash, gold, motor cars, IT assets, electrical and electronic assets against burglary/fire/accident and Bankers indemnity policy etc. Due weightage will be given to the insurance brokers who are presently advising more number of PSU Banks.
 - e) The broking firm/company should have experience in handling GMC & GPA Policies or Larger groups from Public Sector Insurance Companies with premium beyond Rs. 4.00 Crores
 - f) The intending firm must specify the nature of services that the broking firm/company shall be rendering to the bank, if assigned the job.
3. The role of Insurance Broking Firm/Company would be advisory in nature in respect of coverage of insurance and terms and conditions of policy.

Bank reserves its right to accept the recommendations or alter the terms and conditions of the suggestions by the broker firm/company. The final decision would be that of the Bank. **The strategy of the Bank would be maximum risk coverage with minimum premium outgo.**

4. The **SCOPE OF WORK** for the Insurance Broking firms/companies covers the following. **However, the Bank may enlarge or modify the scope of work at any point of time depending upon its need.**
 - Evaluation of Insurance needs of various assets/products/activities of the Bank, customize, design and placement of Insurance Policy.
 - Insurance Broker would be functioning as a Strategic Consultant for Andhra Pragathi Grameena Bank and would be assisting the bank in pre-placement, placement and post-placement process of the insurance of bank assets and other operational risks.
 - Facilitate insurer meetings & assist in negotiating the best price from the Insurer.
 - Claim monitoring & periodic review.
 - Validation and forecasting of additional coverage benefits.
 - Recommendation and placement confirmation.
 - Provide Servicing Support in designing the Service Level Agreement to be signed between Insurance Company and Andhra Pragathi Grameena Bank highlighting the scope of services and timeliness.
5. The applicant should confirm whether any charges for broking business are payable by the bank to them. **If yes, the details of charges may be furnished in a separate closed cover duly super scribing "Charges for Broking Business".**
6. Expression of interest needs to be submitted in hard copy in a sealed envelope. Proposals received by facsimile shall be treated as defective, invalid and rejected.

Only detailed complete proposals in the form indicated, received prior to the closing time and date of the proposals shall be taken as valid. All pages are required to be signed.
7. Intending insurance broking firms/companies are required to submit their applications (EOI) giving full particulars about their organization, technical personnel in the organization, competence and experience in this line of business etc., to the following address :

**General Manager,
Andhra Pragthi Grameena Bank,
Head Office, Mariyapuram,
Kadapa, Andhra Pradesh**

8. The last date for submission of application (EOI) is upto 5PM Hours on 16.06.2018. Applications received after this period will be summarily rejected.
9. Upon receipt of applications (EOI) the same shall be scrutinized and evaluated by the Bank and the Bank will shortlist/select broking firms/companies as per requirement and the same shall be communicated to the empaneled broking firm/company. The selection of broking firm is entirely at the discretion of the bank. Mere empanelment shall not entitle the broking firm the right to assignment of business to the firm/company. The Bank also reserves the right to accept or reject any or all applications without assigning any reason whatsoever.
10. During pre-qualification and evaluation of the proposals, Bank may, at its discretion, ask respondents for clarifications on their proposal. The respondents are required to respond within the time frame prescribed by Andhra Pragthi Grameena Bank. The respondents may be invited to make presentation before the Competent Authority.
11. Respondents are not permitted to modify, substitute or withdraw proposals after its submission.
12. The EOI may be submitted with the covering letter enclosing documents/ information indicated in Annexure I and the declaration, signed by the authorized signatory with seal of the company. All pages are required to be signed.
13. The tenure of the empanelment of the Insurance broking Firm would be three year and may be renewed thereafter depending on the performance and compliance of terms and conditions. Bank reserves the right to call for empanelment at any point of time during the empanelment period of 3 years.
14. The Firm shall undertake Pre business placement "**Free of Cost**" Claim Service for the Old/Pending Claims for at least 6 months before confirming empanelment.
15. The firm / Company must have a Local Operating Office at Kadapa and this is mandatory.
16. Caution Deposit or EMD of specified amount is to be credited to APGB on allotment of Insurance tender after empanelment.
17. Disqualifications : Andhra Pragthi Grameena Bank may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the respondent has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements; failed to provide related

clarifications, when sought; declared ineligible by the Government of India/State/UT Government / other Public Sector Banks / Public Sector Undertakings for corrupt and fraudulent practices or blacklisted.

18. Non disclosure agreement shall be executed by the Empanelled Insurance Broker to protect the Bank information which may be submitted to the Insurance Broker in due course.
19. Jurisdiction: Notwithstanding anything contained herein above, in case of any dispute, claim and legal action arising out of this EOI, the parties shall be subject to the jurisdiction of courts at Kadapa, Andhra Pradesh, India only.

General Manager

Accepted the above

Authorized person of Insurance Broker
With seal

ANNEXURE – I

List of documents/information to be submitted along with Expression of Interest.

1. Copy of Certificate of incorporation, Memorandum and Articles of Association, details of Registered Office, address for communication, key contact person etc.details of directors and personnel with past experience in insurance industry.
2. Copy of Original license issued by IRDA while granting the license and proof of renewal of license, if any.
3. Brief write up about the firm/company furnishing the following information, number of years in operation i.e., License Issuance/Renewal Dates.
4. Copy of audited Balance Sheet for the financial year 2015-16, 2016-17, 2017-18.
5. No. of corporate clients along with copies of engagement letters, if any, given by PSU Banks or other organizations.
6. Details of premium placement and / or status of Business figures and remunerations supplied to IRDA for the year 2017-2018.
7. Declaration as at Sl.No.6.
8. Copy of resolution authorizing the person to sign the papers on behalf of the company.
9. Specific information on claims management experience and data regarding claim settled.
10. Any other document in support of the application which the firm/company may deem fit.
11. Service centre's in area of operation of APGB preferably at HO & RO's with office address and staff to offer onsite services.
12. Company must have minimum 3 years experience in this field.

Accepted the above

Authorized person of Insurance Broker
With seal

SELECTION PROCESS

1. Floating of RFP in Bank's website giving 30 days' time to the applicants.
2. Listing of all eligible applicants i.e., all those who confirm to the pre-qualification criteria.
3. Ranking of all eligible applicants based upon the total marks secured in all specified parameters after evaluation.
4. Short-listing of 3 top ranked brokers.
5. Calling for presentation of the top 3 brokers before the Committee constituted by the Bank, if required for evaluation and selection of Insurance Broker.
6. If IRDAI impose any penalty that firm will be disqualified. If there is no such penalty, Self Declaration Certificate from Principal Officer of the Firm/ Company shall be submitted.

SCHEME FOR AWARDING MARKS

1. Number of years in Insurance Broking Business : One mark will be assigned for every additional year of experience beyond the minimum prescribed period of 3 years subject to a maximum of 5 marks.
2. Number of Large Insurance Projects currently serving: Additional marks will be assigned for the Insurance Works done for each Project based on their Sum Insured and Premium Collected maximum upto 7 Marks.
3. 5 Marks for handling large sized business of a Public Sector Bank including RRB.
4. 10 Marks for Local Operating office (approved by IRDAI) with staff to offer onsite service at Kadapa.
5. Network : One mark will be awarded for additional capital of Rs. 1 crore or part thereof beyond Rs.50 lakh as stipulated by IRDAI subject to maximum of 5 marks.
6. Number of Branch Offices all over AP: One mark will be awarded for each district subject to a maximum of 13 marks.
7. Premium Placement in the year 2017-18 and upto till date: Two marks will be awarded for each 1 crore or part thereof, for Premium mobilized subject to a maximum of 25 marks.

EVALUATION CHART

SL.NO.	PARAMETERS	MAXIMUM MARKS	MARKS OBTAINED
1	Number of years in Insurance Broking Business	5	
2	Number of large Insurance Projects of currently serving	7	
3	Handling Large sized business of a Public Sector Bank	5	
4	Local Operating office with staff to offer onsite service at Kadapa	10	
5	Networth	5	
6	Number of Branch Offices all over Andhra Pradesh	13	
7	Premium placement in the year 2017-18	25	
	Sub total	70	
8	Qualitative Aspect: The Committee of General Managers will assign marks to the Insurance Brokers based on the presentation.	20	
9	Support for settlement of claims	10	
	Grand Total	100	