



অসম গ্ৰামীণ বিকাশ বেংক
ASSAM GRAMIN VIKASH BANK

(A joint undertaking of Govt. of India, Govt. of Assam & Punjab National Bank)

Head Office: Adams Plaza, MSS Path, Christian Basti, Guwahati –781005 (Assam)

Phone No: 0361-2340018, e-mail: agvbank@yahoo.co.in

AGVB/PER/EDLI/56/05/2025-26

Date: 12-09-2025

To,
All Public and Private Sector Insurance Companies

Reg: Request for Proposal (RFP)/Tender for Employees Deposit Linked Insurance (EDLI) Policy of Assam Gramin Vikash Bank inviting from Insurance Companies. No brokers are eligible to participate in RFP process.

Sealed quotations are invited for Employees Deposit Linked Insurance (EDLI) Policy of Assam Gramin Vikash Bank from all Public and Private Sector Insurance Companies having certificate/approval from Employees' Provident Fund Organisation (EPFO).

Last date of submission: 13th October'2025 till 5.00 PM.

Quotations should be submitted in a sealed cover with super scribed as '**Tender for Employees Deposit Link Insurance (EDLI) Policy for the existing staff members**' having two different envelopes in it as detailed below-

Envelope A: This envelope should contain Technical Bid

- Technical Bid as per Annexure-I
- Requisite documents as mentioned in Annexure I
- Integrity Pact as per Annexure-III

And super scribed as '**Technical Bid for Employees Deposit Link Insurance (EDLI) Policy for the existing staff members**'

Envelope B: This envelope should contain Financial Bid

- Financial Bid as per Annexure-II

And super scribed as '**Financial Bid for Employees Deposit Link Insurance (EDLI) Policy for the existing staff members**'

Sealed cover envelope should be dropped in the tender box placed in the Head Office. Those who send the tender by post, have to ensure that the tender reach the office on or before the prescribed date and time. The Bank shall not be liable for any postal/courier delay.

Bidder fulfilling the Technical criteria and having lowest price bid (L1) shall be selected. However, Bank reserves the right to accept or reject the bids without assigning any reason thereof.

Details of the Policy is as under.

Policy Details

Sl. No.	Particulars	Details
1	Reference No.	AGVB/PER/EDLI/56/05/2025-26
2	Date	12-09-2025
3	Description of RFP /Tender	Request for proposal (RFP)/Tender for Employees Deposit Link Insurance (EDLI) policy of Assam Gramin Vikash Bank
4	Eligibility for submission of proposal by Insurer	Approved by IRDA and Valid certificate issued by EPFO
5	Type of Policy	Term Insurance
6	Name of the insured	Assam Gramin Vikash Bank
7	Existing Policy period	07-12-2024 (12.00 AM) to 06-12-2025 (midnight)
8	Tender for Policy Period	07-12-2025 (12.00 AM) to 06-12-2026 (midnight)
9	Sum Insured	Rs.702000/- per Officer/Employee
10	Claim Payable	For all kinds of Death including suicide.
11	Waiting period	Waived off
12	Pre-existing diseases	Waived off
13	Medical Test	Waived off
14	Waiting Period for specific diseases	Waived off
15	Mid Term addition of Staff	Premium payable on Pro rata basis.
16	Mid Term cessation of service	Refund of pro rata premium
17	Increase in Sum Insured, if any, notified by EPFO/Govt. during mid-policy Year	Premium payable on Pro rata basis for the differential sum insured and for the differential period
18	Claim document and settlement	For settlement of claims, minimum documents to be sought and claim to be settled even after expiry of the policy, if death taken place during the policy period. All claims to be settled within 7 days from the date of submission of claim documents including clarifications, if any.
19	Rejection of Claim	No claim shall be rejected.
20	Approximate staff strength	1971 nos. However, staff position may increase or decrease as on 07-12-2025. Exact position of staff shall be communicated in due course of time.

21	Deductible/reinstatement premium	No Deductibles are admissible. No reinstatement premium will be paid by the Bank.
22	Last date for submission of Tender/Proposal	13-10-2025 upto 5.00 PM
23	Claim settlement Ratio	>95%
24	Solvency Ratio	Minimum 1.5% as per IRDAI
25	Minimum Business Turnover of the Insurer for the FY 2024-25	Rs.100 Crore (A copy of Annual Report including audited Financial Statement duly signed by authorised officials to be submitted)
26	Date & Time of Opening of Technical Bids	14-10-2025 at 3.00 PM
27	Date & Time of Opening of Financial Bids	14-10-2025 at 4.00 PM
28	Tender Cost	Free of cost
29	Address for submission of proposal	The General Manager Assam Gramin Vikash Bank Head Office, Adam's Plaza, MSS Path, Christian Basti Guwahati-781005 (Assam)
30	For any query, Contact No. & mail id	7002986475 cm.personnel@agvb.co.in agvbank@yahoo.co.in

Representatives of the Insurance Companies may attend the tender opening process. However, Bank reserves the right to complete the bidding process in absence of any/all of the Bidders.

Insurance Company will not have the right to cancel or discontinue the insurance policy during the policy period for any reason whatsoever including adverse claim ratio.

Any clarification issued by the Bank will be in the form of an addendum/corrigendum and will be provided to the Bidders by displaying in Bank's website. The amendment will be binding on all Bidders. However, the Bank, at its discretion, may extend the deadline for submission of bids/tender.


GENERAL MANAGER

Annexure-I
(Technical Bid)

Sl. No.	Scope of Work and Evaluation criteria	Bidder Compliance (YES/NO)
1	EDLI Policy to be offered for a period of one year wef. 07-12-2025 (12 AM) to 06-12-2026 (midnight) in the name of Assam Gramin Vikash Bank. (Terms and conditions of the policy by the Insurance Company as per IRDA policy terms and conditions to be enclosed on Letter Head of the Insurance Company)	
2	The Policy should cover all the employees of the Bank. The Bank shall have the right to add or exclude any employee from the coverage during mid-policy year. Premium for such additional employees shall be calculated on pro rata basis. Similarly, for any deletion from the coverage, the premium would be refunded/adjusted on prorated basis.	
3	The employees who have ceased to be in services of the Bank due to Superannuation/VR/Resignation during the Policy period shall be covered till the expiry of the policy unless the premium for such employees is not refunded/adjusted.	
4	The Policy should cover all kinds of Death including suicide and should not limited to any kind of death. Death due to pre-existing illness including critical illness will also be covered and there shall not be any waiting period and medical test.	
5	Sum Insured is Rs.702000/- per staff irrespective of staff Category (An undertaking on letter Head of the Insurance Company signed by Authorised Signatory to be produced)	
6	Increase in Sum Insured, if any, notified by EPFO/Govt. during mid-policy Year, premium shall be paid on Pro rata basis for the differential sum insured and for the differential period	
7	The settlement of the claim shall be done to the nominee/legal heir through Bank a/c as provided by the bank and payment to be made within 7 days from the date of submission of all claim documents including clarifications, if any.	
8	Claim should be settled and Payment should be made on submission of claim form along with certified copy of Death Certificate and other relevant documents.	
9	There shall not be any limit on the numbers of settlement of claims during the policy period.	
10	All claims to be settled, though there is delay in submission of necessary claim documents and not reported even after expiry of the policy, if the death takes place during the policy period.	
11	No claims shall be rejected	
12	No deductible/reinstatement premium should be levied by the Insurance Company.	
13	Essential Documents to be enclosed: (i) IRDA approval letter (ii) Certificate issued by EPFO (iii) Integrity Pact (as per Annexure III) etc.	
14	List of Authorised Signatories to be submitted in Letter Head	
15	Claim settlement Ratio for the last 3 (Three) years should be greater than 95% and a declaration (actual CSR rate) to be submitted in Letter Head.	
16	Solvency ratio should be minimum 1.5% as per IRDAI	
17	Declaration on the Letter Head that the Insurance Company has not been blacklisted by any organization during the last 3 years.	
18	A copy of Annual Report including audited Financial Statement having minimum 100 crore turnover in the last FY, duly signed by authorised officials to be submitted	
19	Policy shall not be cancelled or discontinued during the policy period.	

The Bidder must fully comply with the above requirements. Non-Compliance to any one of above requirements leads to disqualification of the Bidder in the Technical Bid.

Full Name of Authorised Person:

Designation:

Mobile No.

Signature with Seal

Date:

Annexure-II
(Financial Bid)

**To,
The General Manager
Assam Gramin Vikash Bank
Head Office: Guwahati
MSS Path, Adam's Plaza
Christian Basti, Guwahati-781005**

Price Bid for Employees Deposit Linked Insurance (EDLI) Policy of Assam Gramin Vikash Bank for the existing staff wef. 07-12-2025 (12.00 AM) to 06-12-2026 (midnight)

As per your tender reference No. AGVB/PER/EDLI/56/05/2025-26 dated 12-09-2025, we agree with your Technical bids as per Annexure-I, and hereby declare and submit the final quote for your Employees Deposit Linked Insurance (EDLI) policy as follows-

Premium Rate per thousand per employee without GST (in Rs.)	Applicable GST Rate	Premium amount per employee with GST (in Rs.)	Total premium for 1971 nos. of employees with GST (in Rs.)

Further, we declare that the above quote is as per approval of the Competent Authority of our Company to participate in the bidding process and which is valid till execution. There will not be any review for premium during the policy period.

**Full Name of Authorised Person:
Designation:
Mobile No.**

**Signature with Seal
Date:**

Integrity Pact

Assam Gramin Vikash Bank, a body corporate constituted under the 'Regional Rural Bank Act, 1976 by Govt. of India, Ministry of Finance, Government of India notification no 854 dated 22nd February 2019 by amalgamating Langpi Dehangi Rural Bank (Sponsored by State Bank of India) and Assam Gramin Vikash Bank with sponsorship of Punjab National Bank w.e.f 1st April 2019 and having its Head Office at Adams Plaza, Christian Basti, Guwahati-5, Assam hereinafter referred to as "**The Principal**", which expression shall mean and include unless the context otherwise requires, its successors in office and assigns of the First Part.

And

M/s. _____ having its registered office at _____ herein after referred to as "The Bidder/Contractor", expression shall mean and include unless the context otherwise requires, successors and permitted assigns of the Second part.

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for The Principal values full compliance with all relevant laws of the land, rules, 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 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

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

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.

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.

The Principal will exclude from the process all known prejudiced person.

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 Vigilance Officer and in addition can initiate disciplinary actions.

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

The Bidder(s)/Contractor(s) commit themselves to take all measures necessary to prevent corruption during any stage of bid process/contract. The Bidder(s)/Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution.

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 the 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.

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.

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 proposal and business details, including information contained or transmitted electronically.

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)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.

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. 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.

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 such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the existing provisions of GFR, 2017, PC Act, 1988 and other Financial Rules/Guidelines etc.

Section 4- Compensation for Damages.

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.

If the Principal has terminated the contract according to Section 3, or 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.

The Bidder declares that no previous transgression occurred in the last three years immediate before signing of this integrity pact with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprises or central/state government department in India that could justify his exclusion from the tender process.

If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealing".

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

In case of sub-contracting, the Principal contractor shall take the responsibility of the adoption of IP by the sub-contractor. It is to be ensured that all sub-contractors also sign the IP.

The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors. The Principal will disqualify from the tender process all the 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 Principal obtains knowledge of conduct of a Bidder, Contractor or Sub contractor, 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 Vigilance Officer.

Section 8- Independent External Monitor

The Principal appoints competent and credible Independent External Monitor for this Pact after approval by 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 the agreement.

The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would be provided access to all documents/records pertaining to the contract for which a complaint or issue is raised before them, as and when warranted. However, the documents/ records/ information having National Security implications and those documents which have been classified as Secret/Top Secret are not to be disclosed. It will be obligatory for him/her to treat the information and documents of the Bidders/Contractors as confidential. He/she reports to the General Manager / Chairman, Assam Gramin Vikash Bank.

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 Bidder(s)/ Contractor(s). The Bidder(s)/Contractor(s) 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-contractor.

The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(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 General Manager / Chairman, Assam Gramin Vikash Bank and recuses himself/herself from that case.

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 Contractor. The parties offer to the Monitor the option to participate in such meetings.

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.

The Monitor will submit a written report to the General Manager / Chairman, Assam Gramin Vikash Bank within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.

If the Monitor has reported to the General Manager / Chairman, Assam Gramin Vikash Bank, a substantiated suspicion of an offence under relevant IPC/PC Act, and the General Manager / Chairman, AGVB has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Vigilance Officer, the Monitor may also transmit

this information directly to the Central Vigilance Commissioner.

The word 'Monitor' would include both singular and plural.

The particulars of IEMs' appointed by Assam Gramin Vikash Bank is furnished below:-

Sl.No.	Name of the IEM	Contact No.
1	Dr. Atanu Purkayastha	9899772227
2	Shri Asutosh Mishra	9848038940

Section 09- 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 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 discharged determined by General Manager / Chairman, AGVB.

Section 10- Other provisions

This agreement is subject to Indian Law. Place of performance and jurisdiction is the "Place of award of work".

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

Should one or several provisions of this agreement turn out to be valid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

Issues like warranty/Guarantee etc. shall be outside the purview of IEMs.

In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.

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

Place.....

Date.....

(For & On behalf of Bidder/Contractor)
(Office Seal)

Place.....

Date.....

Witness 1:

(Name & Address)

Witness 2:

(Name & Address)