

Mumbai DCC Bank Ltd



**Mumbai District Central Co-op. Bank Ltd.
Mumbai.**

*Head Office :-Mumbai Bank Bhavan, 207,Dr. D.N.Road, Fort,
Mumbai – 400 001,
Maharashtra*

Tender for Employee Deposit Linked Insurance

Last Date of Submission : 20/07/2020

Submission of Tender is through E-mail only

Tenderer's ProfileAnnexure 1: Details of the Insurance Company

Sr. No.	Question	Response
1	Name of Company	
	Company Status	
2	Company Head Office and registered office address	
3	Telephone and Fax numbers	
4	Name and designation of the person authorized to make commitments to the Bank	
5	Email Address	
6	GST Number & Service Tax Number	
7	Company PAN	
8	IRDA Registration Certificate	
9	Geographical Area covered by the company.	

GENERAL INFORMATION AND INSTRUCTIONS FOR BIDDERS

Mumbai District Central Co-operative Bank Ltd. is a Central Financial Institute for all Co-operatives in District Mumbai and its suburbs. Bank is licensed by Reserve Bank of India for conducting Banking Business. Bank is having 1 Administrative Office, 53 Branches, 1 Divisional Offices and 2 Extension Counters. Apart from catering needs of Co-operative Societies it also finance Individuals and Corporate. The annual turnover of the Bank is more than ₹ 10,000.00 Crores. Bank is a part of Co-operative Credit Structure. More than 18,000 Co-operative Societies are member / shareholder of the Bank.

Objective and Scope:

Staff Employee Deposit Linked Insurance of the Bank.

The Company / Bidder should provide good service and sanction the claim without any delay and with minimum compliance / procedures.

Instruction to fill & submit the Tender document:

1. Bid should be on Companies letter head. Scan copy of the Tender / Bid duly filed in and duly stamped and signed on each page should be submitted by using Companies / Firms official E-mail ID and on E-mail address of the Bank rrshinde@mumbaidistrictbank.com before last date of submission. Physical copy of the same shall be submitted whenever required by the Bank.
2. Quote should mentioned details like Number of Employees and Net Premium, GST, etc.

General Terms and Conditions.

1. Proposals should follow the format established in this document.
2. All correspondence, unless otherwise mentioned, should be addressed to :

To,
The Managing Director,
Mumbai District Central Co-op. Bank Ltd.,
Mumbai Bank Bhavan,
207, Dr. D. N. Road, Fort,
Mumbai, Pin-400 001.
3. Clarifications/queries, if any, should be directed to : HR department : by e-mail: hr@mumbaidistrictbank.com Questions should be submitted prior so that response shall be provided to all the vendors.
4. Tender document is not transferable.
5. The tender should be quoted as per the given format; no changes should be made in this tender document.
6. Tender must reach on or before 20/07/2020 through E-mail only. **Physical submission of the tender is totally prohibited.**
7. Proposal submitted by Telex / Fax / Telegrams / E-mail or any other similar manner will not be accepted.
8. Proposals may not be withdrawn after submission.
9. Proposals must be organized, structured and indexed manner. Brochures / leaflets and other documents with index. If not organized and documents not found at the time of tender scrutiny, bank will reject the tender. No communication in this regards will be entertained.
10. Company must identify by name, title, and telephone number, the person(s) in their organization to who Bank can address questions during the evaluation of proposals.
11. An authorized officer of the Company shall sign proposal(s) (supported by appropriate documentation). Any erasures or other changes included on any project submission shall bear the signature of the authorized officer only.
12. The proposal should be complete in all respects and contain all information asked for, along with all the product details. The proposal should include all items asked for in the attached Annexure. Impression of Company seal is

required on each page of this tender document and same should be signed by company's authorized representative

13. If, in the opinion of bank, a proposal / quote/documents contain false or misleading statements or references that do not support a function, attribute, capability or condition as contended by the vendor, it shall be rejected.
14. The terms and conditions applicable to any resulting contract are those contained herein. Any different or additional terms contained in bidder's purchase order acknowledgement or other document, are unacceptable to Bank and may be rejected.
15. The bank reserves the right to contact any Company for clarification or information submitted, to contact current and past customers of the vendor and to use other sources of obtaining information regarding the Company, which may be deemed appropriate and would assist in the evaluation
16. This tender is subject to standard Force Majorue and the bank reserves the rights to reject one or all tenders without assigning any reason.
17. For any dispute Mumbai District of Maharashtra will be the sole jurisdiction.