TELANGANA GRAMEENA BANK

(Sponsored by State Bank of India)
Head Office, # 2-1-520, 2nd Floor, Vijayasri Sai Celestia,Street No.9, Shankermutt Road, Nallakunta, Hyderabad,Telangana – 500 044.

Website: www.tgb.bank.in **Mobile: 94910 41909**
E-mail: hod.pnhr@tgb.bank.in

TENDER NO.TGB/FA/2025-26/12

Date : 04.11.2025

NOTICE INVITING TENDER (NIT)
NAME OF THE WORK: FUTURE SERVICE GRATUITY INSURANCE POLICY FOR EXISTING STAFF MEMBERS

Request for Quotations invited from IRDAI Registered Public/ Private Sector General Insurance Companies for providing a Future Service Gratuity Insurance Policy for the existing Staff members of Telangana Grameena Bank (TGB).

The Bank has empanelled the following two insurance brokers:

i) M/s. Anand Rathi Insurance Brokers Limited.

ii) M/s AON Risk Insurance Brokers Pvt. Ltd.

The two brokers are authorized to solicit quotations through a two phase bidding process as detailed in this RFQ.

1	Name of the work and category	Future Service Gratuity Insurance Policy for existing Staff members
2	Cost of application/ tender Document.	Free of Cost
3	Tender Details:	For details of RFQ, terms and conditions and other Information and queries pertaining to the policy, please contact either our empanelled Brokers or visit our website https://tgb.bank.in/
4	Tender Floated on	04.11.2025
5	Place & Address for submission of tender	**General Manager-I, Telangana Grameena Bank, H.No.2-1-520, 2nd Floor, Vijaya Sri Sai Celestia, Street No.9, Shankermutt Road, Nallakunta, Hyderabad, Telangana State – 500044.**

6	Contact person/telephone no: (In case of any Queries)	**Mr. Sushant Kumar**, AGM(Personnel)**,** Telangana Grameena Bank, Head Office, #2-1-520, 2nd Floor, Nallakunta, Hyderabad - 500044, Mobile No. 9491041909 email id: hod.pnhr@tgb.bank.in **Mr. Gopi Krishna Gandla, (**Vice President) Anand Rathi Insurance Brokers Ltd., Tel No: +91 7506936093 email id:gopigandla@rathi.com **Mr. Manoj Kumar** (Senior Vice President) AON Risk Insurance Brokers Pvt. Ltd., Tel No: +91 9000141502 email id: manoj.kumar@aon.com
7	Date and Time for Submission of Tender	**Up to 18.11.2025 at 02:00 PM**
8	Date and Time of opening of Technical Bid	**18.11.2025 at 03.00 PM**
9	Date and Time of opening of Price Bid	**18.11.2025 at 04.00 PM**
10	Period of Insurance	**23.11.2025 to 22.11.2026**
11	Terms of payment of Bills, if any.	One Single payment
12	Validity period of the tender.	30 Days.
13	Taxes	Premium Rates quoted should be Excluding GST and GST will be paid by the bank.
14	Mode of Payment	Payment will be made through Electronic mode only.
15	Insurance Broker	i) M/s. Anand Rathi Insurance Brokers Limited ii) M/s AON Risk Insurance Brokers Pvt. Ltd.

The Bank has authorized the two insurance brokers for assisting the Bank in pre-placement, placement and post placement services of insurance policies and other related works. Bank is in process of selecting insurance company through a bidding process (comprising of Technical Bid and Financial Bid) from IRDAI Registered Public/ Private Sector General Insurance Companies operating in India for Group Mediclaim Insurance Policy for its Existing & Retired Staff Members.

Tender Procedure for submission of Bids:

ENVELOPE 'A':
This envelope should contain **Technical Bid** Only (Annexure-I & II) and super scribed as **Technical Bid for Future Service Gratuity Insurance Policy for TGB.**

- Annexure I : Declaration of acceptance from the Bidder.
- Annexure II : Request for Quotation.

ENVELOPE 'B':
This envelope should contain the **Financial Bid** Only (Annexure-III) and super scribed as **Financial Bid for Future Service Gratuity Insurance Policy for TGB.**

- Annexure III : The Price Bid stating the Net Premium quoted.

Sealed envelopes A & B (as stated below) to be placed in a single cover (sealed) and super scribed as **"Tender for Future Service Gratuity Insurance Policy for TGB"**. The sealed envelope should be dropped in the tender box placed in the office before the tender due date and time. Those who send the tender documents by post, have to ensure that the documents reach before the prescribed time & date. The Bank will not take any responsibility under any circumstances for courier/ postal delays.

Terms and conditions:

1. Technical Bid as per Annexure-I duly signed & stamped by Insurance Company by the authorized person.
2. The technical bid will be opened first, the financial bid will be opened only for those bidders who have successfully qualify for the technical bid.
3. During the tender opening, one authorized representative of the bidder may be present.
4. The Rate/ Financial /technical offer of the bidder should remain valid for 30 days.
5. The Technical bid and financial bid shall be opened on the same day.
6. Bid which are late/vague/ sent by fax/ sent by email/incomplete/not confirming to the laid down procedure in any respect will be rejected.
7. It would be the responsibility of the bidder to ensure that all necessary approvals from their competent authority from Branch/Regional/Head office(s) are in place while participating in the bidding process and shall be produced, if required by the Bank.

8. In case of differences arising in the terms and conditions of the tender documents with the firms, the decision of TGB shall prevail.
9. TGB reserves the right to modify / change / delete / add any further terms and conditions prior to tender opening.
10. **Arbitration**- All dispute and differences which may arise between the TGB and the Insurance Company shall be referred to Chairman of TGB whose decision shall be binding on all concerned.
11. The Bank reserves the right to cancel or postpone the tenders at any stage without assigning any reason.
12. The Bank may issue corrigendum to tender Document before due date of submission of the bid. The bidder is required to read the Tender Document in conjunction with the corrigendum, if any issued by TGB.

(S Sankara Rao)

General Manager - I