



REQUEST FOR PROPOSAL

For

STANDARD FIRE AND SPECIAL PERILS POLICY, COMMERCIAL GENERAL LIABILITY, BURGLARY & MISCELLANIOUS INSURANCE POLICY

FOR THE PERIOD 13th November 2026 to 12th November 2027.

RFP NO: PSB/PREM/INS/26-27/01

Dated:15/10/2026

Issued by: Punjab & Sind Bank
Head Office Premises Department
Ground Floor, NBCC Office Block
Plate B, Block-3 East Kidwai Nagar,
New Delhi 110023.

Contents

Disclaimer:-	3
1. Schedule of Invitation	4
2. Introduction	4
3. Response Format (Annexure 1 & 2).....	4
4. Address for communication:.....	5
5. Seeking Clarifications on this RFP , Please contact the following persons:-	5
6. Proposal Instructions	5
7. Eligibility Criteria: -	6
8. Process for Evaluation of Bids.....	7
9. Important Terms:	7
10. Validity of Bids	7
11. Directives/Conditions for Insurance policies	7
12. Bank reserves the right to:.....	8
13. Bid Submission	9
14. Bidder warranties	9
15. Confidentiality	9
16. Financial documents	10
17. Selection criteria.....	10
18. Termination/or suspension of evaluation process	10
19. Other Rights	10
20. Responsibility for Costs	10
21. Non-Reliance by Bidder	10
22. Incorporation of Responses into agreement	10
23. Precedence of Documents.....	10
24. Late Bids.....	11
25. Termination for Default(S)	11
26. Consequences of Termination.....	11
27. Termination for Convenience:.....	12
28. Signing of Pre-Contract Integrity Pact (Annexure-3)	12
29. Non-Disclosure Agreement (Annexure-4).....	13
30. Dispute Resolution Mechanism.....	14
31. Limitation Of Liability	15
31. Jurisdiction:	15
32. Ownership and Retention of Documents:.....	16
33. Intellectual Property Rights:	16
34. Compliance with Statutory and Regulatory Provisions:	16

35. Indemnity:.....	16
36. Force Majeure: Not to impair the performance of the Agreement.	17
37. Notices:	17
38. Authorized Signatory	18
39. Cancellation of Tender Process	18
40. Publicity	18
41. Non-Transferable Offer	18
42. Cost of preparation & Submission of Bid.....	18
43. Subcontracting.....	19
44. Notification of Award.....	19
45. Confidentiality of the Bid Document	19
46. Right to amend the scope of work.....	19
47. Signing of Contract/ Agreement.....	19
48. Compliance Confirmation.....	20
49. Proposal Ownership:	20
50. Other Instructions	20
51. Due Diligence.....	20
52. Modification and Withdrawal of Bids.....	21
53. No Legal Relationship	21
54. Compliance with Applicable Laws of India	21
55. Details of Insurance Policies: -	22
55.1 Office Package Insurance Policy	22
55.2 Commercial General Liability Policy	30
56. 3 Years Claims Data	32
Annexure-1	33
Annexure-2	35
Annexure-3	36
Annexure-4.....	42
Annexure-5.....	47
Annexure- 6	48
<u>Annexure- 7</u>	49

Disclaimer:-

This RFP is not an offer to contract, nor should it be construed as such; it contains specific requirements of Punjab & Sind Bank (herein referred to as PSB) and an invitation to recipients to submit a responsive proposal addressing such requirements. PSB reserves the right to make no selection and enter into no agreement because of this RFP. Only the execution of a written agreement between PSB and a vendor will obligate PSB in accordance with the terms and conditions contained in such agreement

Whilst all reasonable care has been taken in compiling this bid document, the figures, documents, and details are presented in good faith; and no accuracy of the response or any information provided in or in connection with it, to the maximum extent permitted by law:

- i. PSB, its officers, employees and agents will not be liable in any way whatsoever for any loss, damage, cost, or expense (including without limitation any liability arising from any fault or negligence on their part) arising from the evaluation process; and
- ii. Each Bidder releases and indemnifies PSB from all claims, suits, demands, proceedings, actions, liabilities, damages, and costs which may arise under statute, law, equity or otherwise arising from, whether directly or indirectly, or in connection with the evaluation and selection process.

Your response to this RFP constitutes an offer to do business on the terms stated in your response and that, should a contract be awarded to you, PSB may, at its option, respond to this RFP in the contract. PSB reserves the right to accept your offer without further discussions and without any additional opportunity for you to amend, supplement or revise your submitted offer.

1. Schedule of Invitation

Particulars	Details
Tender No	PSB/PREM/INS/26-27/01
Date of publishing Request for proposal	15.10.2026 From 16:00 hrs.
Website details for tender download	GeM/CPPP
last date for seeking clarification on RFP by email	18.10.2026 up to 17:00 hrs.
Pre bid meeting Date:19.10.2026 ,Time: 15:00 Hrs	Venue - Punjab & Sind Bank Corporate office Premises Department Ground Floor, NBCC Office Block, Plate B, Block-3, East Kidwai Nagar, New Delhi 110023.
last Date and time for Proposal Submission	28.10.2026 up to 16:00 hrs
Mode of Submission of proposal	GeM Portal Only
Date of opening of technical bids	29.10.2026 -16 :00 hrs

2. Introduction

Punjab & Sind Bank (PSB), a banking company incorporated under the Banking Companies (Acquisition and Transfer of Undertaking) Act 1980 and is a leading Public Sector Bank of the country with corporate office at NBCC Office Block, Plate B, Block-3 East Kidwai Nagar, New Delhi 110023.and Head Office at 21, Rajendra Place, New Delhi. It has branches pan India. The Bank intends to obtain Standard Fire & Special Perils Insurance policy and Burglary Insurance Policy for fixed assets of the Bank.

Tender on GeM Portal

Bids are invited by Punjab & Sind Bank (hereinafter referred to as PSB) for providing Office package Policy from IRDAI Licensed General Insurance companies and operating in India. Bidders are invited to submit their proposal in accordance with the enclosed Request for Proposal (RFP). Complete confidentiality shall be maintained. Information provided herein shall be used for its intended scope and purpose.

The objective is to ensure that this Insurance Policy is managed at a high service level and in the most cost-effective manner as possible. The bidder must have the flexibility necessary to respond to PSB's current and changing needs.

3. Response Format (Annexure 1 & 2)

Your proposal must clearly indicate the name of the responding organization, as well as the name, address, and telephone number/ Mobile Number of the primary contact of your organization for this proposal. Your proposal must include the contact's name for local service and account management team. Response formats for Technical Bid and Financial bid have been attached in this RFP as Annexure 1 and 2, respectively.

4. Address for communication:

To,
The Deputy General Manager.
Punjab & Sind Bank
Premises Department
Ground Floor, NBCC Office
Block Plate B, Block-3
East Kidwai Nagar, New Delhi
110023. Phone:011-40175111

E-mail: ho.premises@psb.bank.in

Website: www.punjabandsind.bank.in

5. Seeking Clarifications on this RFP, Please contact the following persons:-

Broker: Anand Rathi Insurance Brokers Ltd

Contact Details:

Ms. Vishakha	vishakha@rathi.com	+91 9318424705
Mr. Devendra Singh	devendrasingh1@rathi.com	+91 7011190496
Mrs. Shaifali Goyal	shaifaligoyal@rathi.com	+91 8800283339

6. Proposal Instructions:-

The Bidders may note that for the purpose of Selection of Insurer, a two-stage bidding process will be followed. The response of the Bidders to this RFP shall be organized into the following sections:

Enclosure 1: Technical bid as per Annexure 1

Enclosure 2: Financial bid as per Annexure 2

Enclosure 3: Pre-contract integrity pact as per Annexure 3

Enclosure 4: Non-Disclosure Agreement (NDA) as per the format in Annexure-4

Enclosure 5: Authorization Letter as per the format in Annexure-5

Enclosure 6: Self Declaration regarding blacklisting in Annexure-6

Enclosure 7: Deed of Indemnity in Annexure-7

You are requested to submit the bids within the timelines and DO NOT MIX FINANCIAL BIDS WITH TECHNICAL BIDS. In case, pricing details are incorporated in the Technical Bid, same is liable for rejection.

7. Eligibility Criteria: -

Sr. No.	Eligibility Criteria	Proof of documents to be Submitted
1.	IRDAI Approved General Insurance Company having valid License for the Period of Contract and have prior experience in General Insurance Business in India for a minimum period of 5 years as on 31-03-2026	Copies of license issued by IRDAI in the preceding 5 years, duly attested by Authorized Signatory.
2.	The bidders should have gross direct premium underwriting for 'Standard Fire & special Perils' should be more than INR 1000 crore on Direct side for FY 2025-26 as per IRDAI data	Declaration with regards to underwriting premium should be provided on company's letter head duly signed by Authorized Signatory along with supporting documents.
3.	Bidder should have served similar type of insurance policy for at least one Public Sector bank/ Scheduled commercial bank during any of the last three financial years i.e, 2023-24 & 2024-25 & 2025-26.	Letter of engagement of Insurance Company by Public sector bank/ Scheduled commercial bank duly verified by Authorized signatory
4.	Bidders must have an office/branch in Delhi/NCR from where the policy will be served.	Address proof of the Office/Branch duly verified by Authorized Signatory
5.	The Bidder should not have been blacklisted/ banned/ declared ineligible for corrupt and fraudulent practices by any Govt. Financial Institutions/Banks/ Government/ RBI/ Semi Government Departments/ PSUs in India and should not have any disciplinary proceedings pending against the applicant Company or any of the Directors during the last 3 preceding financial years.	A self-declaration by the Bidder on Bidder's letter head as per Annexure- 6
6.	The Bidder should have a positive Net worth at the end of each of the last three years i.e. 2023-24, 2024-25 & 2025-26.	CA Certificate with regards to positive net worth should be provided.
7.	Copy of complete tender (RFP)	Signed & stamped

Note: All the documents should have the declaration/supporting certification with UDIN (Unique Document Identification Number) generated by the Chartered Accountant

concerned, wherever applicable/required.

8. Process for Evaluation of Bids

In the first stage only the "Technical Bids" will be opened. The Technical Bids shall be evaluated based on eligibility criteria. In the second stage the "Financial Bids" of only those bidders who have qualified based on evaluation of "Technical Bids" shall be opened.

Policy will be placed through broker "**Anand Rathi Insurance Brokers Ltd**".

9. Important Terms:

Quotes: The rates quoted must be final and considered firm regardless of actual claims experience as on the policy effective date. Brokerage to the broker should be paid as per IRDAI guidelines.

Submission of Bid: Bids to be submitted on GeM Portal.

Terms: Your proposal must not include "cancellation" and /or "Premium/Claim Review" Clause. The tenure of the contract will be one-year w.e.f. 13.11.2026 to 12.11.2027.

10. Validity of Bids: The bids submitted shall remain valid for up to 90 days.

11. Directives/Conditions for Insurance policies

- a. Deductible will be applicable on the basis of the Sum Insured of the respective Office/Branch / ATM sites at each location where the loss takes place.
- b. The values of assets are to be considered on a Reinstatement value basis as per the latest valuation report for the year 2024-25.
- c. If any of the coverage mentioned above is available at add on a basis, Insurance Company may consider it as add on a basis.
- d. **Deductible/ Excess:** As per standard policy.
- e. Basis of Valuation & claim settlement – Reinstatement Value Clause for all the Policies.
- f. Bank has taken the Sum Insured as of 30.09.2026 and shall inform further additions/deletion of assets on monthly basis.
- g. 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 monthly basis and the company will charge pro-rata premium on increased value of assets from CD balance maintained

by the PSB with the company.

- h. 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.
- i. Bidders should specifically quote the Net amount + All other eligible Taxes (Mentioning amount of each Tax separately} in their financial bids. The bidders will have to compulsorily apply for all sections of the captioned policy. Not Bidding for any of the policy sections will be tantamount to disqualification from the bidding process.
- j. The Bidder must submit the Financial Bid in the given format in Annexure 2 - Financial Bid Submission Format. The same needs to be confirmed in the Technical Bid vide Annexure 1-Technical Bid.
- k. All terms of the bids/quotations shall be as per the terms of the tender. Any deviation in the terms of the bid shall lead to disqualification of the participant from the tender process. The same needs to be confirmed vide Annexure 1 - Technical Bid.
- l. All bidders should compulsorily submit along with the technical bid, pre-contract Integrity pact duly signed. (As per Annexure-3 enclosed)
- m. The authorised signatory of the participating bidders attending the tender meetings must carry the authorization letter in the given format as per **Annexure 5** on the company's letter head duly stamped and signed by the authorizing authority & attesting authority of the company.
- n. The Eligibility offer should contain proof for each of the points for eligibility evaluation. Any credential detail not accompanied by relevant documentary proof from the Bidders will not be considered for evaluation. There is no restriction on the number of credentials a Bidder can provide.

12. Bank reserves the right to:

- 1. Reject any or all responses received in response to the RFP without assigning any reason whatsoever.
- 2. Cancel the RFP / Tender at any stage, without assigning any reason whatsoever.
- 3. Waive or change any formalities, irregularities, or inconsistencies in this RFP (format and delivery. Such a change/ waiver would be duly and publicly notified in the Bank's website/GeM Portal/CPMP before the closure of the bid date.
- 4. Extend the time for submission of all proposals and such an extension would be duly communicated on Bank's website/ Gem Portal/ CPMP.
- 5. Share the information/ clarifications provided in response to RFP by any bidder, with all other bidder(s) / others, in the same form as clarified to the bidder raising the query.
- 6. Issue the amendments to the RFP at any time, prior to the deadline for the submission of Bids. From the date of issue, amendments to RFP Document shall

be deemed to form an integral part of the RFP Document

13. Bid Submission

1. The Bid shall be signed by the bidder or any person duly authorized to bind the bidder to the contract. The signatory should give a declaration and through authenticated documentary evidence establish that he/she is empowered to sign the tender documents and bind the bidder.
2. The bid shall contain no interlineations, erasures, or over-writing except as necessary to correct errors made by the bidder. In such cases, the person signing the bid shall initial such corrections.
4. The bidder is expected to examine all instructions, forms, terms, and conditions in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the bidder's risk and may result in rejection of the bid.
5. No columns of the tender shall be left blank. Bids with insufficient information and Bids which do not strictly comply with the stipulations given above, are liable for rejection.

14. Bidder warranties - By submitting a Response, Bidder represents and warrants to PSB that, as on the date of submission:

- i. Terms & conditions should be as per the RFP.
- ii. All information contained in the Bid is complete and not misleading in any way.
- iii. No litigation, arbitration or administrative proceeding is presently taking place, pending or to the knowledge of the Bidder threatened against or otherwise involving the Bidder which could have an adverse effect on its business, assets or financial condition or upon PSB's reputation if the Response is successful.
- iv. The bidder will immediately notify PSB of the occurrence of any event, fact or circumstances which may cause a material adverse effect on the Bidder's business, assets or financial condition or PSB's reputation or render the Bidder unable to perform its obligation under the PSB agreement, if any or have a material adverse effect on evaluation of the responses by PSB.
- v. The bidder has not and will not seek to influence any decision of PSB during the evaluation process or engage in any uncompetitive behavior or other practice which may deny legitimate business opportunities to other Bidders.

15. Confidentiality - Bidder must keep confidential any information received from or about PSB as a result of or in connection with the submission of the Response. All information contained in the Response, or in subsequent communications shall be deemed confidential and may be used only in connection with the preparation of Bidder's Response. Unless expressly agreed to in writing prior to submission, Responses are not confidential and may be used by PSB in whole or part. PSB however, will not disclose the information provided by Bidder in a response other than to its affiliates or to its

professional advisors, unless required otherwise under any provisions of law.

16. Financial documents - PSB may request additional financial/business information from the Bidder at its discretion.

17. Selection criteria - The selection criteria, inquiries, questions, or information put forth in the Response are meant to be provided in the aforesaid manner and established through the details submitted by the bidder.

18. Termination/or suspension of evaluation process - PSB reserves the right to suspend or terminate the Bidder evaluation process (in whole or in part) at any time in its absolute discretion and without liability towards the Bidder or any third party. Bidders will be notified if any suspension or termination occurs but PSB is not obliged to provide any reasons.

19. Other Rights - Without limiting its rights under any other clause of this evaluation process or at law, and without liability towards the Bidder or any third party, PSB may at any stage of the evaluation process:

- i. Require additional information from a Bidder.
- ii. Change the structure and timing of the evaluation process.
- iii. Terminate further participation in the evaluation process by a Bidder.
- iv. Vary or extend the timetable and evaluation process
- v. Accept any non-complying Response; or
- vi. Vary the terms and conditions of the evaluation process, the RFP or specifications or requirements at any time.

20. Responsibility for Costs - Bidder is responsible for all costs, expenses or liabilities incurred by them or on their behalf in relation to the evaluation process (including in relation to providing PSB with the response, the revised response or any additional information)

21. Non-Reliance by Bidder - Bidder, by submitting a Response, acknowledges that:

- It does not rely on any information, representation, or warranty, whether oral or in writing or arising from other conducts, other than that specified in this RFP or otherwise provided by PSB in writing.
- It has made its own inquiries as to regarding the risks, contingencies, and other Circumstances that may have effect on the Bidder's Response as well as the accuracy, Currency, or completeness of such information; and

22. Incorporation of Responses into agreement- The successful Bidder as concluded by PSB shall sign an agreement with PSB. PSB may, at its sole discretion, incorporate any portion of any successful Response of a successful Bidder in to the final PSB agreement. PSB may require a successful Bidder to submit, before negotiation of the PSB agreement, details of issues which may affect their ability to act as a Bidder.

23. Precedence of Documents - If there is any inconsistency between the terms of this RFP

and any of its appendices, schedules, or attachments then, unless the contrary is explicitly stated in this RFP, the terms of the RFP will prevail to the extent of any inconsistency.

24. Late Bids:

1. Bids should be uploaded on the GeM portal within the timelines and any delay in the submission will not be entertained by the bank.
2. Punjab & Sind Bank shall not be responsible for any delay in submission of Bids. No further correspondence will be entertained on this matter.
3. Punjab & Sind Bank reserves the right to modify and amend any of the above stipulated conditions or criterion depending upon project priorities vis-a-vis urgent commitments.

25. Termination for Default(S)

The Bank reserves its right to cancel the Contract by giving a prior written notice of 30 days to the selected bidder in the event of, but not limited to, one or more of the following situations:

- a) Unnecessary or unwarranted delay in execution of the work allotted.
- b) Delay in submission of reports beyond the stipulated periods.
- c) Breach of trust is noticed during any stage of the consultancy assignment.
- d) The selected bidder commits a breach of any of the terms and conditions of the bid.
- e) The selected bidder goes in to liquidation voluntarily or otherwise.
- f) An attachment is levied or continues to be levied for a period of 7 days upon the effects of the bid.
- g) If it is found at any stage that the bidder has concealed any important information or has submitted any false information or declaration particularly regarding any pending legal action or blacklisting status.

26. Consequences of Termination

- a. In the event of termination of the Contract due to any cause whatsoever, [whether consequent to the stipulated term of the Contract or otherwise], PSB shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the Bidder shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/breach, and further allow the next successor vendor to take over the obligations of the erstwhile Vendor in relation to the

execution/continued execution of the scope of the Contract.

- b. In the event that the termination of the Contract is due to the expiry of the term of the Contract, a decision not to grant any (further) extension by PSB, the Vendor herein shall be obliged to provide all such assistance to the next successor Vendor or any other person as may be required and as PSB may specify including training, where the successor(s) is a representative/personnel of PSB to enable the successor to adequately provide the Service(s) hereunder, even where such assistance is required to be rendered for a reasonable period that may extend beyond the term/earlier termination hereof.
- c. Nothing herein shall restrict the right of PSB to invoke Deed of indemnity and pursue such other rights and/or remedies that may be available to PSB under law or otherwise.
- d. The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are expressly or by implication intended to come into or continue in force on or after such termination.

27. Termination for Convenience:

The Bank reserves its rights to terminate the contract at its own convenience by giving 30 days' prior notice in writing to the selected bidder/Company without assigning any reason for such termination and without any cost or compensation therefore.

28. Signing of Pre-Contract Integrity Pact (Annexure-3)

To ensure transparency, equity, and competitiveness and in compliance with the CVC guidelines, this tender shall be covered under the Integrity Pact (IP) policy of the Bank. The pact essentially envisages an agreement between the prospective bidders/vendors and the Bank committing the people/officials of both the parties not to exercise any corrupt influence on any aspect of the contract. The format of the agreement is enclosed as Annexure 3 Integrity Pact.

Signing of the IP with the Bank would be one of the preliminary qualifications for further evaluation. In other words, entering into this pact would be one of the preliminary qualifications for this tender and the pact shall be effective from the stage of invitation of bids till the complete execution of the contract. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings. IP shall cover all phases of contract i.e. from the stage of Notice Inviting Tenders (NIT)/Request for Proposals (RFP) till the conclusion of the contract i.e. final payment or the duration of warrantee/guarantee.

Any vendor/bidder who does not sign the document or refuses to sign shall be disqualified in the bidding process.

In case the bids are not accompanied with the IP signed by the bidders along with the

technical bid, the offers shall be summarily rejected. The essential ingredients of the Pact include:

- a. Promise on the part of the principal not to seek or accept any benefit, which is not legally available.
- b. Principal to treat all bidders with equity and reason.
- c. Promise on the part of bidders not to offer any benefit to the employees of the principal not available legally.
- d. Bidders not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contract etc.
- e. Bidders not to pass any information provided by the principal as part of business relationship to others and not to commit any offence under PC Act/IPC.
- f. Foreign bidders to disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principals or associates.
- g. Bidders to disclose any transgressions with any other company that may impinge on the anti-corruption principle.

The Integrity Pact envisages a panel of Independent External Monitors (IEMs) to review independently and objectively whether and to what extent parties have complied with their obligation under the pact. The IEM has the right to access all the project documents.

All pages of Integrity Pact (IP) must be signed and stamped. Integrity Pact (IP) should be deposited along with the Technical Bid as directed.

29. Non-Disclosure Agreement (Annexure-4)

- a. The selected bidder shall execute Non-Disclosure Agreement (NDA) on the draft suggested by the Bank. As the selected bidder will have access to the data/information of the Bank while implementing the project as per defined scope under RFP, the Bank will require the selected bidder to sign a non-disclosure agreement along with the Contract in the NDA format **(Annexure 4: NDA Format)** provided by the Bank, an undertaking not to disclose or part with any information relating to the Bank and its data to any person or persons, as may come into possession of the selected bidder during course of the implementation. The bidder will also agree that its employees, agents, sub- contractors shall maintain confidentiality of the confidential information.
- b. That the bidder will agree that it shall neither use, nor reproduce for use in any way, any confidential information of the Bank without consent of the Bank. That the

bidder will also agree to protect the confidential information of the Bank with at least the same standard of care and procedures used by them to protect its own confidential Information of similar importance. Without limitation of the foregoing, the bidder shall use reasonable efforts to advise the Bank immediately in the event that the bidder learns or has reason to believe that any person who has had access to confidential information has violated or intends to violate the terms of the Contract to be entered into between the Bank and the bidder, and will reasonably cooperate in seeking injunctive relief against any such person.

All expenses and costs for execution of the Contract/Agreement and NDA shall be borne by the successful Bidder. The conditions stipulated in the NDA shall be strictly adhered to and any breach/ violation thereof will entail termination of the Contract without prejudice to the other rights of the Bank including recovery of liquidated damages as specified in this RFP or NDA.

30. Dispute Resolution Mechanism

The Bidder and The Bank shall endeavor their best to amicably settle all disputes arising out of or in connection with the Contract in the following manner: -

- I. All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works shall be referred to and settled by the Bank who shall state its decision in writing such reference should not be below the rank of GM. The Party raising a dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice.

Such decision may be in the form of a final certificate or otherwise. The decision of the Bank with respect to any of the excepted matters shall be final. Punjab & Sind Bank and the service provider are unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration.

All disputes, differences, claims and questions whatsoever arising from this Agreement between the parties and/or their respective representatives touching these presents or any clause or thing contained therein or otherwise in any manner relating to or arising from these presents shall be referred to the Arbitration.

Arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 as amended from time to time or any statutory modification or re-enactment thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The language of the Arbitration shall be English.

Subject to the above, the courts of law at Delhi alone shall have the jurisdiction in respect of all matters connected with the Contract/Agreement. The arbitration award shall be final, conclusive and binding upon the Parties and judgment may be entered thereon, upon the

application of either party to a court of competent jurisdiction. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides. The Service Provider shall not be entitled to suspend the Service/s or the completion of the job, pending resolution of any dispute between the Parties and shall continue to render the Service/s in accordance with the provisions of the Contract/Agreement notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.

Notwithstanding the above, the Bank shall have the right to initiate appropriate proceedings before any court of appropriate jurisdiction, should it find it expedient to do so.

31. Limitation of Liability

The service provider shall execute and furnish to Punjab & Sind Bank, a deed of indemnity(Annexure-7) in favour of the Punjab & Sind Bank in a form and manner, as given indemnifying the Bank its directors, employees, agents, its affiliates, subsidiaries, successors, assigns and representatives from and against any costs, loss, damages, expense, claims, litigations, suits, actions, judgments, and or otherwise including but not limited to those from third parties or liabilities of any kind howsoever suffered, arising out of or incurred inter alia during and after the Contract period. The provisions under this clause shall survive the termination of the Contract.

For breach of any obligation mentioned in this RFP, subject to obligations mentioned in this clause, bidder shall be liable for an amount twice the total Cost of the Project. Service provider will ensure Bank's data confidentiality and shall be responsible for liability arising in case of breach of any kind of security and/or leakage of confidential customer/Bank's related information to the extent of loss so caused.

- The limitations set forth herein shall not apply with respect to:
- claims that are the subject of indemnification pursuant to IPR infringement,
- damage(s) occasioned by the gross negligence, fraud or wilful misconduct of Service Provider,
- damage(s) occasioned by Service Provider for breach of Confidentiality Obligations,
- When a dispute is settled by the Court of Law in India.
- Regulatory or statutory fines imposed by a Government or Regulatory agency for non-compliance of statutory or regulatory guidelines applicable to the Bank, provided such guidelines were brought to the notice of Service Provider.

31. Jurisdiction:

This RFP/contract shall be governed by and construed in accordance with the Laws of India for the time being in force and all the dispute(s) or difference(s) arising out of or in connection with the RFP/contract shall be subject to the exclusive jurisdiction of the courts at Delhi.

32. Ownership and Retention of Documents:

The Bank shall own the documents prepared by or for the selected Bidder arising out of or in connection with the Contract.

Forthwith upon expiry or earlier termination of the Contract and at any other time on demand by the Bank, the Bidder shall deliver to the Bank all documents provided by or originating from the Bank and all documents produced by or from or for the Bidder in the course of performing the Service(s), unless otherwise directed in writing by the Bank at no additional cost. The selected Bidder shall not, without the prior written consent of the Bank, store, copy, distribute or retain any such Documents. The selected Bidder shall preserve all documents provided by or originating from the Bank and all documents produced by or from or for the Bidder in the course of performing the Service(s) in accordance with the legal, statutory, regulatory obligations of the Bank in this regard.

33. Intellectual Property Rights:

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark, industrial design rights, etc., arising from the performance of contract or any part thereof in India, the Vendor shall act expeditiously to extinguish such claim. If the Vendor fails to comply and the Bank is required to pay compensation to a third party resulting from such infringement, the Vendor shall be responsible for the compensation to claimant including all expenses, court costs and lawyer fees. The Bank will give notice to the Vendor of such claim, if it is made, without delay. The Vendor shall indemnify the Bank against all third-party claims.

34. Compliance with Statutory and Regulatory Provisions:

It shall be the sole Responsibility of the Vendor to comply with all Statutory, Regulatory & Laws of the Land and provisions while delivering the services mentioned in this RFP.

35. Indemnity:

The bidder shall, at all times hereinafter, save and keep harmless and indemnified Punjab & Sind Bank, including its respective directors, officers, employees, agents and representatives and keep them indemnified from and against any claim, costs, charges, damages, demand, losses, liabilities or expenses of any nature and kind whatsoever and by whomsoever made in respect of the Agreement and any loss or damage caused from and against all suits and other actions that may be instituted taken or preferred against Punjab & Sind Bank by whomsoever and all losses, damages, costs, charges and expenses (including litigation cost, reasonable attorney's fees) that Punjab & Sind Bank may incur by reason of any claim made by any claimant for any reason whatsoever or by anybody claiming under them or otherwise for any losses, damages or claims arising out of all kinds of accidents, destruction, deliberate or otherwise, direct or indirect, from those arising out of violation of applicable laws and also from the environmental damages, if any, which may occur or result from the terms of the

Agreement.

The bidder's breach of any of the terms and conditions, representations, warranties specified in the Agreement/Contract: infringement of Intellectual Property Rights of the Bank; acts or omissions of, negligence, or misconduct by the Vendor/bidder; or its professionals, representatives, agents, security analysts, consultants and advisors;

For the purpose of the Agreement, the bidder shall include the bidder, its personnel, employees, consultants, and/ or other authorized persons.

The responsibility to indemnify set forth in this Clause shall survive the termination of this Agreement for any reason with regard to any indemnity claims arising in relation to the performance hereof.

The selected vendor/bidder has to furnish a letter of undertaking cum indemnity Bank's favor as per the format supplied by the Bank at the time of execution of Service Level Agreement.

The Bidders shall also indemnify Bank against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods/services, Software package or any part thereof in India and abroad.

36. Force Majeure: Not to impair the performance of the Agreement.

Due to peculiar nature of this agreement, the Insurance Policy service provider will not be entitled to claim exemption from performance of any of its obligation under this agreement due to happening of any of the Force Majeure Events. Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or the Bank as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as: -Natural phenomenon, including but not limited to floods, droughts, earthquakes, and epidemics. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos, Terrorist attack, public unrest in work area but does not include any fault or negligence or carelessness on the parties.

In the event of any such intervening Force Majeure either party shall within 10 days from occurrence of such a cause, notify the other in writing of such causes. The Insurance Policy Service Provider shall under obligation to continue to perform/render/discharge obligation under the agreement.

37. Notices:

Notice or other communications given or required to be given under the contract shall be

in writing and shall be e-mailed followed by hand-delivery with acknowledgement thereof or transmitted by pre-paid registered post or courier. Any notice or other communication shall be deemed to have been validly given on date of delivery if hand delivered & if sent by registered post than on expiry of seven days from the date of posting.

The successful bidder shall allow the Reserve Bank of India (RBI) or persons authorized by it to access Bank's documents, records or transaction or any other information given to, stored or processed by the successful bidder within a reasonable time failing which the successful bidder will be liable to pay any charges/ penalty levied by RBI. The successful bidder shall also allow the RBI to conduct audits or inspection of its Books and accounts with regard to Bank's documents by one or more RBI officials or employees or other persons duly authorized by RBI.

38. Authorized Signatory

The selected bidder shall indicate the authorized signatories who can discuss and correspond with BANK, with regard to the obligations under the contract. The selected bidder shall submit at the time of signing the contract a certified copy of the resolution of their board, authenticated by the company secretary, authorizing an official or officials of the bidder to discuss, sign agreements/contracts with BANK, raise invoice and accept payments, and also to correspond. The bidder shall provide proof of signature identification for the above purposes as required by bank.

39. Cancellation of Tender Process

Bank reserves the right to cancel the tender process partly or fully of its sole discretion at any stage without assigning any reason and without any cost or compensation therefore to any of the participating bidders.

40. Publicity

Any publicity by the bidder in which the name of Bank is to be used should be done only with the explicit prior written permission of Bank. The Bidder shall not make or allow to make a public announcement or media release about any aspect of the Contract unless BANK first gives the Vendor its prior written consent.

41. Non-Transferable Offer

This Request for Proposal (RFP) is not transferable. There will not be any type of outsourcing. The bidder should also submit an undertaking to the effect that he has not made any modification in the original copy of RFP and his bid would be liable for rejection for any violation of the above.

42. Cost of preparation & Submission of Bid

The bidder shall bear all costs for the preparation and submission of the bid. Bank shall not be responsible or liable for reimbursing/compensating these costs, regardless of the conduct or outcome of the bidding process.

43. Subcontracting

The bidder will not subcontract or delegate or permit anyone other than the bidder personnel to perform any of the work, service or other performance required of the bidder under this agreement without the prior written consent of the bank and the bank's decision in this regard will be final and acceptable to the bidder.

44. Notification of Award

The finalization and selection of a tender, subject to eligibility compliance with all the terms and conditions will be communicated in writing by means of an offer of contract/service order at the address supplied by the bidder in tender response. Any change of address of the bidder, should therefore be promptly notified to Punjab & Sindh Bank, Premises Department Ground Floor, NBCC Office Block Plate B, Block-3 East Kidwai Nagar, New Delhi 110023. The written offer of contract/order issued to the successful bidder would need to be accepted by the bidder in writing/via mail within 03 days from the date of the issue of the offer.

45. Confidentiality of the Bid Document

The bidder, irrespective of his/her participation in the bidding process, shall treat the details of the documents as secret and confidential.

46. Right to amend the scope of work

The scope of Implementation program may change/shift due to change in guideline/directives of the Regulatory Authorities such as RBI/ICAI/IRDAI/MCA/Tax Authorities etc. and any other developments during the tender period. Any decision of the BANK in this regard shall be final, conclusive and binding on the bidder.

47. Signing of Contract/ Agreement

The successful bidder is required to enter Into a Service Level Agreement as per Bank's prescribed format on an immediate basis from the date of acceptance of Bank's offer for serving policies valid from 13.11.2026 to 12.11.2027 unless terminated earlier by the Bank by serving 30 days prior notice in writing to the Company/ selected bidder at its own convenience without assigning any reason and without any cost or compensation thereof.

The performance of the selected bidder shall be reviewed periodically and in case the performance of the Company/ selected bidder found to be unsatisfactory, the Bank reserves

the right to terminate the contract at its sole discretion by giving 30-day notice without assigning any reasons and without any cost or compensation thereof. However, after the completion of period of 01 (One) year, the agreement may be extended/ renewed for such further periods of up to 02(two) years as would be decided by the Bank at its sole discretion on the same or new terms and conditions as mutually agreed.

48. Compliance Confirmation

The Bidder must submit unconditional and unambiguous compliance confirmation to all the terms and conditions stipulated in the RFP.

49. Proposal Ownership:

The proposal and all supporting documentation submitted by the bidders shall become the property of the Bank. The proposal and documentation may be retained, returned or destroyed as the Bank decides.

50. Other Instructions

- a. The Company selected for the assignment should adhere to the quality standards, regulatory directions, guidelines in this regard.
- b. The Company selected for the assignment should treat as confidential all data and information about the Bank obtained in the execution of the proposed assignment, hold it in strict confidence and should not reveal such data/ information to any other party without the prior written approval of the Bank.
- c. The proposal should be submitted strictly in the formats provided in this RFP document.
- d. The proposal should be free of overwriting/ corrections/ alterations.
- e. All bids and supporting documentation shall be submitted in English only.
- f. The information provided by the bidder/s to the Bank will be held in confidence and will be used for the sole purpose of evaluation of bids.
- g. The company selected, in the event of merger/takeover by another Insurance company will ensure that policies of the bank with the transferor entity are migrated in a manner which ensures that the existing policies are continued to be serviced by the transferee entity on terms and conditions no less favorable than those existing prior to the merger and as per the terms of the contract entered into with the Bank.

51. Due Diligence

The Bidder is expected to examine all instructions, forms, terms and specifications in this RFP and study the RFP document carefully. Bid shall be deemed to have been submitted after careful study and examination of this RFP with full understanding of its implications. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP. Failure to furnish all information required by this RFP or submission of a Bid not responsive to this RFP in each and every respect will be at the Bidder's own risk and may result in rejection of the Bid and for which Punjab & Sind Bank shall not be held responsible.

52. Modification and Withdrawal of Bids

No bid can be modified by the bidder subsequent to the closing date and time for submission of bids.

53. No Legal Relationship

No binding legal relationship will exist between any of the Recipients/ Respondents and Bank until execution of a formal agreement.

54. Compliance with Applicable Laws of India

The selected bidder shall undertake to observe, adhere to, abide by, comply with and notify the Bank about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this tender and shall indemnify, keep indemnified, hold harmless, defend and protect the Bank and its employees/officers/staff/ personnel/representatives/agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising therefrom. The Bidder shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this performance of the contract or for the conduct of their own business under any applicable Law, Government Regulation/ Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate Bank and its representatives/agents from and against all Claims or demands of liability and all consequences that may occur or arise for any default or failure on the part of the bidder.

55. Details of Insurance Policies: -

Policy period 13th November 2026 to 12th November 2027

Expiring Insurer – The Oriental Insurance Company Limited

55.1 Office Package Insurance Policy

Section – I (Standard Fire & Special Perils Policy)

Description of the property

- Banks own Building, civil work, renovation, alteration, and content from own building as well as rented premises. Building including but not limited to basement at all levels, Plinth & Foundation, all sanitary Fittings, Furniture, Electrical Fittings, woodwork, storage tanks, boundary walls with gates and fencing, all interiors, exterior, leasehold improvement etc. and other items pertaining to insured trade located at any of these locations, whether owned or rented.
- Plant & Machinery Accessories including Electrical/ Electronic installation, Lifts, DG sets, IT-assets installed/ lying & goods held in trust and other goods pertaining to insured trade located at any locations, whether owned or rented.
- Furniture Fixture & Fittings, Office Equipment's including but not limited to electrical and non-electrical equipment's, electronic equipment's /Installation including accessories, Computers, Hardware, Peripherals, Safe deposit vaults, Cash Safe, data safe, ATM Centre/ATM Machine /Coin Vender Machine/Mobile ATM or ATM-on-wheels, Cash Deposit Machine/Passbook Printer Machine Cheque Book Printer Machines/Desktop/ATM Machines/Micro ATMs/CCTV/DVR and other items belonging to and / or pertaining to insured trade located at any location, whether owned or rented.
Office Equipment, Stationary, Computers, Video conferencing equipment photocopier machines, fax machines, Franking machines, Refrigerators coolers, air conditioners, Fire Fighting equipment, CDMs etc. and other items located at any of the insured locations, whether owned or rented.
- Damaged due to short circuits, loss due to leakage and seepage shall be covered.
- Any other category of assets/ stocks/ Capital work In Progress (CWIP) intended to be insured hereunder so long as the declared sum insured includes such assets/ stocks/ CWIP addition of Assets will be submitted on monthly basis by the insured to the insurer and the insurer will issue an endorsement for the said addition from Premium Deposit (CD) of the insured with the insurer, the balance of the CD will be communicated by the insurer after all addition on quarterly basis.

Risk Location

All offices and/ or workplaces of the Bank include but are not limited to:

- Head Office/Corporate office
- Regional Offices/Zonal Offices
- Branch Offices /Currency Chest/RSETI/RCCs/Zonal Inspectorates
- Extension Counters
- Training Centers

- Residential Buildings/Flats
- Guest Houses and Holiday Homes
- Back office
- Digital Banking Units/e-lobby
- ATMs Centers / ATMs (Inside or Outside of the Bank Premises)

Section wise Sum Insured	
Standard Fire & Special Perils - Section I	
Description	Limits (In INR)
Building including but not limited to basements at all levels, Plinth & Foundation, all sanitary Fittings, Furniture, Electrical Fittings, Woodwork, Storage tanks, boundary walls with gates and fencing, all interior, exterior, leasehold improvement etc. and other items pertaining to insured trade located at any of these locations, whether owned or rented.	5520773120
Plant & Machinery, Accessories including Electrical / Electronic installation, Lifts, DG sets, Transformers etc. IT-Assets installed/lying & goods held in trust and other goods pertaining to Insured's trade located at any of these locations, whether owned or rented Furniture Fixtures & Fittings, Office equipment including but not limited to electrical and non- electrical equipment's, ATM Centres , electronics equipment's, computers, photocopiers, fax machines, coolers, air conditioners, Fire Fighting equipment's, Books and Stationary, periodicals, CDMs , Plate Glass , Neon Sign etc. and others items pertaining to insured trade located at any of these locations, whether owned or rented Stocks including stock in process, WIP, FG or any other stocks, related packing material	13765884996
Total Sum Insured (Section I)	19286658116
Additional Clauses	Limit of Liability
Earthquakes including tsunami (extended to cover loss or damage including loss or damage by fire) to any property Insured by this policy occasioned by earthquake including Landslide/Rockslide resulting there from flood or overflow of the sea, lakes, reservoirs and rivers caused by earthquake.	Full Sum Insured
Storm, Tempest, Flood, Inundation (STFI)	Full Sum Insured
Terrorism	Full Sum Insured
72 hours clause	Covered
Architects/ Surveyors/consultant fee (Professional Services)	Up to INR 5 Cr. (AOA: AOY)
Designation of Property	Covered

Dynamo clause	Covered
Good Held in Trust Clause	At Actuals (If included in Total Sum Insured)
Impact Damage due to own rail or road vehicle	Up to INR 5 Cr.
Nominated Adjustor Clause - only these surveyors will be used on rotation basis:	1. Mack insurance surveyors & loss assessors
	2. JCG Surveyors
	3. Alka Gupta insurance surveyors & loss assessors
	4. AKA Surveyor & Loss Assessor
Local Authority Clause	Included
Loss minimization expenses	Up to INR 5 Cr (AOA: AOY)
On Account Payment clause	90% of the assessed loss by surveyor for each & every claim
Removal of debris	INR 5 Cr (AOA: AOY)
Smoke damage clause	
Waiver of requirement of FIR/Final Police report/meteorological report	Up to INR 1 Lacs
Omission to Insure/Inadvertent exclusion of assets	Up to 5% of BMA Sum Insured
Expenses of Rent for Alternative Accommodation	Indemnity Period - 12 Months
	AOA: AOY INR 5 Cr.
Basement Cover	Included
Accidental Damage cover	Up to INR 5 Cr.
Appraisement clause	
Un- Occupancy Clause	30 Days
Non-invalidation/ Mis-description Clause/ Errors & Omissions Clause	
Reinstatement Clause	Included
Pair and sets/ Consequential reduction in Value	Up to INR 5 Cr.
Minor works {Including testing 1 month}	Up to INR 5 Cr.
Control of Damaged Goods Clause	Up to INR 5 Cr.
Additional customs duty (contingent)	Up to INR 5 Cr.
Obsolete Parts	Up to INR 5 Cr.
Landscaping Clause	Up to INR 5 Cr.
Expiration Clause	
Dewatering Expenses	Up to INR 5 Cr.
New Acquisitions/ Merger and acquisition	Covered
Waiver of Subrogation	
Automatic Reinstatement of Sum Insured	
Hire Purchase or Lease Agreements/ Interest of Other Parties	Up to INR 5 Cr.
Outbuilding Clause/ Roads Pavement/ Street Furniture	Up to INR 5 Cr.
Underground properties (piping etc.)/ Damage to services	Up to INR 5 Cr.

Undamaged Foundation	Up to INR 5 Cr.
Automatic cover for Newly acquired Asset/ property	Up to 90 Days
Capital Additions Clause	Up to INR 5 Cr.
Claim preparation clause	Up to INR 5 Cr.
Deliberate damage cover	
Technological Advancement Clause	(INR 5Cr AOA: AOY)
Electrical installation clause	
Employees Personal Property/ Effect Clause	
Escalation Clause	Up to 5% of BMA Sum Insured
Expediting Expenses	Up to 30% of claim amount
Involuntary Betterment clause	Up to INR 5 Cr.
Mid Term Addition/Deletion	Monthly On a Pro rata basis
Sprinkler Up gradation clause	Up to INR 5 Cr.
Unnamed locations cover	Covered
Valuable Plans & Documents, Cost or Re-writing &	Up to INR 5 Cr.
Technological Advancement Clause	INR 5Cr AOA: AOY
Waiver of Underinsurance	Up to 15% of Sum Insured
Damage to FF/ leasehold improvements at leased / rented premises, which is not part of the SFF, but PSB has an insurable interest via contractual obligation	Covered up to INR 1 cr AOA: AOY
Adjoining Building Clause	The Insurance by each item under Building is understood to include walls, gates and fences, small outbuildings, extension, annexes, exterior, staircase, fuel installation, steel or iron frameworks and tanks in the said premises and the insurance by each item under Contents extends to include the contents of each.
New Location cover	All new locations will be covered from day one in the policy. No address wise declaration is required
List of insured locations or sum insured per location will not be provided. All locations stand covered for their full sum insured	
No under insurance will be applicable in case of partial loss as well as in case of total loss. For this purpose, a valuation report dated in the Year 2024 prepared by S. SONI & CO. (till the time next valuation is not carried out) will be shared and the same will be accepted for the purpose of adequacy of sum insured)	

NOTE ON COVERAGE:

Declaration of the insurable value of Assets will be submitted on quarterly basis by the insured to the insurer and the insurer will issue an endorsement for the said addition / deletion / alteration from Premium Deposit (CD) of the insured with the insurer, the balance of the CD will be communicated by the insurer after all addition on monthly basis. In the absence of CD balance, calculated premium will be paid

by the Insured.

Effective date for the aforesaid endorsement will be the start date of each month. Until the declaration and payment of due premium, the assets will be covered under Omission to Insure clause and no further verification regarding adequacy of sum insured or any other will be conducted. The assets will be considered covered under the policy and claim will be settled for such assets as if they were fully insured and without application of condition of average.

Section-II- (Burglary & Housebreaking)

Section wise Sum Insured	
Burglary - Section II	
Description	Limits (In INR)
Plant & Machinery, Accessories including Electrical/ Electronic installation, Lifts, DG sets, Transformers, IT-assets installed/ lying & goods held in trust and other goods pertaining to insured's trade located at any location, whether owned or rented.	13765884996
Furniture Fixture & Fittings, Office Equipment's including but not limited to electrical and non-electrical equipment's, electronic equipment's /Installation including accessories, Computers, Hardware, Peripherals, Safe deposit vaults, Cash Safe, data safe, ATM Machine/Coin Vender Machine/Mobile ATM or ATM-on-wheels ,Cash Deposit Machine/Pass Book Printer Machine Cheque Book Printer Machines/Desktop/Micro ATMs/CCTV/DVR Office Equipment, Stationary, Computers, Video conferencing equipment, photocopier machine, fax machines, Franking machines, Refrigerators, coolers, air conditioners, Fire Fighting equipment's,, CDMs,Plate Glass, Neon sign etc. and any other fixed assets items pertaining to insured trade located at any of these Locations whether owned or rented.	
Any other category of assets/ stocks/ CWIP intended	

to be insured here under so long as the declared sum insured includes such assets/ stocks/ CWIP.	
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NOTE ON COVERAGE:

Declaration of the insurable value of Assets will be submitted on quarterly basis by the insured to the insurer and the insurer will issue an endorsement for the said addition / deletion / alteration from Premium Deposit (CD) of the insured with the insurer, the balance of the CD will be communicated by the insurer after all addition on monthly basis. In the absence of CD balance, calculated premium will be paid by the Insured.

Effective date for the aforesaid endorsement will be the start date of each month. Until the declaration

and payment of due premium, the assets will be covered under Omission to Insure clause and no further verification regarding adequacy of sum insured or any other will be conducted. The assets will be considered covered under the policy and claim will be settled for such assets as if they were fully insured and without application of condition of average.

Risk Location

All offices and/ or workplaces of the Bank include but are not limited to:

- Head Office/Corporate office
- Regional Offices/Zonal Offices
- Branch Offices /Currency chest/RSETI/RCCs/Zonal Inspectorates
- Extension Counters
- Training Centers
- Residential Buildings/Flats
- Guest Houses and Holiday Homes
- Back office
- Digital Banking Units/e-lobby
- ATMs Centers / ATMs (Inside or Outside of the Bank Premises)

All Bank premises are both owned and leased, such as Bank Head office/Corporate office, regional office/ Zonal offices, Branch offices (Small, Medium, Large, Exceptionally Large, MCB, Micro Finance, SME, Trade Finance Branch etc. MICR centers, Bank offices, all administrative Offices, Retail Asset Branches, RCC, Currency Chest, CDPC, Cash Collection Centers, Kiosks, (off site, on site, lobby and mobile}, Mobile office, owned by the Bank as well by Private parties under Bhagidari Yojna, CDM, Cheque Deposit Machine, Hybrid Machine Training Centers, Data Centers, Residential Buildings/Flats,

Extension Counters, Guest Houses, etc.

There may be addition of new branches, including specialized branches, other offices, CDMs, Kiosks etc. during the policy period and insurance cover to these new branches/ offices etc. shall also be made from the day they become operational till the tenure of this policy.

Scope of Coverage: - Loss or damage to the insured's Assets Due to Burglary, Housebreaking, Theft/ Attempted Theft, Robbery, Larceny, RSMD, Holdup, Dacoity, Looting, Snatching away, /Naxalite/Maoist attack Cover, Sabotage, Assault Risk, Vandalism and threat.

Add-on Coverages	Limit of Liability
On First loss basis @ 25% of Sum insured	
Theft & Burglary	Up to the SI
Riot, Strike & Malicious Damage	Up to the SI
Any damage caused to premises resulting from burglary and or housebreaking or any attempt, threat any time during the policy.	Up to the SI
Automatic cover for Newly acquired Asset/ property	Up to 90 Days
Cover for Change of Lock and Key Clause	Reasonable and necessary charges for replacement and/or repair of Lock and Key followed by a Burglary event.
Designation of Property Clause	Included
Good Held in Trust Clause	Included
On Account clause	Up to 90% of the assessed loss by surveyor for each and every claim
Property in Care, Custody and Control	
Self-survey- for all claims	for claims Up to INR 50,000
Waiver of requirement of Final police report	For claims Up to INR 100,000 and for the settlement of 90% of on account payment, Police intimation copy will be sufficient.

Section-III (Plate Glass & Sanitary Fittings)

Description of the Property	
Glass means fixed plain glass and mirrors in or on the premises of the Insured where such glass is	

situated, excluding painting, tinting, embossing or ornamental works on the Glass unless expressly stated in the Schedule and its value included in the Sum Insured. Glass shall also include frames, and framework provided it is expressly stated in the Schedule and its value included in the Sum Insured.

All locations are covered including owned & rented premises as well.

Sum Insured- INR 1 Lakh Per Location.

Scope of Coverage

The Section covers the cost of making good accidental breakage of insured glass by any reason whatever, except those that are specifically excluded.

Add-on Coverages	Limit of Liability
Accidental loss or damage to plate glass within the insured premises	
Expenses incurred to erect any temporary boarding as a replacement for damaged plate glass	
Cost of replacing lettering, ornamentation and sign writing affixed to the broken item	
Cost of replacement of shatter proof or reflective film affixed to the broken plate glass	
Damage caused by Riots, strike and Malicious Damage	

Section IV- (Neon Signs)

Description of the Property
Sign boards, hoardings and neon, LED or LCD signs and their value included in the Total Sum Insured.
All locations are covered including owned & rented premises as well.

Scope of Coverage

This Section covers Neon Sign against loss or damage due to fire, theft or fortuitous events.

Add-on Coverages	Limit of Liability
Accidental external means including Natural calamities	
Fire and/or lightning, external explosion, theft, or Malicious act	

Excess/Deductible FOR ALL THE SECTIONS MENTIONED AS ABOVE

Standard Fire & Special Perils	- Sum Insured Up to 10 crore per location - 5% of claim amount subject to minimum of Rs 10000/. - Sum Insured above 10 crore and up to 100 crore per location - 5% of claim amount subject to minimum of Rs
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	25000 - Sum Insured above 100 crore and Up to 1500 crore per location - 5% of claim amount subject to minimum of Rs 5 lac - Sum Insured above 1500 crore and Up to 2500 crore per location - 5% of claim amount subject to minimum of Rs 25 lac - Sum Insured above 2500 crore per location - 5% of claim amount subject to minimum of Rs 50 lac.
Terrorism	As per Terrorism pool
Burglary	5% of the claim amount subject to a minimum of Rs. 2,500/- for each and every claim
Plate Glass & Sanitary Fittings	1% of the claim amount subject to a minimum of Rs. 2,500/- for each and every claim
Neon Signs	1% of the claim amount subject to a minimum of Rs. 2,500/- for each and every claim

55.2 Commercial General Liability Policy

Insured:	M/S PUNJAB AND SIND BANK and/or its subsidiaries, joint ventures, associated, affiliated companies & related corporations including all subsidiary companies and related corporate bodies including those acquired or incorporated during the Period of Insurance and other entities for which the Insured has assumed an obligation to arrange Insurance for their respective rights, titles and liabilities
Insured's Principal Address:	Punjab & Sind Bank, H.O. Premises Department, Ground Floor, Office Block 3, Plate B, East Kidwai Nagar, New Delhi - 110023
Period Of Insurance:	12 months from 13.11.2026 to 12.11.2027
Business Description	Banking and Finance
Territory and Jurisdiction:	Worldwide
Limits of Liability (AOA:AOY=1:1)	General Aggregate: INR 300,000,000 per occurrence and in the aggregate Personal & Advertising Injury: INR 300,000,000 per occurrence and in the aggregate Medical Expenses: INR 500,000 Per Person
Deductibles	INR 100,000 for each and every claim
Policy Form	Claims Made
Turnover	13,759.30 Crore
Required Extensions:	- Duty to Defend - Automatic Cover for newly acquired entities 72 hours sudden and accidental pollution extension - India

	Only - Full Limits • Additional Insured where required by contract • AOG perils - Full Limits • Claim Series Clause • Control Group Clause • Coverage for the liability of the insured for work or operations performed by sub-contractors on behalf of the insured as per the policy - Full Limits • Cross Liability • Defense Costs included within the limit of liability • Fire Damage - INR 5,000,000 per occurrence • Designated Premises Endorsement-Domiciled Operation to be India Only • Discharge of Treated Effluents - Full Limits • Food & Beverages Liability - Full Limits • Incidental Medical Malpractice • Liability arising out of projects undertaken by the insured for renovation of existing property/interior alteration/new addition to existing building/repair/refurbishment - Full Limits • Liability for Organization of any tour or promotion or other sightseeing activities including events outside the hotel premises where participation is by invitation from the insured - Full Limits • Lift/Escalators Liability - Full Limits • Non-Cancellation Clause - Except Non-Payment of Premium • Non-owned & Hired Automobile liability - Full Limits • Personal Property under Care, Custody & Control Endorsement • Primary and Non-Contributory Clause • Extended Reporting Period - 90 Days at Nil annual premium and 365 days and 50% annual premium • Terrorism Legal Liability - Full Limits • Transportation Legal Liability- Full Limits • Technical Collaborators Clause • Unnamed Vendor Clause • Valet Parking Extension • Travel of Executives Worldwide including US & Canada extension clause • Waiver of subrogation- wherever required by written contract • Pre and post judgement interest • Tenant Legal Liability • Designated Premises: All premises owned, occupied and rented by the insured
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56. 3 Years Claims Data

Fire Claims						
Policy Year	No. of claims Lodged	Amt of Claims (in Rs.)	No. of Settled Claims	Amt. Settled (in Rs.)	No. of claims Pending	Amt. Pending (In Rs.)
2025-26	Nil	Nil	Nil	Nil	Nil	Nil
2024-25	2	890536	2	890536	-	-
2023-24	5	2011688	5	2011688	-	-

BURGLARY CLAIMS						
Policy Year	No. of claims Lodged	Amt of Claims (in Rs.)	No. of Settled Claims	Amt. Settled (in Rs.)	No. of claims Pending	Amt. Pending (In Rs.)
2025-26	1	22453	-	-	1	22453
2024-25	2	98890	2	98890	-	-
2023-24	-	-	-	-	-	-

Year	Total Premium excl GST
2023-24	86,39,881
2024-25	53,83,277
2025-26	39,81,441

Nil claims in Plate glass, Neon Sign, CGL Policies.

BIDDING FORMATS

Annexure-1

Technical Criteria

Annexure-1 needs to be submitted on the company's letter head duly stamped and signed by the company's authorized signatory. Marked as "Technical Bids for SFSP & Burglary Insurance Policy of Punjab & Sind Bank 2026-27".

Dated:

To,

The Deputy General Manager
Punjab & Sind Bank
Premises Department
Ground Floor, NBCC Office Block Plate B,
Block-3 East Kidwai Nagar,
New Delhi 110023.

Sub: Technical Bids for SFSP & Burglary Insurance Policy of Punjab & Sind Bank 2026-27
vide Tender No. PSB/PREM/INS/26-27/01

SN	Qualification criteria	Yes/No	Documents Submitted
1	We do hereby confirm that we are registered under IRDAI for 5 consecutive years as on 31.03.2026.		
2.	We do hereby confirm that our gross direct premium underwriting for 'Standard Fire and special Perils' is more than 1000 crore on direct side for FY 2025-26 as per IRDAI data.		
3.	We do hereby confirm that we have served public sector bank/ scheduled commercial bank in similar type of insurance policies during the last 3 financial years i.e. 2023-24, 2024- 25 & 2025-26.		
4.	We do hereby confirm that we have an office/Branch in Delhi/NCR from where the policy will be served.		

5.	We do hereby confirm that we have not been Blacklisted/banned/ declared ineligible for corrupt and fraudulent practices by any Govt. Financial Institutions/Banks/Government/RBI/Semi Govt. Departments/PSUs in India and no disciplinary proceedings are pending against the company or any of the Directors during the last 3 preceding financial years.		
6.	We do hereby confirm that we have a positive Net Worth at the end of each of the last three years i.e. 2023-24, 2024-25 & 2025-26.		
7.	Copy of Complete tender (RFP)- signed and stamped		

Declaration	YES/ NO
Our Financial Bid has been submitted in the given format as per Annexure 2 - Financial Bid	
We agree to cover all the terms of the policies in the tender in Totality and there are no deviations in our Bid.	
We do hereby agree to comply with the underwriting and claims settlement guidelines specified in IRDAI (Protection of Policyholders' Interests} Regulations, 2017.	
A duly signed Pre-contract Integrity Pact as per Annexure 3 on a 100-rupee non-judicial stamp paper is enclosed herewith.	
Our representative/sis/are carrying the authorization letter in the format given In Annexure 5 on our company's letter head duly stamped and signed by our authorized signatory.	

If the reply to the above declaration is NO, please mention the deviations policy wise below.

For and on Behalf of Insurance company

Name of Authorized signatory
Designation (Company Seal)

Annexure-2

FINANCIAL BID FORMAT

Needs to be submitted on the company's letter head duly stamped and signed by the company's authorized signatory. Marked as "Financial Bids for SFSP & Burglary and other Insurance Policy of Punjab & Sind Bank 2026-27"

Dated:

To,
The Deputy General Manager
Punjab & Sind Bank
Premises Department
Ground Floor, NBCC Office Block Plate B,
Block-3 East Kidwai Nagar
New Delhi 110023.

**Sub: Financial Bids for SFSP & Burglary Insurance Policy of Punjab & Sind Bank 2026-27
vide tender No. PSB/PREM/INS/26-27/01**

S.no.	Policy Section	Premium (INR)
Section-I	Standard Fire & Special Perils	
Section-II	Burglary Insurance	
Section-III	Plate Glass & Sanitary Fittings	
Section-IV	Neon Sign	
	Commercial General Liability	
	Total	
	Add Goods & Services Tax @ 18%	
	Total Premium payable including GST	

Total Premium payable including GST in words.....

For and on Behalf of

Insurance company

Name of the Authorized Signatory & Designation

(Company Seal)

Note: The Financial Bid shall contain only the premium quote and must not include any other information. The Financial Bid must not be uploaded along with the Technical Documents. Failure to comply with this requirement shall result in disqualification of the bidder.

Annexure-3

(on bidder's letterhead)

PRE-CONTRACT INTEGRITY PACT

Between

Punjab & Sind Bank, Punjab & Sind Bank, a Govt. of India undertaking, a body corporate constituted under Banking Companies (Acquisition & Transfer of Undertakings) Act, 1980 having its Corporate office at NBCC Office Block, Plate B, Block-3 East Kidwai Nagar, New Delhi 110023 and Head Office at 21, Rajendra Place, New Delhi hereinafter referred to as "The Principle ", and

..... Hereinafter referred to as "The Bidder/ Contractor"

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

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

- a. 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.
- b. 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.
- c. The Principal will exclude from the process all known prejudiced persons.

(2) 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 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 Principal's 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 Principal 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. 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.
- 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.

(2) 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 procedure mentioned in the "Guidelines on Banning of business dealings".

(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 or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

Section 4 – Previous Transgression

(1) The bidder declares that no previous transgressions occurred in the last three years with any other company in any country confirming 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 or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

Section 5 - 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 Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 6 - Criminal charges against violating Bidder(s)/Contractor(s) /Subcontractor(s)

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

Section 7 - Independent External Monitor

The following Independent External Monitors (IEM) has been appointed by the Punjab & Sind Bank as per Central Vigilance Commission guidelines. Name and addresses of the Monitors are given below:

1. Shri. Debal Kumar Gayen-9113484729
2. Shri. Pramod Kumar Garg-9810778058

- (1) The task of IEM is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- (2) The IEM is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The IEM would have access to all Contract documents, whenever required. It will be obligatory for him/ her to treat the information and documents of the Bidders/Contractors as confidential. He/ she reports to the MD & CEO, Punjab & Sind Bank.
- (3) The Bidder(s)/Contractor(s) accepts that the IEM has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the IEM, 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 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 MD & CEO, Punjab & Sind Bank and recuse himself/ herself from that case.
- (5) The Bank will provide to the IEM 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 Bank and the Contractor. The parties offer to the IEM the option to participate in such meetings.
- (6) As soon as the IEM notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Bank and request the Management to discontinue or take corrective action, or to take other relevant action. The IEM can in this regard submit non-

binding recommendations. Beyond this, the IEM has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

- (7) The IEM will submit a written report to the MD & CEO, Punjab & Sind Bank within 8 to 10 weeks from the date of reference or intimation to him by the Bank and, should the occasion arise, submit proposals for correcting problematic situations.
- (8) If the IEM has reported to the MD & CEO, Punjab & Sind Bank, a substantiated suspicion of an offence under relevant IPC/ PC Act, and the MD & CEO, Punjab & Sind Bank has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the IEM may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word IEM would include both singular and plural.

Section 8- 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 from 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 competent Authority of the Punjab & Sind Bank.

Section 9 - Other provisions

- (1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. New Delhi.
- (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 Warranty/ Guarantee etc. shall be outside the purview of IEMs.

- (6) 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 Bidder/ Contractor)
(Office Seal)

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

Place

Date

Witness 1: _____

(Name & Address) _____

Witness 2: _____

(Name & Address) _____

Annexure-4

Only selected bidder to sign NDA before award of business

NON DISCLOSURE AGREEMENT

(To be executed on a Rs 100 Non-Judicial Stamp Paper)

This Agreement made this day of 2021 by and between Punjab & Sind Bank, a Govt. of India undertaking, a body corporate constituted under Banking Companies (Acquisition & Transfer of Undertakings) Act, 1980 having Corporate office at NBCC Office Block, Plate B, Block-3 East Kidwai Nagar, New Delhi 110023 and Head Office at 21, Rajendra Place, New Delhi New Delhi – 110 008 . (herein after referred to as “the Bank”) AND....., having its registered office at (Hereinafter referred to as “the Service provider”)

WHEREAS the Parties intend to enter into discussions with the Recipient for purposes of procuring Services/Product (hereinafter referred to as “the Purpose”) from the Recipient and in order to proceed with the Purpose has agreed to provide certain Confidential Information relating to its business activities and processes as defined hereunder on a strictly confidential basis and on terms and conditions set out in these presents.

NOW THEREFORE IN CONSIDERATION of the disclosure of such Confidential Information by the Punjab & Sind Bank, the Recipient hereby agrees and confirms as follows:-

1. Confidential Information. "Confidential Information" shall mean any and all information and/data which is provided to the Recipient whether in writing, pictorially, in machine readable form, orally or by observation during the visits of the Recipient in connection with the Purpose or otherwise which may be the substance of this Agreement, financial information, know how, processes, trade secrets, schematics, technology, customer information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business strategies including but not limited to:

a) Methodologies for Implementation and Pricing, Technology Architecture including details of WAN Connectivity, LAN Conversion, Modalities for Back up and Redundancies of Server/Network Desk Tops/Peripheral etc., Telecom/LAN Infrastructure, Technology Resources, Service Models including State of the Art Infrastructure, Telecommunication Network Transition Management, Transition Processes etc.

b) Production processes, marketing techniques and arrangements, mailing lists, purchasing information, pricing policies, quoting procedure, financial information, customer and prospect names and requirements, employee, customer, supplier and distributor data, price lists, any other materials or information relating to Punjab & Sind Bank's business and activities and the manner in which it does business;

c) Computer software, whether now or hereafter existing, developed for use on any operating system or machine, all modifications, enhancements and versions and all options available with respect thereto, and all future products developed or derived there from.

d) Source and object code, flowcharts, algorithms, coding sheets, routines, sub-routines, Compilers, assemblers, design concepts and related documentation and manuals.

e) Discoveries, concepts and ideas including, without limitation, the nature and results of research and development activities, processes, formulae, inventions, computer-related equipment or technology, techniques, "know-how", designs, drawings and specifications.

f) All other materials or information related to the business or activities of the Bank which are not generally known to others engaged in similar businesses or activities.

g) All ideas which are derived from or related to the access of systems or knowledge of any of the enumerated materials and information.

h) All material containing Confidential Information furnished by or obtained from.

i) the disclosing party, including without limitation, magnetic tapes, documents, manuals, specifications, flowcharts, program listings and data file printouts ("the Materials"), shall be and remain the property of the disclosing party and shall not be reproduced in whole or part without the disclosing party's express written consent. Any copies of the Materials shall become the disclosing party's property and shall contain such copyright and other proprietary rights notice or legend as appears on the original copy.

(Hereinafter referred to as the "Confidential Information" PROVIDED THAT absence of any marking or statement that particular information is Confidential Information shall not affect its status as Confidential.) Such disclosures are intended to be made solely for the purpose of enabling the Recipient to evaluate such information for a possible supply of Services/Product to Punjab & Sind Bank.

2. Use of Confidential Information. Each Party agrees not to use the other's Confidential Information for any purpose other than for the specific consultation regarding the RFP potential business venture. Any other use of such Confidential Information by any party shall be made only upon the prior written consent from an authorized representative of the other Party which wishes to disclose such information (the "**Disclosing Party**") or pursuant to subsequent agreement between the Parties hereto.

3. Restrictions. Subject to the provisions of paragraph 4 below, the Party receiving Confidential Information (the "**Receiving Party**") shall, for period of 2 years from the date of the last disclosure of Confidential Information made under this Agreement (except for personal customer data which shall remain confidential forever), use the same care and discretion to limit disclosure of such Confidential Information as it uses with similar confidential information of its own and shall not disclose, lecture upon, publish, copy, modify, divulge either directly or indirectly, use (except as permitted above under clause 2) or otherwise transfer the Confidential Information to any other person or entity, including taking reasonable degree of care and steps to:

a. restrict disclosure of Confidential Information solely to its concerned employees, agents, advisors, consultants, contractors and /or subcontractors with a need to know and not disclose such proprietary information to any other parties; and

b. advise all receiving Party employees with access to the Confidential Information of the obligation to protect Confidential Information provided hereunder and obtain from agents, advisors, contractors and/or consultants an agreement to be so bound.

c. use the Confidential Information provided hereunder only for purposes directly related to the potential business venture.

4. Exclusions. The obligations imposed upon either Party herein shall not apply to information,

technical data or know how, whether or not designated as confidential, that:

(a) is already known to the Receiving Party at the time of the disclosure without an obligation of confidentiality.

(b) is or becomes publicly known through no unauthorized act of the Receiving Party.

(c) is rightfully received from a third Party without restriction and without breach of this Agreement.

(d) is independently developed by the Receiving Party without use of the other Party's Confidential Information and is so documented.

(e) is disclosed without similar restrictions to a third party by the Party owning the Confidential Information.

(f) is approved for release by written authorization of the Disclosing Party; or

(g) is required to be disclosed pursuant to any applicable laws or regulations or any order of a court or a governmental body; provided, however, that the Receiving Party shall first have given notice to the Disclosing Party and made a reasonable effort to obtain a protective order requiring that the Confidential Information and/or documents so disclosed be used only for the purposes for which the order was issued.

5. Return of Confidential Information. All Confidential Information and copies and extracts of it shall be promptly returned to the Disclosing Party at any time within thirty (30) days of receipt of a written request by the Disclosing Party for the return of such Confidential Information.

6. Ownership of Information. The Parties agree that all Confidential Information shall remain the exclusive property of the Disclosing Party and its affiliates, successors and assigns.

7. No License Granted. Nothing contained in this Agreement shall be construed as granting or conferring any rights by license or otherwise in any Confidential Information disclosed to the Receiving Party or to any information, discovery or improvement made, conceived, or acquired before or after the date of this Agreement. No disclosure of any Confidential Information hereunder shall be construed to be a public disclosure of such Confidential Information by either Party for any purpose whatsoever.

8. Breach. In the event the Receiving Party discloses, disseminates or releases any Confidential Information received from the Disclosing Party, except as provided above, such disclosure, dissemination or release will be deemed a material breach of this Agreement and the Disclosing Party shall have the right to demand prompt return of all Confidential Information previously provided to the Receiving Party. The provisions of this paragraph are in addition to any other legal right or remedies the Disclosing Party may have.

9. Arbitration and Equitable Relief

(a) Arbitration - The Parties shall attempt to settle any disputes arising out of or relating to this Agreement through consultation and negotiation. In the event no settlement can be reached through such negotiation and consultation, the Parties agree that such disputes shall be referred to and finally resolved by arbitration under the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification thereof shall apply. The arbitration shall be held in New Delhi. The language used in the arbitral proceedings shall be English. Each Party to the dispute shall appoint one arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator.

(b) Equitable Remedies - The Parties agree that it would be impossible or inadequate to measure and calculate the Disclosing Party's damages from any breach of the covenants set forth herein. Accordingly, the Parties agree that in event of breach of any of the covenants contained in this Agreement, the affected Party will have available, in addition to any other right or remedy available, the right:

i) to obtain an injunction from a court of competent jurisdiction restraining such breach or threatened breach; and

ii) to specific performance of any such provisions of this Agreement. The Parties further agree that no bond or other security shall be required in obtaining such equitable relief and the Parties hereby consent to the issuance of such injunction and to the ordering of specific performance.

(c) Legal Expenses - If any action and proceeding is brought for the enforcement of this Agreement, or because of an alleged or actual dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, each Party will bear its own expenses, including the attorney's fees and other costs incurred in such action.

10. Term - This Agreement may be terminated by either Party giving thirty (30) days' prior written notice to the other Party; provided, however, the obligations to protect the Confidential Information in accordance with this Agreement shall survive for a period of 2 Years from the date of the last disclosure of Confidential Information made under this Agreement (except for personal customer data which shall remain confidential forever).

11. No Formal Business Obligations - This Agreement shall not constitute create, give effect to or otherwise imply a joint venture, pooling arrangement, partnership, or formal business organization of any kind, nor shall it constitute, create, give effect to, or otherwise imply an obligation or commitment on the part of either Party to submit a proposal or to perform a contract with the other Party or to refrain from entering into an agreement or negotiation with any other Party. Nothing herein shall be construed as providing for the sharing of profits or loss arising out of the efforts of either or both Parties. Neither Party will be liable for any of the costs associated with the other's efforts in connection with this Agreement. If the Parties hereto decide to enter into any licensing arrangement regarding any Confidential Information or present or future patent claims disclosed hereunder,

12. General Provisions

(a) Governing Law - This Agreement shall be governed by and construed in accordance with the laws of India.

(b) Severability - If one or more of the provisions in this Agreement is deemed void by law, then the remaining provisions will continue in full force and effect.

(c) Successors and Assigns - This Agreement will be binding upon the successors and/or assigns of the Parties, provided however that neither Party shall assign its rights or duties under this Agreement without the prior written consent of the other Party.

(d) Headings. All headings used herein are intended for reference purposes only and shall not affect the interpretation or validity of this Agreement.

(e) Entire Agreement - This Agreement constitutes the entire agreement and understanding of the Parties with respect to the subject matter of this Agreement. Any amendments or modifications of this Agreement shall be in writing and executed by a duly authorized representative of the Parties.

(f) Two original sets of Non-Disclosure Agreement are executed and retained by each of the parties, Bank and Vendor.

The Parties, by the signature of their authorized representatives appearing below, acknowledge that they have read and understand each and every term of this Agreement and agree to be bound by its terms and conditions.

ACCEPTED AND AGREED TO BY:

(Signature)

Print Name:

Title:

(Signature)

Name:

Title:

IN WITNESS WITH:

Bank:

(Signature)

Print Name:

Title:

Vendor:

(Signature)

Name:

Title:

Annexure-5

Authorization letter format

(To be furnished on the company's letter head)

Date :

To:

The Deputy General Manager, Punjab
& Sind Bank
Premises Department
Ground Floor, NBCC Office Block
Plate B, Block-3
East Kidwai Nagar, New Delhi

Sir/Madam,

Subject: Authorisation of Signatory for Participation in Tender

Reference: Tender No. _____ dated _____ for _____.

Dear Sir/Madam,

We hereby authorise Mr./Ms. **[Name of the Authorised Person]**, holding the designation of **[Designation]**, to act as the authorised signatory on behalf of **[Full Legal Name of the Company]** in connection with the above-mentioned tender.

The authorised signatory is hereby empowered to sign, execute and submit the tender documents, bid forms, declarations, undertakings, clarifications and other documents as may be required in connection with the aforesaid tender, and to represent the Company in all matters relating thereto.

This authorisation shall remain valid till the entire tender process, including the evaluation, award and completion of the formalities arising out of the tender, unless revoked earlier by the Company in writing.

The specimen signature of the authorised signatory is attested below:

(Name & Designation)

Specimen Signature of Aauthorised Signatory

(Name & Designation)

Signature of Authorizing Authority

(Name & Designation)

Signature of Attesting Authority

Annexure- 6

**UNDERTAKING FOR NON- BLACKLISTED
To be provided on letter head of the Bidder's Company**

To,

The Deputy General Manager
Punjab & Sind Bank Premises Department
Ground Floor, NBCC Office Block
Plate B, Block-3 East Kidwai Nagar,
New Delhi 110023.

Dear Sir,

We, M/s_____, do hereby confirm that we have not been blacklisted/ banned/ declared ineligible for corrupt and fraudulent practices by any Govt. Financial Institutions/Banks/ Government/ RBI/IRDAI/ Semi Government Departments/ PSUs in India and have no disciplinary proceedings pending against the applicant company or any of the directors in preceding 3 Financial Years.

This declaration has been submitted and limited to, in response to the tender reference mentioned in this document

Dated at _day of____2026

Thanking You,

Yours faithfully,

Signature of Authorized Signatory
Name of Signatory:
Designation:
Seal of Company

ANNEXURE – 7
DEED OF INDEMNITY

This Deed of Indemnity executed at Delhi on the ____ day of ____ by _____ (hereinafter referred to as “the Obligor” which expression shall, unless it be repugnant to the context, subject or meaning thereof, be deemed to mean and include successors and permitted assigns);

IN FAVOUR OF PUNJAB & SIND BANK, a body Corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act of 1980 having its Corporate office at East Kidwai Nagar Delhi and Head Office at Bank House Building, 21 Rajendra Place, New Delhi-110008 (hereinafter referred to as “Bank” which expression shall, unless it be repugnant to the subject or context or meaning thereof, be deemed to mean and include its successors and assigns)

WHEREAS Punjab & Sind Bank vide its Tender No PSB/HO Premises/..... for Standard Fire And Special Perils Policy, Commercial General Liability, Burglary & Miscellaneous Insurance Policy -01/2026 dated [-----] (Tender) had invited Bids from the eligible Bidders for Procurement of Standard Fire And Special Perils Policy, Commercial General Liability, Burglary & Miscellaneous Insurance Policy

WHEREAS,

1. The Obligor has offered to Punjab & Sind Bank the service(s) as stated under Scope of Work of Tender;

1. represented and warranted that it has all permissions, consents, approvals and license from all authorities, both regulatory / statutory and non-regulatory, for executing the services as stated in the Agreement dated...../Tender;

2. Represented and warranted that the aforesaid services offered to Punjab & Sind Bank do not violate any provisions of the applicable laws, regulations or guidelines. In case there is any violation of any law, rules or regulation, which is capable of being remedied the same will be got remedied immediately during the implementation, maintenance and contract period to the satisfaction of Punjab & Sind Bank;

3. represented and warranted that they are authorized and legally eligible and otherwise entitled and competent to enter into such Agreement with Punjab & Sind Bank;

5. Punjab & Sind Bank, relying and based on the aforesaid representations and warranties of the Obligor, has agreed to avail the services from the Obligor on the terms and conditions contained in its Agreement dated _____ (the Agreement) with the Obligor;

6. One of the conditions of the aforesaid Agreement /Tender is that the Obligor is required to furnish an indemnity in favour of Punjab & Sind Bank indemnifying the latter against any loss, damages or claims arising out of any violations of the applicable laws, regulations, guidelines during the execution and rendering/delivery of service(s) to Punjab & Sind Bank and/or due to breach of terms and conditions of the Agreement by the Obligor and/or on account of misconduct, omission or negligence or otherwise by the Obligor.

7. In pursuance thereof, the Obligor has agreed to furnish an indemnity in the form and manner and to the satisfaction of Punjab & Sind Bank as hereinafter appearing;

NOW THIS DEED WITNESSETH AS UNDER: -

The words and expressions not specifically defined shall have the same meanings as are respectively assigned to them in the Tender/Agreement.

In consideration of Punjab & Sind Bank having agreed to award the Agreement to the Obligor, the Obligor hereby unconditionally, absolutely and irrevocably agree and undertake that: -

1. the Obligor shall, at all times hereinafter, save and keep harmless and indemnified Punjab & Sind Bank, including its respective directors, officers, employees, agents and representatives and keep them indemnified from and against any claim, costs, charges, damages, demand, losses, liabilities or expenses (including litigation cost, reasonable attorney’s fees) of any nature and kind whatsoever and by

whomsoever made in respect of the Agreement and any loss or damage caused from and against all suits and other actions that may be instituted taken or preferred against Punjab & Sind Bank by whomsoever and all losses, damages, costs, charges and expenses that Punjab & Sind Bank may incur by reason of any claim made by any claimant for any reason whatsoever or by anybody claiming under them or otherwise for any losses, damages or claims arising out of all kinds of accidents, destruction, deliberate or otherwise, direct or indirect, from those arising out of violation of applicable laws and also from the environmental damages, if any, which may occur or result from the terms of the Agreement.

2. The Obligor further agrees and undertakes that the Obligor shall, ensure that all the permissions, authorizations, consents and licenses are obtained and renewed from the local and/or municipal and/or governmental authorities, as may be required under the applicable laws, rules, regulations, guidelines, orders framed or issued by any appropriate authorities.

3. If any additional approval, consent or permission is required by the Obligor to execute and perform the Agreement during the currency of the Agreement, it shall procure the same and/or comply with the conditions stipulated by the concerned authorities without any delay.

4. The obligations of the Obligor herein are irrevocable, absolute and unconditional, in each case irrespective of the value, genuineness, validity, regularity or enforceability of the aforesaid Agreement or other agreement, or the insolvency, bankruptcy, reorganization, dissolution, liquidation or change in ownership of Punjab & Sind Bank or Obligor or any other circumstance whatsoever which might otherwise constitute a discharge or defence of an indemnifier.

5. The obligations of the Obligor under this deed shall not be affected by any act, omission, matter or thing which, would reduce, release or prejudice the Obligor from any of the indemnified obligations under this indemnity or prejudice or diminish the indemnified obligations in whole or in part, including in law, equity or contract (whether or not known to it or to Punjab & Sind Bank).

6. This indemnity shall survive the Agreement.

7. Any notice, request or other communication to be given or made under this indemnity shall be in writing addressed to either party at the address stated in the Agreement and/or as stated above.

8. This indemnity and other non-contractual obligations arising out of this indemnity, shall be governed by, and construed in accordance with, the laws of India. The Obligor irrevocably and unconditionally agrees that any legal action, suit or proceedings arising out of or relating to this indemnity may be brought in the Courts/Tribunals at Delhi. Final judgment against the Obligor in any such action, suit or proceeding shall be conclusive and may be enforced in any other jurisdiction, by suit on the judgment, a certified copy of which shall be conclusive evidence of the judgment, or in any other manner provided by law. By the execution of this indemnity, the Obligor irrevocably submits to the exclusive jurisdiction of such Court/Tribunal in any such action, suit or proceeding.

9. Punjab & Sind Bank may assign or transfer all or any part of its interest herein to any other person. Obligor shall not assign or transfer any of its rights or obligations under this indemnity, except with the prior written consent of Punjab & Sind Bank.

IN WITNESS WHEREOF the Obligor has signed these presents on the day, month and year first above written.

Signed, sealed and delivered by the said service provider, _____ to
..... (Name of the Bank) _____

END OF RFP