



Dakshin Bihar Gramin Bank – H.O.

RFP FOR INSURANCE BROKER

Calendar of Events (REVISED)

1.	Date of commencement of RFP Process/sale of Bidding Document	15.02.2023
2.	Queries, if any, to be communicated by the bidders	22.02.2023
3.	Date, time & Venue of Pre-bid Meeting.	22.02.2023 at 03.00 PM at: Dakshin Bihar Gramin Bank – Head Office
4.	Date of Reply to Queries	24.02.2023
5.	Last date, time & Venue for submission of Bid Documents	04.03.2023 up to 02.00 PM at: Dakshin Bihar Gramin Bank – Head Office
6.	Date and Time of Bid (Eligibility Criteria) Opening	04.03.2023 at 03.00 PM at: Dakshin Bihar Gramin Bank – Head Office
7.	Presentation by eligible Bidders (Maximum time for each bidder 10 minutes only)	13.03.2023 at 11.00 AM at: Dakshin Bihar Gramin Bank – Head Office
8.	Date and Time of Bid (Technical Evaluation) Opening ** The bid will be opened of those bidders who are found satisfactory in their presentation.	13.03.2023, after presentation at 03.30 PM at: Dakshin Bihar Gramin Bank – Head Office.
9.	Place of opening of Bids	Dakshin Bihar Gramin Bank, Head Office
10.	Address for communication	Dakshin Bihar Gramin Bank – Head Office Shree Vishnu Commercial Complex, NH-30, AshoChak, Patna-800030.
11.	Contact Person	Mr. Ujjwal Prakash, Chief Manager Mob- 9771446103

Note: Bids will be opened in presence of the bidders' representatives (maximum two representatives per bidder) who choose to attend. In case the specified date of submission & opening of Bids is declared a holiday in Bihar under the NI act, the bids will be received till the specified time on next working day and will be opened at 3:00 p.m. on the same day.

Bid will be submitted in two separate envelopes. one contains "Assessment Criteria", which must be superscribed as "ASSESSMENT CRITERIA FORM" and the other envelope contains remaining documents.

