BALMER LAWRIE & CO LTD Associate Service, Chennai 600 068

Ref: BL/AS/MAN/EDLI/LT/201819/0023 Date: 09.01.2019
Due on: 19.01.2019

To: All interested parties

Sub: Tender for Group Life Insurance Policy under EDLI

Dear Sirs,

- 1.0 We, Balmer Lawrie & Co Ltd, are a Govt. of India Enterprise under the administrative control of the Ministry of Petroleum & Natural Gas.
- 1.1 As part of statutory requirement our company got exemption under EDLI payment to Provident Fund payment in lieu of the same and as per Government Norms we are having a Group Life insurance policy for providing the benefit as per Government Guidelines . Accordingly under this policy to pay the nominee/legal heir of the employee as compensation, an amount of Rs.6,02,000/- in the event of death of the employee.
- 1.2 We have an employee strength of 149 (Regular and Contract employees) for which insurance coverage is required. Their age profile and the basic pay drawn by each employee for which the compensation to be paid is attached herewith.
- 1.3 The changes in addition/deletion of manpower by way to resignation/superannuation/termination as also change in basic pay as and when effected shall be communicated from to time to the Insurance agency who would be award the contract, and the additional /refund of premium towards same had to be intimated by them to Balmer Lawrie in order to take necessary action.
- 1.4 We have pleasure in inviting you to submit your offer for the renewal of Group Life insurance policy under EDLI for a period of one year wef 01.02.2019 to 31.01.2020
- 1.5 We have appointed M/s Global Insurance Brokers Pvt Ltd as Insurance Brokers. For all clarifications and details regarding the tender document kindly contact

Shri.V.Srikanth
Associate Vice President
Global Insurance Brokers Pvt Ltd
Gitex 2nd Floor No 3 Khader Nawaz Khan Road
Nungambakkam Chennai 600 006
Mobile No. 9962455567

- 2.0 SCOPE OF COVER:
- 2.1 The coverage envisaged by us should take care of the following:

- a) Death of the insured member up to the specified sum assured, ie Rs 602000/-
- b) Minimum Age at entry: 18 Years Maximum age at entry: 59 years
- c) Benefit Expiry Age: 60 years
- d) Eligibility of the member has to be accepted without any medical test:
- f) Cover to be provided to all the employees given by Balmer Lawrie in the tender documents (149 members) without any criteria.

3.0 PERIOD OF COVERAGE:

3.1 The coverage will be a period of one year i.e from 01.02.2019 to 31.01.2020.

4.0 OFFER:

- 4.1 On the basis of the above information, kindly furnish premium rates. You are requested to take print out of the quote sheet duly incorporating all the coverages opted by the client, affix your signature with seal in all the pages (if any) and submit the same. Submission of hard copy of the quote sheet duly signed is mandatory for accepting the offer. Alternatively you can upload the rate in the price bid in e-portal.
- 4.2 Clarification if any shall be sought not later than 3 days before the last date for submission of offer.
- 4.3 Insurers are requested to note that discounts if any, offered shall be clearly indicated in the offer itself and it shall be firm and final and no provisional discount shall be offered. Discount, once offered, shall not be withdrawn afterwards.
- The sum insured values given are only provisional and Balmer Lawrie reserves it's right to increase or decrease depending upon requirement during the award of insurance business and during the period of insurance. Also we may be going in extensions under the policies taken for which cover should taken for which cover should be granted on pro-rata basis.
- 4.5 Balmer Lawrie & Co Ltd can opt for higher excess and seek appropriate discounts on Discounts on quoted premium.
- 4.6 Incomplete offers are liable to be rejected.
- 4.7 In line with the circular Ref: 001/NL/GENERAL/APR/06 dated 19.04.06 from IRDA to all insurance companies, you are requested to understand our requirements properly and offer your rates. If you need any further information or clarification, please feel free to contact us.
- 4.8 Notwithstanding any thing stated above, Balmer Lawrie reserves the right to asses the insurer's capacity and capability to perform the insurance business, should the circumstances warrant such an assessment in the overall interest of Balmer Lawrie.
- 4.9 Purchase preference to Central Public Sector Undertakings as per the guidelines Issued by Department of public Enterprises/Govt.of India, in this regard will be applicable.
- 4.10 Submitting the offer does not guarantee Balmer Lawrie & Co Ltd, accepting the offer Balmer Lawrie reserves the right to accept or reject any offer, or part thereof at its Sole discretion, without assigning any reason thereof.
- 4.11. Balmer Lawrie takes no responsibility for delays, loss or non receipt of the offers Sent by the insurers.
- 4.12 The submission of offer shall have no cause of action or claim against Balmer Lawrie

For rejection of offer. The insurer whose offer is not accepted shall not be entitled to Claim any costs, charges and expenses incidental to or incurred by them in Connection with the submission of their offer.

4.13 Balmer Lawrie reserves the right to award and distribute the insurance business to one or more insurers.

TENDER CAN BE SUBMITTED EITHER THROUGH E-TENDER OR HARD COPY

A. CONDITIONS FOR ONLINE BID SUBMISSION

Procedure for bid submission

The bidder would be required to register on the e-procurement market place https://balmerlawrie.eproc.in and submit their bids online.

The bidders shall submit their eligibility and qualification documents, Technical bid, financial bid, etc., in the standard formats prescribed in the Tender documents & displayed in e-procurement website. The bidders shall upload the scanned copies of all the relevant certificates, documents, etc in support of their eligibility criteria/technical bids in the e-procurement website. However, bulky documents need not be scanned and uploaded but physical copy of the same should be sent to our Manali, Chennai office so as reach before the due date and time of the tender. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

1. Registration with e-procurement platform

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India P Ltd

Dedicated helpdesk for Balmer Lawrie

Contact Person	Email	Contact Number
Tirtha Das (Kolkata)	tirtha.das@c1india.com	+91-9163254290
Partha Ghosh (Kolkata)	partha.ghosh@c1india.com	+91-8811093299
CH.Mani Sankar (Chennai)	chikkavarapu.manisankar@c1india.com	+91-8939284159
Ujwala Shimpi (Mumbai)	ujwala.shimpi@c1india.com	+91-022-66865608
Helpdesk Support (Kolkata)	-	+91-8017272644
Escalation – 1	tuhin.ghosh@c1india.com	+91-8981165071
Tuhin Ghosh (Kolkata)		

2. Digital certificate authentication

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-procurement platform.

All the bidders who do not have digital certificate need to obtain Digital certificate. They may contact help desk of C1 India P Ltd.

3. Submission of hard copies

The bidder shall furnish all the related documents before bidding so as to reach before the due date and time of the tender either personally or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of the bidder. The company shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the bidder is found to be false/fabricated/bogus, the bidder is liable for blacklisting, cancellation of work and criminal prosecution. The bidder is requested to get a confirmed acknowledgement from the Tender inviting authority as a proof of hardcopies submission to avoid any discrepancy. The offer of bidders failing to submit hard copies of documents as required to the tender inviting authority on or before the stipulated due date & time will be rejected.

4. Tender documents

The bidder is requested to download the tender documents and read all the terms and conditions mentioned in the tender document and seek clarification if in doubt from the tender inviting authority.

The bidder has to keep track of any changes in the Tender terms by viewing the addendum/corrigenda issued by the Tender inviting authority on time to time basis in the e-procurement platform. The company calling for tenders shall not be responsible for any claims/problems arising out of this

Bid submission acknowledgement

The user should complete all the processes and steps required for bid submissions. The successful bid submission can be ascertained once acknowledgement is given in the system through bid submission number after completing all the process and steps. C1 India is not responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the tender inviting authority for processing.

Before scanning the documents for uploading, the bidders shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

- a) Such uploaded documents pertaining to Technical bid need to be attached to the tender while submitting the bids on line.
- b) The bidders should furnish hard copies of all the uploaded documents.

Disclaimer clause

Neither the company (Balmer Lawrie & Co Ltd) nor the service provider is responsible for any failure or non submission of bids due to failure of internet or other connectivity problems or reasons thereof

GENERAL

BL shall not take any responsibility for any delay or non – receipt of said documents. If any of the documents furnished by the bidder is found to be false/fabricated, the bidder is liable for blacklisting, cancellation of work and criminal prosecution. BL reserves the right to accept any tender in whole or split the order or reject any or all tenders without assigning any reason.

BL shall not be bound to accept the lowest tender and reserves the right to accept any or more tenders in part. Decision of BL in this context shall be final and shall be binding on the bidders.

Corrigendum to tender

The bidder has to keep track of any changes viewing the addendum/corrigendum's Issued by the Tender Inviting Authority on time-to time basis in the eProcurement Platform https://balmerlawrie.eproc.in&balmerlawrie website www.balmerlawrie. Com. The Company inviting tender shall not be responsible for any claims/other Issues arising out of this.

The last date for submitting your offer at Balmer Lawrie & Co Ltd, Manali Chennai is 18.01.2019. All offers must be submitted in the manner and method prescribed, in Sealed envelopes super scribing "Quotation for Group Life Insurance Policy Employees Linked Insurance Scheme 2019-20" and should be reach the following Person.

Shri.Subrata Deb Chief Manager (HR)SR Balmer Lawrie & Co Ltd 32 SattangaduManali Chennai 600 068

Any offer received after the expiry of the time specified and directly to us will be Rejected.

For all clarification and details regarding the tender document kindly contact

Shri.V.Srikanth Associate Vice President Global Insurance Brokers Pvt Ltd GITEX 2ndFloor.No 3 Khader Nawaz Khan Road Nungambakkam Chennai 600 006. Phone 49125600,03 9962455567

5.0 CLAIMS EXPERIENCE:

The policy has been in force for 24 years. There have been 14 claims till this period. Please find below the claim details

YEAR	CLAIM DETAILS
1996	1
2005	1
2007	1
2010	1
2011	2
2015	2
2016	2
2017	3
2018	1

For Balmer Lawrie & CO Ltd

(Subrata Deb) Chief Manager(HR)SR

BALMER LAWRIE & CO LTD CHENNAI

Tender No. Ref : BL/AS/MAN/EDLI/LT/201819/0023 Date : 09.01.2019

PARTICULARS OF TENDERER

- 1. Name of the tenderer/agency
- 2., Address (in full)
- 3. Office Phone No
- 4. Email id
- 5. Contact person name
- 6 Contact person mobile no

BALMER LAWRIE & CO LTD CHENNAI

Tender No. Ref : BL/AS/MAN/EDLI/LT/201819/0023 Date : 09.01.2019

PRICE BID

SI No Description Permium per year

1. Premium per year for coverage of 149 members under Group Life Insurance Scheme under EDLI for a period of one year, as per details given in the tender

GST %

Date Signature with seal

EDLI REGULAR EMPLOYEES LIST AS ON 01.01.2019

EDLI REGULAR EMPLOYEES LIST AS ON 01.01.2019					
S.NO	Emp No	PF NO	NAME	DOB	DOJ
	TN/16719				
1	209	225	P.K.SOMU	27/12/60	19/3/90
2	254	275	R.YUKANANTHAN	07.08.65	02.01.91
3	276	286	MAHENDRADAS	21/3/67	18/3/94
4	S047	50	N.CHANDRASEKARAN	17/4/61	02.07.86
5	S093	73	S.RAMESH	30/5/63	17/12/86
6	S094	85	K.NARASIMMAN	23/4/60	02.03.87
7	239	255	A. MUNUSAMY	10.06.66	22/6/90
8	S0128	269	S. PALANI	15/4/62	22/6/90
9	S060	247	D. SELVAKUMAR	24/4/65	04.06.90
10	5	3	VIKRAMA PRASAD VARMA	01.07.59	01.01.84
11	73	94	J. ALEXANDER LAWRENCE	23/10/60	20/04/87
12	78 78	96	V. RAJA	03.10.66	22/4/87
13	95	119	K.SNAKAR	29/2/60	01.09.87
14	96	112	V.BHASKARAN	29/2/60	01.09.87
15	97	117	M.K.JOTHI		
16		120	B.SWAMINATHA RAMESH	03.04.62 18/7/65	01.09.87
-	100			1	10.09.87
17	101	118	T.V.MURUGESAN	13/1/60	10.09.87
18	102	122	G.NAGARAJAN	01.05.62	07.10.87
19	109	129	D.THANGAMANI	16/6/61	21/1/88
20	110	130	P.MANOHARAN	03.06.59	21/1/88
21	111	131	M.THANGARAJ	25/8/61	23/1/88
22	112	132	S.SAVARIMUTHU	17/1/60	23/1/88
23	115	136	K.RAJU	24/6/63	16/3/88
24	117	138	N.MOHANASELVAM	12.08.66	18/4/88
25	121	141	I.PARAMASIVAM	04.03.59	11.05.88
26	143	160	M.KARUNANIDHI	09.01.67	01.07.88
27	165	186	S. MANI	20/11/60	30/11/88
28	169	190	I. MUTHUSEKAR	23/3/61	12.12.88
29	175	199	K. MASILAMANI	05.04.61	04.03.89
30	176	197	V. CHOKALINGAM	25/11/60	03.04.89
31	179	200	K. ANBALAGAN	30/3/60	10.06.89
32	246	262	V. JAYARAMAN	15/7/65	26/9/90
33	S0129	276	M.RAGHU	20/1/63	14/2/91
34	S061	296	R.SATHYAMURTHY	13/12/66	19/7/93
35	15	16	P. RADHAKRISHNAN	15/1/59	05.11.84
36	31	33	S. ARUMUGAM	10.09.60	08.05.86
37	130	158	A. MANOHARAN	20.03.64	14/6/88
38	145	172	I. DOMINIC SAVIO	27/4/62	09.07.88
39	146	173	S. JAYARAMAN	10.03.64	11.07.88
40	157	179	P.RAMAKRISHNAN	05.12.61	16/09/88
41	160	182	M.SELVARAJ	20/2/59	16/9/88
42	162	177	K. NAGARAJAN	17/11/62	16.09.88
43	164	185	M.V.SUNDAR	22/9/62	21/10/88
44	166	188	T. GANESAN	16/3/62	30/11/88
45	184	205	K.MURUGADAS	01.06.64	30/8/89
46	185	206	M. SUNDAR	17/6/65	31/8/89
47	186	207	K. BALU	20/3/67	31/8/89
48	187	208	S. NARENDRAMURTHY	12.06.65	31/8/89

49	188	209	S. RAVI	09.05.62	31/8/89
50	191	213	K. KANNIAPPAN	25/1/65	26/9/89
51	192	214	K. VELMURUGAN	17/5/65	26/9/89
52	193	215	D. THANIGAIARASU	31/1/68	26/9/89
53	197	220	S. RAJENDRAN	15/9/61	17/10/89
54	198	221	K. JAGADEESWARAN	13/5/65	17/10/89
55	200	223	B. DILLI	27/9/60	15/11/89
56	215	239	T. RAJAMANICKAM	05.05.63	11.05.90
57	234	250	K.SAKTHIVEL	10.05.66	22/6/90
58	235	251	A. VENKATESWARAN	11.07.66	22/6/90
59	236	252	A. SOUNDARARAJAN	28/11/65	22/6/90
	237	253			
60		253 254	S.T. MURUGESAN K. VENKATESAN	03.09.66	22/6/90
61	238			17/5/67	22/6/90
62	241	257	S. SANKARAN	31/5/68	27/6/90
63	243	259	M. MARICHAMY	25/5/69	14/6/90
64	244	260	N. MUTHIAH	04.03.63	22/6/90
65	251	272	C GOPAL	28/6/66	276/90
66	252	273	D. VELMURUGAN	04.05.65	11.10.90
67	261	282	S. SURESHKUMAR	06.03.69	26/9/91
68	S029	210	R. PADMANABAN	25/4/68	02.09.89
69	S030	153	T.S. ELANGOVAN	11.01.59	19/8/88
70	S031	183	S. RAJASEKARAN	25/12/65	17/10/88
71	S039	219	S. GUNASEKARAN	16/4/64	17/10/89
72	S040	152	R.KANNAN	18/5/62	19/8/88
73	S02332	20	K.DASS	07.04.65	01.01.84
74	25	44	S.SUNDARAJAN	12.08.60	15/12/85
75	47	69	V.MUTHUKRISHANAN	08.04.66	03.11.86
76	49	62	V.MAHALINGAM	06.05.63	03.11.86
77	51	59	S.RAMACHANDRAN	30/7/61	10.11.86
78	53	57	K.BALU	15/7/65	12.11.86
79	62	78	S.RAJU	09.02.66	02.01.87
80	64	81	JOHNBOSCOXAVIER	31/1/63	19/1/87
81	66	82	M.ARUMUGANAINAR	4/14/1963	1/27/1987
82	93	115	B.NANJUNDAPPA	10.04.66	01.09.87
83	99	114	E.P.PERUMAL	18/1/64	09.09.87
84	106	125	P.VISWAM	08.05.61	20/1/88
85	113	133	A.ANDI	15/8/64	03.02.88
86	119	142	E.KUPPAN	14/7/59	10.05.88
87	122	143	D .ESAIKAL	16/8/58	25/5/88
88	128	156	V.ANBALAGAN	30/3/60	14/6/88
89	147	175	N.ARUMUGAM	10.08.66	18/7/88
90	174	196	R.SEKAR	27/6/60	15/2/89
91	181	202	P.MANOHARAN	05.08.60	24/6/89
92	195	227	J.JOSEPH	22/2/68	21/10/89
93	216	240	L.NARASAIYA	1/759	11.05.90
94	228	264	T.RAJAGOPAL	14/4/66	06.08.90
95	233	247	L.SEENIVASAN	07.03.68	20/3/90
96	240	256	V.TAMILSELVAN	19/3/67	27/6/90
97	242	258	K.K.NARASIMMALU	30/6/59	27/6/90
98	245	261	G.KANNAN	04.10.66	17/7/90
99	250	270	N.SIVAKUMAR	21/6/67	27/6/90
100	266	292	S.RAJENDRAN	18/2/67	11.06.93

101	270	295	S.MUTHARASU	20/2/62	06.07.93
102	278	301	S.SEKARAN	05.01.64	06.01.95
103	279	302	B.NANDAKUMAR	15/3/65	01.03.95
104	286	322	PHILIP MICHEAL D-COSTA	24.10.70	01.10.96
105	S0088	226	S.NAGARAJAN	01.07.65	06.10.89
106	S0089	146	M.VENKATESWARAN	06.05.63	26/5/88
107	S0090	84	P.NAGARAJAN	26/1/64	28/1/87
108	S0091	28	P.VENKATAPATHY	01.03.61	18/9/84
109	S0092	237	K.M.MUTHUKARUPPAN	26/9/65	06.07.90
110	S0095	280	K.SHANMUGAM	17/7/62	02.09.91
111	S042	52	A.K.SRIDHAR	06.06.64	14/7/86
112	S043	75	D.RAJAGOPALAN	21/5/65	29/10/86
113	S044	60	S.SUBRAMANIAN	27/12/60	14/11/86
114	S048	290	K.HEMALATHA RAVI	22/7/63	21/10/92
115	S049	194	R.GOPI	10.10.61	20/1/89
116	S053	299	C.THIRUMALAIKUMAR	02.07.70	18/3/94
117	SO45	217	P.RAJAGOPAL	12.04.63	04.01.90
118	283	312	G. SIVAKUMAR	15/1/69	01.07.96
119	M1341	341	R.SWAMINATHAN	19.06.75	19.03.00
120	S0121	278	V. JAYAKUMAR	22/7/61	13/5/91
121	S050	204	S. SIVAGURU	20/12/61	03.08.89
122	S041	148	N. LAKSHMINARASIMMAN	15/1/64	02.06.88
123	S0219	642	M.BHASKAR	31.05.80	19.05.06
124	S0122	88	LALITHAJAYARAMAN	21.04.63	18.05.87
125	S037	298	J.PADMANABHAN	16.04.68	14.02.94
126	S038	285	S.THIRUPATHIAH	06.07.68	08.01.94

LIST OF CONTRACT EMPLOYEES AS ON 01.01.2019

	TN/16719		Birth	Joining
127	554	K. MANI	29.06.1964	14.06.2004
128	555	S.SUBRAMANI	01.07.1968	14.06.2004
129	556	G. ANBU	05.10.1965	14.06.2004
130	558	G. KUPPAN	01.07.1969	14.06.2004
131	559	B. SUDARSAN	12.06.1967	14.06.2004
132	560	S. SELVAM	01.07.1962	14.06.2004
133	561	S. MANOHARAN	01.07.1964	14.06.2004
134	564	S.MUNUSAMY	01.07.1976	17.06.2004
135	565	I. BASKAR	01.07.1962	17.06.2004
136	566	G. MARIMUTHU	01.07.1979	17.06.2004
137	567	M. HARIKRISHNAN	12.06.1971	18.06.2004
138	575	S. PANNEERSELVAM	29.07.1970	23.06.2004
139	576	M.GUNESEKARAN	01.07.1971	23.06.2004
140	687	L. KAJA	05.10.1977	01.08.2007
141	689	H.SULAIMANKHAN	18.04.1963	01.08.2007
142	717	S.PARTHIBAN	37 YRS	01.11.2008
143	721	G. SASIKUMAR	01.09.1978	05.01.2009
144	734	C. MOHAN	15.06.1986	21.05.2009
145	735	A. SHAIK SULAIMAN	19.10.1979	21.05.2009
146	748	PREMANANDAMALAR	10.01.1976	21.04.2010
147	757	A. VICTORIA	05.06.1955	01.04.2012
148	762	K. MATHIVANAN	20.01.1985	20.03.2012
149	771	P.RAMESH	03.01.1978	15.12.2014