



**Balmer Lawrie & Co. Ltd.**

[A Government of India Enterprise]

21 Netaji Subhas Road, Kolkata 700 001

Tender Reference No. : RHRD/GTLI/NO/2019-20  
Date : 21.01.2019

Closing Date : **01.02.2019**  
at **15.00 Hours**

**NOTICE INVITING TENDER NO. 84/2018-19**

**Sub : Renewal of Group Term Life Insurance Policy for non-officer employees of all Unit Based at Kolkata & Delhi**

Balmer Lawrie is a well-established business conglomerate with its Corporate HO at Kolkata & business spread across the country and abroad. We provide Life cover for all the non officers of Eastern Region & Delhi with a Group Life Insurance Policy. The Company has decided to renewal of Group Term Insurance Policy for the period 07.02.2019 to 06.02.2020 both days inclusive.

**Nature of Cover – Existing**

**Life cover – for 281 employees [11 at Delhi and 270 at Kolkata]**

**Scope of Cover :-**

As per the policy terms, **in the event of death [including suicide] of the employee or total permanent disablement (without any rules/clause/pre-conditions)**, the employee or the nominee of the deceased employee, as the case may be, will receive a lump sum amount equivalent to 48 times of the Basic Pay or Minimum of ₹ **4,00,000/-**, whichever is higher.

Interested bidders may like to approach to the Company in writing for necessary employee data for submission of your bids. Therefore, for any queries details, may kindly be contact Mr Sukanta Sinha, Executive [HR] – ER at phone no. 2222 5421 or [sinha.s@balmerlawrie.com](mailto:sinha.s@balmerlawrie.com) on any working day from Monday to Friday between 10 am to 6 pm.

**The No. of Employees and sum assured indicated are only provisional and Balmer Lawrie reserves its right to increase or decrease the same depending upon requirement during the award of insurance business. Basic Pay of the employees may undergo change during the period of the policy.**

The premium shall be quoted in both words and figures. Any correction / overwriting /scoring/ cancellation shall be counter-signed. If there is any difference in words and figures, the words will supersede figures. In case of illegibility, the interpretation of Balmer Lawrie shall be final. All entries shall be in English language only.

Preference would be given to those bidders who are having their offices in Kolkata.

Balmer Lawrie reserves the right to award and distribute the Insurance business to one or more Insurer/s.

**Mandatory Criteria**

- 1. The bidder must enclose photocopy of valid IRDA Accreditation Certificate.**
- 2. The bidder must enclose proof of settlement of at least two claims of ₹15 lakhs and above during last two Financial Year.**

**Bids not meeting the above two criteria will be rejected.**

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Notwithstanding anything stated above, Balmer Lawrie reserves the right to assess 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.

Submitting the offer does not guarantee Balmer Lawrie & Co. Ltd., accepting your offer. Balmer Lawrie reserves the right to accept or reject any offer or all offers or part thereof at its sole discretion, without assigning any reasons whatsoever.

Any offer received after the expiry of the time specified for receiving the offer is liable to be rejected.

**All the pages of the Tender Document needs necessarily to be signed, signifying acceptance of all the terms and conditions.**

The Company reserves the right to accept or reject any or all offers or to split the order without assigning any cause. Incomplete offers are liable to be rejected. No deviations whatsoever shall be allowed.

Any eligibility criteria or assumptions made are to be clearly mentioned while submitting the quotations. No eligibility conditions after the acceptance of any tender will be accepted.

The Company reserves the right to accept or reject any or all offers without assigning any Clause or reason. Incomplete offers are liable to be rejected. No deviations whatsoever shall be allowed.

**Submission of Offer**

**Please note that the offer shall be submitted in two parts comprising of : Part A : "Techno-Commercial Offer" and Part B : "Price Bid". Both the offers shall be given in the prescribed format enclosed.**

**Each part shall be separately sealed in separate envelope and to be superscribed as "Techno-Commercial Offer" and "Price Bid" as applicable. Both the envelopes shall be sent to the Company in common envelope sealed and super scribed as "Tender Enquiry No. 84/2018-19 due on 01.02.2019.**

All quotation should be addressed to the

**SHRI S. DAS BARMAN  
ASSOCIATE VICE PRESIDENT [HR] – CHRD & ER  
BALMER LAWRIE & CO. LTD.  
21 NETAJI SUBHAS ROAD, KOLKATA 700 001**

For details, please contact Mr Sukanta Sinha, Officer (HR)-ER at phone no. 2222 5421 or [sinha.s@balmerlawrie.com](mailto:sinha.s@balmerlawrie.com) on any working day from Monday to Friday between 10 am to 6 pm.

The last date of submission of offer is **15.00 hours IST on 01.02.2019.**

For **BALMER LAWRIE & CO. LTD.**

**[S DAS BARMAN]  
ASSOCIATE VICE PRESIDENT [HR] – CHRD & ER**

**"Tender Enquiry No. 84/2018-19 due on 01.02.2019"**

**TECHNO COMMERCIAL OFFER**

**Shri S. Das Barman**  
**Associate Vice President [HR] – CHRD & ER**  
**BALMER LAWRIE & CO. LTD.**  
**21 Netaji Subhas Road,**  
**Kolkata 700 001**

We are glad to submit our Techno Commercial Offer Group Term Life Insurance against your Tender Enquiry No. 84/2018-19 due on 01.02.2019.

**1. Particulars of Company**

a] Name of the Organization :

b[i] Address :  
[Registered Office]

Postal Code :

State :

b[ii] Address :  
[Kolkata Office]

Postal Code :

State :

c[i] Telephone :

c[ii] Mobile :

c[iii] Email :

c[iv] Website :

da[i] Contact person Name :

da[ii] Mobile No :

Email :

db[i] Contact person Name :

db[ii] Mobile No :

Email :

e[i] GST No :  
e[ii] PAN No :  
e[iii] Bank Name :  
e[iv] Bank Address :  
e[v] Branch :  
e[vi] A/c No :  
e[vii] IFSC Code :  
e[viii] MICR Code :

**2. Service offered**

[a] Name of the Policy : GROUP TERM LIFE INSURANCE  
[b] Total number. of employees covered : 281  
[c] Retirement Age : 60 years  
[d] Validity of the plan : **07.02.2019 to 06.02.2020**

**3. Details of Turnover / Sales**

**2015-16 :**

In the last preceding three years **2016-17 :**

**2017-18 :**

**4. Income Tax Clearance Certificate : [Enclosed photocopy]**

**5. Valid IRDA Accreditation Certificate : [Enclosed photocopy]**

We are agreeable to all the "Terms & Conditions" set out in the Tender and submit herewith signed and sealed copy of the Tender Notice no. 84/2018-19 as our token of acceptance of all terms and conditions of the Tender.

**( Authorised Signatory )  
with seal**

Date :

Place :

**Encl. : Copy of Notice Inviting Tender No. 84/2018-19 dated 21.01.2019 duly signed and sealed.**



"Tender Enquiry No. 76/2017-18 due on 01.02.2019"

**PRICE BID**

**Shri S. Das Barman**  
**Associate Vice President [HR] – CHRD & ER**  
**BALMER LAWRIE & CO. LTD.**  
**21 Netaji Subhas Road,**  
**Kolkata 700 001**

We are glad to offer our best premium as given below towards Group Term Life Insurance Coverage for non-officer employees of all Units / Head Office based at Kolkata and Delhi as per your requirement:

- |   |   |                                 |
|---|---|---------------------------------|
| 1. Total No. of employee covered                          | : | 281 nos.                        |
| 2. Total Sum assured                                      | : | ₹ <b>38,08,84,800.00</b>        |
| 3. Validity of the plan                                   | : | <b>07.02.2019 to 06.02.2020</b> |
| 4. Annual premium   | : |                                 |
| 5. GST [%]  | : |                                 |
| 6. Other charges , if any<br>(Please indicate separately) | : |                                 |
| 7. Total premium<br>[Annual premium + GST+ Other charges] | : |                                 |

**(Authorised Signatory)**  
**with seal**

Date :

Place :