

बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक प्रविधान)
Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

Tender Ref No. : BL/HR/CHR/GTLI/LT/202021/0006
Date : 23rd September, 2020

Closing Date : 5th October, 2020
At- 15.00 Hours

To,

All General Insurance Companies

Dear Sir,

Sub: Tender Enquiry for Group Term Life Insurance Policy from 20.10.2020 to 19.10.2021 (both days inclusive)

Balmer Lawrie & Co. Ltd. is a Government of India Enterprise under the Ministry of Petroleum & Natural Gas. It is a well-established business conglomerate with its Corporate office at Kolkata & business spread across the country and abroad.

The Company, like in previous years, intends to extend Life cover for all the executives, officers and Fixed Term Contract Employees [FTC] with a Group Life Insurance Policy.

We invite you to submit your Offer for Insurance cover for a period of one year starting 20.10.2020.

1. Nature of Cover

Life cover of Executives, Officers and those on Fixed Term Contracts numbering 1017 in total.

2. Scope of Cover :-

- The Insurance Policy would cover only Death (for any reason whatsoever, including suicide), for all our Executives / Officers / Fixed Term Contract [FTC] – posted pan India]. The basis for insurance coverage would be Basic Pay (as on the date immediately preceding her/his death) x 48 Times.
- The tender document along with the details of employees proposed for coverage as on date of floating of tender are uploaded in the Company Website https://www.balmerlawrie.com/pages/tender_local_new , which may be downloaded from the website.
- The claims settled during the last three (3) Policy years are as follows :-

Last 3 Policy periods	No. of Settlement	Amount Settled [Rs.]
20 Oct, 2017- 19 Oct, 2018	1	30,20,640/-
20 Oct, 2018 – 19 Oct, 2019	1	57,17,760
20 Oct, 2019 – 19 Oct, 2020	0	

- d) The number of employees indicated under this policy is only provisional. However, the numbers are subject to change depending upon addition/separation of employees during the insurance cover period.
- e) Basic Pay of the employees may undergo change during the period of the policy which would be informed to the Insurance Provider.
- f) Basic Pay may undergo change due to Increments (on 1st January every year) & due to Promotions.
- g) For mid-term separations due to reasons other than death pro-rata premium will be refunded to Balmer Lawrie by the Insurance Company and for new inclusions, Balmer Lawrie shall pay pro-rata premium to the Insurance Company.

3. Documents to be submitted by the Bidders along with their bid

- a) *The bidder must enclose photocopy of valid IRDA Accreditation Certificate.*
- b) *The bidder must enclose proof of settlement of at least two claims of Rs. 15 lakhs(cumulatively or individually) and above during last two Financial Years. Ie. 2018-19 and 2019-20.*
- c) *Duly filled in proforma duly signed at Annexure – I*
- d) *All the pages of the Tender Document needs to be necessarily signed, signifying acceptance of all the terms and conditions which is to be enclosed along with the Bid.*

4. Process for submission of Bids

The bidders shall submit along with their bids the following –

- i. The document stated at para (3) above to be enclosed.
- ii. The bidders shall submit their quote in the proforma at Annexure – II duly signed and authenticated. However, statutory taxes, if any, may please be indicated / quoted separately.
- iii. The above [4(i) and 4(ii)] are to be put in a single envelope super scribed as “Quotation for Group Term Life Insurance Cover” and should reach the following address by **5th October, 2020 before 15.00 Hours.**

**SHRI SIVA NAGA KUMAR CHERUKUPALLI
SENIOR MANAGER [HR & OL]
BALMER LAWRIE & CO. LTD.
21 NETAJI SUBHAS ROAD, KOLKATA 700 001**



5. General Terms

- a) You are requested to submit your most competitive offer within the stipulated date and time, and in the manner and method prescribed.
- b) The premium shall be quoted in both words and figures. Any correction / overwriting / scoring / cancellation should 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.
- c) Balmer Lawrie reserves the right to award and distribute the Insurance business to one or more Insurer/s.
- d) 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.
- e) 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 reason whatsoever.
- f) Any offer received after the expiry of the time & date specified for receiving the offer is liable to be rejected.
- g) Any delay in submission of bids for any reason whatsoever will not be entertained.
- h) Changes, if any would be notified in the Company website only.
- i) Retirement age of employees is 60 years.

M/s Marsh India Insurance Brokers Pvt Ltd, PS Arcadia Central Unit #2C, 2nd Floor, 4A, Abanindranath Thakur Sarani (Camac Street) Kolkata – 700 017, India is our official Consultant / Advisor to facilitate services related to our Insurance matters.

For any queries / details, you may contact - **Shri Vishal Gupta**, Mobile No. 9073394929 e-mail :vishal.gupta@marsh.com or **Shri Siva Naga Kumar Cherukupalli**, Senior Manager (HR & OL) on the following No. 033-22225426 from 9:30 AM to 6:30 PM from Monday to Friday.

Yours faithfully,
For **Balmer Lawrie & Co.Ltd**



23/09/2020

[Siva Naga Kumar Cherukupalli]
Senior Manager [HR & OL]

Shri Siva Naga Kumar Cherukupalli
Senior Manager (HR &OL)
BALMER LAWRIE & CO. LTD.
21 Netaji Subhas Road,

Kolkata 700 001

We are glad to submit our Offer for Group Term Life Insurance Cover against your Tender Enquiry No. BL/HR/CHR/GTLI/LT/202021/0006 due on 5th October, 2020.

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 :

Mobile No :

da[ii] Email :

Email :



db[i] Contact person Name :

Mobile No :

db[ii] :

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 Cover

[b] Total number. of employees covered : 1017

[c] Validity of the plan : 12 months

3. Details of Turnover / Sales

2017-18 :

In the last preceding three years 2018-19 :

2019-20 :

4. 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. BL/HR/CHR/GTLI/LT/202021/0006 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. dated duly signed and sealed.



PRICE BID

Quotation for providing Group Term Life Insurance coverage for all the Executives, Officers and Fixed Term Contract Employees [FTC]

SHRI SIVA NAGA KUMAR CHERUKUPALLI
SENIOR MANAGER [HR & OL]
BALMER LAWRIE & CO. LTD.
21 NETAJI SUBHAS ROAD, KOLKATA 700 001

Dear Sir,

We are glad to offer our best premium as given below for Insurance coverage of 1017 Nos. employees as per requirement:-

No of Employee Covered	
Highest Individual Sum Assured	
Free Cover Limit	
Total Sum Assured	
Rate Quoted (in mille) excluding GST	
Net Premium	
18% GST Premium	
Total Premium Payable	
Other Charges (if any)	
Validity of the Plan	

[Authorized Signatory with Official Seal]

Date _____

