

Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

Tender Ref No. :BL/HR/CHR/HBLI/LT/202021/0007
Date :29th Sept, 2020

Closing Date : 9th Oct, 2020
At- 15.00 Hours

To,

All General Insurance Companies

Dear Sir,

Sub. : Quotation for providing Insurance Coverage against the outstanding House Building Loan and accrued interest in the event of the untimely demise of employees.

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.

We would like to invite quotations for obtaining Insurance Coverage for the amount of Outstanding House Building Loan i.e. [Principal and accrued interest due] released to the employee, so that the liability is covered in the event of demise of the employees who have availed the Loan.

1. Nature and Scope of Coverage

- a) Insurance Coverage for the amount of Outstanding House Building Loan amount [Principal and accrued interest] due as on date against an employee who has availed the loan, in the event of her/his untimely demise (for any reason whatsoever, including suicide).
- b) The total coverage of employees under such insurance is 81 Nos.
- c) The claims settled during the last three (3) Policy years are as follows:-

Last 3 Policy Periods	No. of Settlement	Amount Settled [Rs.]
27 Oct, 2017 – 26 Oct, 2018	0	0
27 Oct, 2018- 26 Oct, 2019	2	4,72,351/-
27 Oct, 2019- 26 Oct, 2020	0	84,611 (1 no outstanding)

- d) The tender document along with the details of employees sanctioned House Building Loan by the Company and the Outstanding (Principal + Interest) due against each as on date has been uploaded in the Company Website https://www.balmerlawrie.com/pages/tender_local_new , which may be downloaded from the website.

- e) The number of employees indicated above is only provisional and the number of employees shall be subject to decrease during the Insurance Period on account of separation/superannuation during the Insurance Coverage period.
- f) For mid-term separations/superannuations, pro-rata premium will be refunded by the Insurance Company to Balmer Lawrie.

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

- a) *The bidder must enclose photocopy of valid IRDA Accreditation Certificate.*
- b) *Duly filled in proforma at Annexure – I duly signed*
- c) *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.*

3. Process for submission of Bids

The bidders shall submit along with their bids the following –

- i. The document stated at para (2) 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 [3(i) and 3(ii)] are to be put in a single envelop super scribed as “Quotation for providing Insurance Coverage against the outstanding House Building Loan and accrued interest” and should reach the following address by 9th 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

4. 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.

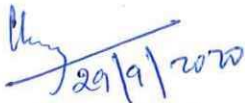


- d) Notwithstanding anything stated above, Balmer Lawrie reserves the right to assess the Insurer's capacity and capability to perform the Insurance business, should the circumstances warrant such an assessment in the overall interest of Balmer Lawrie.
- e) Submitting the offer does not guarantee Balmer 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) Please note that all of them are under the pay rolls of the Company. At present the retirement age, from the services of the Company, is 60 years.
- i) Changes, if any would be notified in the Company website only.

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



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

Annexure - I

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 Insurance Coverage against the outstanding House Building Loan and accrued interest against your Tender Enquiry No. BL/HR/CHR/HBLI/LT/202021/0007 due on 9th 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 :



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 : **Insurance Coverage against the outstanding House Building Loan and accrued interest in the event of the untimely demise of employees**

[b] Total number. of employees covered : 81 employees

[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/HBLI/LT/202021/0007 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 Insurance coverage to employees against the outstanding House Building Loan and accrued Interest in the event of their untimely demise

Shri Siva Naga Kumar Cherukupalli
Senior Manager [HR & OL]
Balmer Lawrie & Co. Ltd.
Kolkata – 700 001

Dear Sir,

We are glad to offer our best premium as given below for Insurance coverage of 81 Nos. employees as per requirement:-

Total No. of employees covered	
Highest Individual Sum Insured	
Free Cover Limit	
Total Sum assured	
Validity of the plan	
Net Premium (without GST)	
Tax [GSTIN, etc. please specify]	
Total premium [Net premium + Tax]	
Other Charges if any [please specify]	

[Authorized Signatory with Official Seal]

Date _____

