



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

Tender Ref. : CHRD/HBL Insurance/2017-18

Date : 13th October, 2017

TENDER NO. CHRD/01/HBL/2017-18

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

As per the terms of the House Building Loan Scheme of the Company, an insurance cover is obtained for the amount of Outstanding House Building Loan amount [Principal and accrued interest], so that the liability is covered in the event of demise of the employees. The Company has been taking the insurance cover for last several years. The renewal is now due on 27th October, 2017.

Accordingly, we have given the details of the employees and the outstanding House Building Loan [Principal and accrued interest] that would need to be covered. The total coverage of employees under such insurance are 160 (One Hundred and Sixty only) in Nos.

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.

The claims made against the insured during the last eight (8) years are as follows:-

Financial year	No. of Settlement	Amount Settled [Rs.]
2009-2010	1	59074
2010-2011	2	392159
2011-2012	1	2402
2012-2013	1	785040
2013-2014	1	276000
2014-2015	2	363218
2015-2016	1	100593
2016-2017	1	241400

Interested bidder should fulfill following qualification criteria: -

1. The bidder must enclose photocopy of valid IRDA Accreditation Certificate.
2. Should not be black listed by any PSU or Government Department.
3. The bidders must have their Offices in Kolkata.

Quotes received from Bidders not fulfilling the aforesaid three criteria will be rejected.

Please also note that we have appointed **M/s Marsh India Insurance Brokers Pvt Ltd** as our official Consultant / Advisor to facilitate services related to our Insurance matters. Therefore, for any queries / details, you may like to contact their Executive, **Mr Debashis Purkayastha's : Telephone No.[033] 69400012 / Mobile No.8095000430 / e-mail : debasish.purkayastha@marsh.com.**

The last date for submitting your Offer at Balmer Lawrie, Kolkata at the following address is latest by 23rd October, 2017 by 18:00 hours in a sealed cover, indicating on top of the envelop "Quotation for insurance coverage to employees against the outstanding House Building Loan and accrued interest – 2017-2018" and should reach the following address:-

Shri A. Ratna Sekhar
Senior Vice President [HR]
Balmer Lawrie & Co.Ltd
21, N S Road
Kolkata-700 001

Please note statutory taxes, if any, may please be indicated / quoted separately.

You are requested to submit your most competitive offer within the stipulated date and time, and in the manner and method prescribed.

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.

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 reason whatsoever.

Any offer received after the expiry of the time & date 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 condition.

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

[A. Ratna Sekhar]
Senior Vice President [HR]

TENDER NO. - CHRD/01/HBL/2017-18

**Quotation for providing Insurance coverage to employees against the outstanding
House Building Loan and accrued Interest in the event of their untimely demise**

**Shri A Ratna Sekhar
Sr. Vice President [HR]
Balmer Lawrie & Co. Ltd.
Kolkata – 700 001**

Dear Sir,

We are glad to offer our best premium as given below for Insurance coverage of 160 (One Hundred and Sixty) No. of employees as per requirement:-

Total No. of employees covered		
Total Sum assured		
Validity of the plan		
Annual Premium		
Tax [GSTIN, etc. please specify]		
Total premium [Annual premium + Tax]		
Other Charges if any [please specify]		
Terms and conditions		

[Authorised Signatory with Official Seal]

Date _____

Place _____