

BALMER LAWRIE & CO. LTD.
LIMITED TENDER
Tender Enquiry for General Insurance Policies

Fin/Ins/Enq/Gen/2017-18
Dated: 28th August, 2017

Closing Date: 5th Sept, 2017 at 1800 Hours.

To
The Insurance Companies

Dear Sir,

Sub : Renewal of Insurance Policies for the period 1-10-17 to 30-09-18 for Eastern Region

You may be aware that Balmer Lawrie is a well-established business house of the Eastern Region having its spread of business through out the country. As of now, we are having various Policies which are due for renewal having policy period from 1st October'17 to 30th September'18 relating to the operations of our Eastern Region. The nature of the Policies are appended below:-

- 1) Standard Fire & Special Perils & Earthquake Policy
- 2) Burglary & House Breaking Policy
- 3) Money Policy (In Transit , In Safe and Fidelity Guarantee)
- 4) (a) All Risk for Reach Stalker
(b) All Risk for Wagon
© All Risk for Blabo
- 5) Comprehensive Motor Policy
- 6) Machinery Break Down
- 7) Workmen Compensation
- 8) Public Liability Act only
- 9) Marine Inland & Marine Export
- 10) Group Medclaim
- 11) Group Personal Accident (including full permanent disability, partial permanent disability, partial/full temporary disabilities.
- 12) Port Risk Liabilities
- 13) Directors Liability Cover
- 14) Contractor's Plant & Machinery cover.
- 15) Electronic Equipment Insurance Policy
- 16) All Risk Policy.

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We are enclosing herewith a set of documents along with a soft copy of the value to be insured under various policies (Annexure-A) to enable you to provide your best offers at the specified places. You are requested not to change the format in any manner whatsoever, however, if you have any specific aspect to point out, you are requested to provide the same with notes in writing separately specifying the item. Any change in the format will lead to cancellation of the bid.

After arriving at final net premium rate, the premium should be quoted in the summary premium schedule (Enclosed as Annexure-‘B’) for all policies.

The insurance company must enclose the following documents along with their offer

- 1) Documentary evidence of IRDA Accreditation Certificate
- 2) The insurance company should confirm their ability to cover all the risks as enumerated from Point Nos.1 to 16 above. (Self Declaration)
- 3) **A confirmation from the General Manager/Regional Head stating that all the rates quoted are valid for the period of the contract and there is no violation of any rule stipulated by IRDA. In case of any increase OR decrease in the value of the risks the rates will be proportionately applied during the period of contract.**
- 4) **The Insurance Company should provide documentary evidence for settlement of claims in excess of Rs 50 Lacs for atleast three cases during the last two financial years. (Proof of payment to be enclosed)**
- 5) **List of Government/ PSU Clients in Eastern India.**
- 6) **Documentary evidence to be provided for Credit Rating and Solvency Margin.**
- 7) **Declaration from the Compliance Officer stating that there is no violation of any laid down provisions of IRDA Guidelines**
- 8) **In the case of PSU Insurance Company offers should be submitted only by Large Corporate Cell (LCC) otherwise the bids will not be considered. This clause will not be applicable in case of Private Insurance Companies.**

All quotations will be made in sealed envelopes marked as “Bid for Renewal of General Insurance Policies w.e.f. 01.10.17”.

1.0 **PREAMBLE :**

- 1.1 Balmer Lawrie & Co.Ltd., is a well diversified Company with business interests in Industrial Packaging, Greases & Lubricants, Container Freight Station, Travel & Vacations, Logistics Services, Refinery & Oil Field Services and R&D facilities.
- 1.2 The Eastern Region of the Company has operations mostly in Kolkata with branches in Bhubaneswar, Port Blair, Bokaro, Guwahati, IIM Joka, Fort William and Company owned Holiday Home in Puri .

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1.3 We have pleasure in inviting you to submit your Offer for the Operational Insurance covers for all Units in Eastern Region of Balmer Lawrie & Co.Ltd. for the period of 3 years commencing on 01.10.17. The renewal for the subsequent years i.e. 2nd and 3rd year is subject to the satisfactory services from the Insurance Company during 1st and 2nd year respectively. Based on the quality of services received, the Company reserves the right to terminate the services of the existing insurer during annual renewal and call for a fresh tender.

2.0 SCOPE OF COVER :

2.1 The covers envisaged by us should take care of the following :-

- a) Standard Fire & Special Perils & Earthquake Policy with Earthquake and terrorism extension.
- b) Burglary including Theft and house breaking coverage
- c) Money Policy (including Transit, In Safe and fidelity)
- d) (i) All Risk for Reach Stalker
(ii) All Risk for Wagon
(iii) All Risk for Blabo
(including Electrical/Mechanical Breakdown & Earthquake/Terrorism as may be required depending upon the type of equipment)
- e) Comprehensive All Risk Policy
- f) Comprehensive Motor Policy
- g) Machinery Break Down
- h) Workmen Compensation
- i) Public Liability Act only
- j) Marine Inland & Marine Export
- k) Group Mediclaim (including pre-existing diseases)
- l) Group Personal Accident (including full permanent disability, partial permanent disability, partial/full temporary disabilities for Officers and Supervisor Staff).
- m) Port Risk Liabilities.
- n) Directors Liability Cover
- o) Contractors' Plant & Machinery Cover.
- p) Electronic Equipment Insurance Cover

3.0 DETAILS OF ASSETS AND ADD ON COVERS :

- 3.1 The details of the assets to be insured are given in the Statement enclosed – Annexure- ‘A’
- 3.2 Certain Add-on-Perils are required to be included (for all Assets covered under Fire and All Risk/Special Contingency/ Shopkeeper’s Policy) :
- a) Terrorism
 - b) Earthquake fire and shock
 - c) STFI
- 3.3 The clauses to be incorporated apart from Add-on-Perils :
- a) Agreed Bank Clause
 - b) Goods held in Trust clause
 - c) Designation of property clause
 - d) Reinstatement Value clause
 - e) Architect, Surveyor, Consulting Engineer’s clause (Rs.5 lakhs)
 - f) Removal of Debris clause (Rs.5 lakhs)
 - g) Omission to insure addition, alteration or exclusion (Please provide rates for 5%)
 - h) Escalation (5%)
- 3.4 The Group Accident Policy to be extended for permanent full disability, partial permanent disability, partial/full temporary disability.
- 3.5 **All Risk Policy for Reach Stackers** in addition to the existing coverage should also include :
- (a) Cover on account of damage by insured’s own vehicle.
 - (b) Damage due to any explosive.
 - (c) Hire chares followed by damage to insured property
- 3.6 **All Risk Policy for Railway Wagon** should also include cover damage to Railway slipper/line.
- 3.7 **All Risk Policy for liability to Container and Cargo of third party** whilst the same is under custody of the insured should ,in addition to the existing coverage, include :
- (a) Cover for skillful theft and pilferage.
 - (b) Hazardous Cargo approx. . 5%
 - (c) Transportation without Consignment Note/ Load Challan.
- 3.8 **Money Insurance Policy should also include physical assault for cash carrying employees.**
- 3.9 **Marine Inland Open Policy the following additional cover is solicited :**
In the event of non-establishment of right of recovery of the Insurance Company against the transporter, the claim will be settled at 90% of the insured value.
- 3.10 **Contractor’s Plant and Machinery cover should also include the following add ons:**
- (a) Owner’s surrounding Property cover
 - (b) Clearance and removal of debris cover.
 - (c) Express freight/ Air Freight.
- 3.11 **Workmen Compensation Policy should also include medical expense coverage**

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4.0 **OFFER :**

4.1 On the basis of the above information, kindly furnish premium rates and the amount in the format enclosed. Premium rates and quantum (amount) **not to** include agency commission, discount and service taxes. These needs to be shown separately. Assets/Risks added during the year will be insured at the same premium rates quoted in the tender.

4.1 The insurers may inspect, by prior appointment, the assets, plants, site and storage of materials, etc. if necessary before submitting the offer.

4.2 Clarification sought if any, shall be not later than 3 days before the last date of submission of offer.

4.3 If required, the past performance of the insurers with Balmer Lawrie may be taken into consideration for evaluation of offers to award and distribute the insurance business accordingly.

4.4 For each policy of the plant, wherever necessary, the computation of premium rate shall be generally arrived at as follows and shall indicate :

- a) Basic rate
- b) Reduction in rates for deletion of Perils, if any
- c) Details of Discounts offered
- d) Tariff and Non-Tariff Items to be specified
- e) Premium for extra coverage/add-on cover
- f) For Buildings – Permissible value will be deducted for Plinth & Foundation for Fire Policy, but to be considered for Earthquake & Terrorism. The percentage should be indicated in the quotation.
- g) Specifying the time excess period for 24 hours and policy excess amount Rs.5,000/- unless it is specifically mentioned in Annexure-A.

4.5 Premium to be quoted should be for all the risks. L1 would be determined based on overall quote of all the risks put together. However, Balmer Lawrie reserves right not to accept L1 bidder at its discretion without stating any reasons.

4.6 Multiple quotes by the same Company is liable to be rejected at the discretion of the Management.

4.7 Insurers are requested to note that discount offered, if any, 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. After arriving at final net premium rate, the premium may be quoted in the summary premium schedule (Enclosed as Annexure-‘B’) for all policies.

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- 4.8 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.
- 4.9 **The Sum insured values given are only provisional and Balmer Lawrie reserves its right to increase or decrease depending upon requirement during the award of insurance business.**
- 4.10 Balmer Lawrie & Co. Ltd. can opt for higher excess and seek appropriate discounts on quoted premium.
- 4.11 Incomplete offers are liable to be rejected.
- 4.12 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.
- 4.13 Submitting the Offer does not guarantee Balmer Lawrie & Co. Ltd., accepting your offer. Balmer Lawrie reserve the right to accept or reject any offer or offers or part thereof at its sole discretion, without assigning any reason therefore.
- 4.14 Balmer Lawrie takes no responsibility for delays, loss or non-receipt of the offers sent by the Insurers.
- 4.15 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.

The last date of submitting your Offer at Balmer Lawrie, Kolkata is 5-09-2017 before 1800 Hours All Offers must be submitted in sealed envelopes super scribing "Quotation for Renewal of General Insurance Policies w.e.f. 01.10.17" and should reach the following address.

For any further clarification in this regard, you may contact the undersigned -

Rajeev Varma
Associate Vice President (Finance)
Balmer Lawrie & Co.Ltd.
21, N.S. Road
Kolkata – 700 001
Telephone No. : 2222-5666
Fax No. : 2222-5292
E-mail : Varma.r@balmerlawrie.com

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- 4.16 You are requested to submit your most competitive offer within the stipulated date and time, and in the manner and method prescribed.
- 4.17 Any offer received after the expiry of the time specified for receiving the offer is liable to be rejected.
- 4.18 Please also note that this offer has also been published in the website www.balmerlawrie.com wherefrom you can also download and apply.
- 4.19 All the pages of the Tender Document needs necessarily to be signed, signifying acceptance of all the terms and conditions.
- 4.20 It may please be noted that we are currently the having following broker for our company for the year 2017-18

Marsh India Insurance Brokers, PS Arcadia Central, 4A, Abanindranath Thakur Sarani (Camac Street), Kolkata – 700 017 , Contact Person – Ms. Anindita Das – Mobile – 8336835555
Email id- anindita.das@marsh.com

In case you have any clarification, the respective in respect of this enquiry may be contacted to our broker of our Company.

Thanking you,

Yours faithfully,
For **BALMER LAWRIE & CO.LTD.**

Rajeev Varma
Associate Vice President (Finance)

Encl : As above