HLFPPT/MEDICLAIM/14-15 14 October, 2014

REQUEST FOR PROPOSAL

**Hindustan Latex Family Planning Promotion Trust**

**Trust Promoted by HLL Lifecare Ltd.**

**Title of Request for Proposal: Renewal of Group Personal Accident Insurance Policy**

**Organization Introduction:**

HLFPPT is a not-for profit organization promoted by HLL Lifecare Ltd., a Government of India company in the Ministry of Health and Family Welfare. Founded in 1992, HLFPPT has been a pioneer in Social Marketing and Social Franchising programs in the field of HIV/AIDS and Reproductive Health in India and has emerged as one of the largest India Public Health organizations. It has been implementing various public health programs pan India funded by the Government of India, state governments, multi-lateral, bilateral organization, international NGOs, Foundations and Corporate.

**Background**

We have taken Group Personal Accident Insurance policy since 04-11-2004 for extending personal accident death/disablement benefit to our employees for a sum insured of Rs. 2,00,000/- per employee per year. The period of existing policy is from 04-11-2013 to 03-11-2014 and we would like to continue the said policy without break for further period of one year from 04-11-2014 to 03.11.2015.

**Quotation Slip for Group Personal Accident Insurance Policy**

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| 1 | Insured | Hindustan Latex Family Planning Promotion Trust |
| 2 | Address | B-14A, Second Floor, Sector-62,  Noida - 201307, Uttar Pradesh |
| 3 | Period | 04.11.2014 to 03.11.2015 |
| 4 | Policy | Group Personal Accident Insurance |
| 5 | Sum Insured | Rs. 2,00,000 (Rupees Two Lakh only) |
| 6 | No. of eligible members for coverage | 288 |
| 7 | Accidental Death (in past 5 years) | 1 (One) |
| 8 | Risks Covered | Accidental Death |
| Permanent Total Disability |
| Permanent Partial Disability |
| Temporary Total Disability (Weekly benefit of 1% of sum insured or Rs. 5,000/- whichever is lower for 104 weeks) |
| Special Peril = Accidental Medical Expenses – 10% of sum insured or 40% of admissible claim whichever is lower |
| 9 | Claim settlement procedure | The insurance company shall be liable to settle the claim within 15 days after submission of documents and in case of the delay reasons has to be informed to HLFPPT. If reasons are not found justified then the Insurance Company shall be liable to pay interest as per IRDA notification.  Delay in submission of claim should not be the reason for repudiation of claim. |

**Submission of Bid**

Interested agencies may send sealed quotations to Manager - Finance at B-14A, Second Floor, Sector-62, Noida - 201301, Uttar Pradesh giving premium for covering 288 members for a sum of Rs.2,00,000/- per member including premium for covering the above risks, conditions as per quotation slip latest by **20-10-2014 up to 15.00 hrs**. Quotations shall be sent in sealed envelopes super-scribing thereon subject line “**Quotation for Group Personal Accident Insurance** **renewal due on 04-11-2014**”.

**General terms & Conditions**

•The quotations received after the time prescribed for submission are liable to be rejected.

•Insurance company should ensure that the quoted prices are strictly as per terms and conditions of quotation slip of the RFP

•Shortlisted agencies on the basis of lowest financial bid will be invited for further discussion.

**The rate quoted will be inclusive of all Taxes.**

HLFPPT reserves the exclusive right to reject any or all of the applications without assigning any reasons whatsoever. The opinion / decision of HLFPPT regarding the same would be final and conclusive.

**Payment will be released by local account payee cheque / NEFT / RTGS.**

For any clarification or query, please contact Mr. Shoumen Paul, Manager HR, Tel: 0120-4673673, M: 9560411288, E-mail: [spaul@hlfppt.org](mailto:spaul@hlfppt.org)