

**REQUEST FOR PROPOSAL**

Hindustan Latex Family Planning Promotion Trust  
Trust Promoted by HLL Lifecare Ltd.

Title of Request for Proposal: **Renewal of Group Mediclaim Insurance Policy (HLFPPT)**

**About HLFPPT**

**Hindustan Latex Family Planning Promotion Trust (HLFPPT)** is an Indian 'not for profit' organisation, promoted by HLL Lifecare Ltd (a Mini Ratna Public Sector Enterprise of Govt of India). It was founded in 1992 and registered under the Travancore-Cochi Literary, Scientific, Charitable Societies Registration Act 1955.

At HLFPPT, we are passionate about ensuring safe motherhood and better child health, ultimately building happier and healthy future generations. Our expertise lies in adopting novel approaches for improving Maternal and Child Health, HIV Prevention and Control, Family Planning and Adolescent Health through direct programme implementations, technical assistance and capacity building.

For over two decades, our relentless commitment has made HLFPPT emerge as India's leading organisation in Reproductive & Child Healthcare and a pioneer in promoting Public Health through Social Marketing & Social Franchising strategies. HLFPPT actively contributes towards the goals of the National Health Mission, NACP, FP 2020, UHC and Post 2015 MDG Agenda.

Owing to its diverse technical experience and proven track record of impact-driven and scalable interventions, HLFPPT is a chosen collaborator for designing, implementation and evaluation of programmes for the Government, several National & Global Development Agencies as well as top PSEs and corporate for CSR, including Fortune India 500 Companies like Jindal, Cairn, Suzlon, Essar, etc. We have a dedicated team of experienced professionals in the fields of Social Marketing, Social Franchising, Capacity Building, Community Development, Public Health, Programme Management, Branding and Product Development, Research, Behavior Change Communication, Monitoring & Evaluation, Hospital Management, and Skill Development in the Health Sector.

**Background**

HLFPPT has taken Group Mediclaim (tailor made with floater) Insurance Policy since 01-01-2005 for extending facility of reimbursement of hospitalisation expenses to our employees and their dependents (i.e. Self, Spouse, First Two Children, Dependant Parents), The present sum insured amount is Rs.1,50,000/- per family per year. The period of existing policy is from 01-01-2019 to 31-12-2019 and we would like to continue the said policy without any break for further period of one year from 01-01-2020 to 31-12-2020.

**HLFPPT** is hereby inviting bids from **Insurance companies** for providing mediclaim insurance coverage to its staffs. The details of the broad coverages are listed below in the quotation slip:

**Quotation Slip:**

1	Insured	Hindustan Latex Family Planning Promotion Trust
2	Address	B-14A, Second Floor, Sector-62, Noida - 201307, Uttar Pradesh
3	Period	One year
4	Policy Type	Group Mediclaim – Tailor made with Floater
5	Sum Assured (per family)	<b>INR 1, 50,000/- (Annexure I) and INR 3, 00,000/- (Annexure II) respectively, Floater Sum Insured employee plus five family members with sub sect limit like room rent 2% of sum assured per day and in IC Unit 4% of sum assured per day.</b>
6	Family Definition	Self, Spouse, First Two Kids & Dependent Parents
7	Conditions	Standard Group Mediclaim policy for above mentioned sum insured for all family members.
		Maternity Coverage for Rs. 50,000/-
		Maternity Benefit for two living children
		New Born Baby covered from Day 1
		New Joiners Can be Covered from Day One Subject to Availability of CD Funds
		Ambulance is Covered
		Additions & Deletion Data on a Pro Rata Basis
		Pre & Post Hospitalization 30 days & 60 Days are applicable excluding maternity cases.
		Waiver of Exclusions of 1st Year ,2nd Year ,3rd Year & 4th Year
		Waiver of Nine (9) Month's Waiting period
		Waiver of Thirty (30) days waiting period
8	Claim settlement procedure	Pre-existing disease covered
		Waiver of First year Exclusion
		The insurance company shall be liable to settle the cashless claims instantly whereas, the reimbursement claims within a maximum turn-around time of fifteen (15) days after submission of documents and in case of the delay reasons has to be informed to HLFPT in writing. If reasons are not found justified then the Insurance Company shall be liable to pay interest as per IRDA notification.

**Submission of Bid:**

Interested parties may send their proposals latest by **20-12-2019** up to 11.00 am along with RFP duly signed in sealed envelopes giving premium amount inclusive of all taxes for covering members & dependants as per the list enclosed as **Annexure I & Annexure II** (please refer the web link <http://www.hlfpt.org/tender.htm> to download the list),. Proposals shall be in sealed envelope super-scribing thereon "**Quotation for Mediclaim Insurance 2020** may be submitted to **Team Leader - Finance** at HLFPT, B-14A, 2<sup>nd</sup> Floor, Sector-62, Noida-201307, U.P.

**General Terms and Conditions:**

1. Any deviation with the quotation slip will not be accepted.
2. All the pages of RFP along with the proposals should be duly signed & stamped by the insurance company as a token of acceptance of the terms of RFP.
3. Proposals if not signed & stamped by the insurance company will be not be entertained.
4. The agencies should also submit an undertaking (Annexure- III) duly signed & Stamped.
5. Proposals received after the closing date will not be considered.
6. The rate quoted will be inclusive of all taxes.

7. Payment will be released by local account payee cheque / NEFT / RTGS.
8. HLPPT reserves the right to accept or reject any proposal in full or part without assigning any reason thereof. The decision of HLPPT in this regard shall be final and binding on the proposer.

For any clarification, additional information or query, please drop your queries by email at [hr@hfppt.org](mailto:hr@hfppt.org) or alternatively contact Tel: 0120-4673673.

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**Annexure -3**

**Undertaking from Vendors**

This has reference to the RFP published in the website of HLPPT on.....In response to the RFP, we have submitted our technical & financial bids on.....at your office ..... In connection with the above bids, we hereby declare as under:-

i- That we are neither related to any of your Trustees, Officers and other employees nor do we have any financial, commercial or other interests with any of the above persons in any capacity whatsoever.

ii- That we have submitted the bids in the name of M/s.....and declare that no other bids have been submitted by us in the name of any other firms/companies/proprietors/individuals which comes under the same management and related parties.

iii- We hereby undertakes that in case of any violations to the above declarations at any stage of the contract , HLPPT reserves the sole right to cancel the contract and recover the full value of the contract from us.

For and on behalf of .....

(Authorized Signatory with company seal /Stamp.)