

REQUEST FOR PROPOSAL (RFP)

**Hindustan Latex Family Planning Promotion Trust
Trust Promoted by HLL Lifecare Ltd.
B-14A, Sector-62, Noida – 201307 (U.P)
Phone(s): 0120-4673673**

Title of Request for Proposal: Group Term Life (GTL) Insurance Policy **in lieu of EDLI**

Organization Introduction:

Hindustan Latex Family Planning Promotion Trust (HLFPPT), a trust promoted by HLL Lifecare Limited is a leading development organization that continues to integrate and expand its contribution towards achievement of national health and population goals. HLPPT has been engaged in providing consulting services on health issues and has been working with the Government of India and several state governments in implementing programmes in RCH and HIV prevention and care.

Scope of work:

HLFPPT intends to renew its Group Term Life (GTL) Insurance Policy for a period of one year commencing from **August 01, 2020 to July 31, 2021**. Request for Proposal (RFP) is invited from the Life Insurance Companies (Licensed and registered with IRDA) dealing with life insurance.

Benefits:

Basic Death – Sum Assured is flat **Rs. 6,01,000** (Rupees Six Lakh One Thousand only) per employee and as per the expiring terms & conditions of existing policy.

Eligibility conditions:

This insurance coverage is applicable to all employees of HLPPT from the date of joining, who contribute towards the Provident Fund Scheme and are entitled to benefits under Employee's Deposit Linked Insurance (EDLI) scheme 1976.

Submission of bid:

Interested parties may send their proposals latest by **23-07-2020** up to **16.00** hrs along with RFP duly signed in sealed envelopes giving premium amount inclusive of all taxes as per the list enclosed in **Annexure 1** (please refer the web link <http://www.hlppt.org/tender.htm> to download the list). Proposals shall be in sealed envelope super-scribing thereon "**Quotation for Group Term Life Insurance – in lieu of EDLI (2020-2021)**" may be submitted to **Team Leader - Finance** at HLPPT, B-14A, 2nd Floor, Sector-62, Noida-201307, U.P.

General Terms and Conditions:

1. The rate quoted should be valid up to **31st July 2021**.
2. The bidder is required to furnish a copy of approval letter of the EMPLOYEES PROVIDENT FUND ORGANISATION.
3. The date of joining /leaving information will be provided to the insurer on a monthly basis within 15th of each month following the month employee joins/leaves.
4. New joiners and leavers should be included / deleted from the respective date of joining or leaving. Accordingly premium shall be charged/refunded proportionately.
5. The competent authority reserves the right to accept or reject any bid in full or part without assigning any reason thereof. The decision of the competent authority in this regard shall be final and binding on the firm.
6. The agencies should also submit an undertaking (**Annexure- 2**) duly signed & Stamped.
7. Proposals received after the closing date & time (i.e. **23rd July 2020 up to 16:00 hrs**) will not be considered.
8. The successful bidder will provide full support in submission relevant documents to the provident fund authorities as applicable in Act.

For any clarification, additional information or query, please drop your queries by email at hr@hlfppt.org or alternatively please contact **Mr. Awanish Awasthi**, Tel: 0120-4673673, Extn. 354.

Annexure -2

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.)