



हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड HINDUSTAN ORGANIC CHEMICALS LTD

(भारत सरकार का उद्यम A Government of India Enterprise)

अंबलमुगल, कोची AMBALAMUGAL, KOCHI – 682 302

दूरभाष Phone: (0484) 2720911, 2727201, फैक्स FAX No. (0484) 2720893

Email: pad.kochi@hoclindia.com www.hoclindia.com

पीएंडए PAD/2022/006

दिनांक Date: 08/08/2022

सीमित ई निविदा सूचना LIMITED E- TENDER NOTICE

एचओसीएल निम्न बीमा पॉलिसियों के लिए द्वि-बोली प्रणाली के अधीन ई बोलियों आमंत्रित किया जाता है।

HOCL Invites e-Bids under the Two-bid system for the following Insurance policies:

क्रमांक Sl.No.	मद के विवरण और निविदा सं Description of Item and Tender No.
1	<p>1. अस्थायी कर्मचारियों के लिए नामित जीपीए पॉलिसी Named GPA Policy for Temporary Employees</p> <p>2. प्रशिक्षुओं के लिए नामरहित जीपीए पॉलिसी Unnamed GPA Policy for Apprentices</p> <p>एचओसीएल निविदा संदर्भ : HOCL Tender Ref : PAD/2022/006</p>

निविदा दस्तावेज़ www.hoclindia.com या www.eprocure.gov.in से डाउनलोड कर सकता है।

Tender documents may be downloaded from www.hoclkochi.com or www.eprocure.gov.in.

आईआरडीए अनुमोदित इन्श्योरेंस कंपनियाँ एनआईसी ई प्रोक्योरमेंट पोर्टल (यूआरएल: <https://eprocure.gov.in/eprocure/app>) में पंजीकृत करें। निर्धारित ऑनलाइन प्रक्रिया से भिन्न अन्य माध्यम से प्रस्तुत निविदाएँ स्वीकार नहीं की जाएंगी। कृपया अपना प्रस्ताव प्रस्तुत करने से पहले किसी जोड़/शुद्धिपत्र/विस्तार के लिए उपरोक्त वेबसाइट नियमित रूप से देखें।

IRDA approved insurance companies may please get registered with NIC e-procurement portal (URL: <https://eprocure.gov.in/eprocure/app>) to participate in the tender. Tenders submitted other than through online procedure specified will not be accepted. Please visit the above sites regularly for any addendum/ corrigendum/extension before submitting the offers. The details of the policies are enclosed.

Please submit your e-bids in two-bid system conforming to the specifications and the terms and conditions on or before the due date and time specified.

बोली प्रस्तुति की देय तिथि और समय **Due date and Time for submission of Tender : 29.08.2022, 2.00 PM**

बोली खोलने की तिथि और समय **Bid Opening date and Time : 30.08.2022, 2.00 PM**

धन्यवाद Thanking you,

भवदीय Yours faithfully,

कृते हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड

For Hindustan Organic Chemicals Limited

(एन वी रविदेव N V RAVIDEV)

महा प्रबन्धक (कार्मिक एवं प्रशासन) GENERAL MANAGER (P&A)



हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड HINDUSTAN ORGANIC CHEMICALS LTD

(भारत सरकार का उद्यम A Government of India Enterprise)

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पीएंडए/PAD/2022/006

दिनांक Date: 08/08/2022

सर्वश्री M/s.

प्रिय महोदय Dear Sir,

हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड एक सरकार उद्यम है जो फिनोल, एसीटोन और हाइड्रोजन पेरोक्साइड का विनिर्माण कार्य करती है। एचओसीएल अस्थायी कर्मचारियों के लिए नामित जीपीए पॉलिसी और प्रशिक्षुओं के लिए नामरहित जीपीए पॉलिसी के लिए ई-निविदाएँ आमंत्रित की जाती हैं। एचओसीएल ने सर्वश्री एनआईसी के साथ उनके पोर्टल www.eprocure.gov.in के माध्यम से ई प्रॉक्यूरमेंट के लिए करार में बना लिया है। आप इस निविदा में भाग लेने के लिए एनआईसी के साथ विक्रेता के रूप में पंजीकृत करवाएँ।

Hindustan Organic Chemicals Limited is a Government of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites e-tenders for **NAMED GPA POLICY FOR TEMPORARY EMPLOYEES AND UNNAMED GPA POLICY FOR APPRENTICES**. HOCL has entered into an agreement with M/s. NIC for e-procurement through their portal www.eprocure.gov.in.

निविदा दस्तावेज़ निम्न वेबसाइटों में अपलोड किया गया है।

Tender documents are uploaded in HOCL website www.hoclkochi.com and www.eprocure.gov.in.

दस्तावेज़ों की अनुक्रमणिका इसके साथ संलग्न है। आप से अनुरोध है कि आपकी निविदा तैयार/प्रस्तुत करने से पहले (i) कार्य के स्वरूप (ii) अनुसूची (iii) ऑनलाइन बोली प्रस्तुति के लिए सामान्य अनुदेश (iii) सामान्य निबंधन और शर्तें विस्तार से पढ़ें।

Index of documents enclosed is attached herewith. You are requested to kindly go through the (i) Scope of Work (ii) Schedule (iii) General Instruction to bidders for online bid submission (iv) General Terms and Conditions in detail before preparing /submitting your tender.

आप अपना प्रस्ताव ऑनलाइन में द्वि-बोली प्रणाली के तहत देय तारीख और समय के पहले प्रस्तुत करें।

You may submit your offer on Two-bid system online before the due date and time specified.

धन्यवाद Thanking you,

भवदीय Yours faithfully,

कृते हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड

For Hindustan Organic Chemicals Limited (CIN: L99999MH1960GOIO11895),

(एन वी रविदेव N V RAVIDEV)

महा प्रबन्धक (कार्मिक एवं प्रशासन)

GENERAL MANAGER (P&A)

वर्ष 2021-22 के लिए जीपीए बीमा पॉलिसियों के लिए निविदा सूचना
Tender Notice for GPA Insurance Policies for the Year 2021-22:

अनुक्रमणिका- INDEX

1	नामित पॉलिसी के कार्यक्षेत्र और अनुसूची Scope and Schedule for Named policy	अनुबंध Annexure - I
2	नामित जीपीए पॉलिसी के निबंधन और शर्तें TERMS & Conditions for Named GPA Policy	अनुबंध Annexure -II
3	दावे का इतिहास Claim History	अनुबंध Annexure IIA
4	नामरहित पॉलिसी के कार्यक्षेत्र और अनुसूची Scope and Schedule for Unnamed policy	अनुबंध Annexure -III
5	नामित रहित जीपीए पॉलिसी के निबंधन और शर्तें TERMS & Conditions for Unnamed GPA Policy	अनुबंध Annexure -IIIA
6	दावे का इतिहास Claim History	अनुबंध Annexure IIIB
7	महत्वपूर्ण विवरण Important Details	अनुबंध Annexure-IV
8	ई बोली प्रस्तुति के लिए बोलीदाताओं को सामान्य निर्देश General instructions to bidder for e-bid submission	अनुबंध Annexure-V
9	तकनीकी बोली (प्रपत्र क) Technical Bid (Form-A)	अनुबंध Annexure- A
10	ब्लैक लिस्ट/होलिडे लिस्ट की घोषणा प्रपत्र Performa of declaration of black listing/holiday listing	अनुबंध Annexure-B
11	वाणिज्यिक/तकनीकी बोली Commercial/Technical BID	अनुबंध Annexure-C
12	वचनबद्धता Undertaking	अनुबंध Annexure-D

1. NAMED GPA POLICY FOR TEMPORARY EMPLOYEES & TEMP. CONSULTANTS

A. SCOPE:

The Scope includes the named GPA Policy to be covered for 161 nos. of Temporary Officers & Employees in various disciplines in this Unit for a period of one year from **15.09.2021** to **14.09.2022** against the accident occurring **round the clock** (24hrs). The Total No. of Temporary employees in our Unit and their monthly salary are as given below. Facility for addition and deletion should be provided.

क्रसं Sl No	संवर्ग Category	सं Nos	मासिक वेतन Salary per Month	मासिक वेतन का 50 गुण SUM ASSURED (50 times of monthly Salary)
01	Temporary Officers –	32	40,000	6,40,00,000
02	Temporary Employees-Technician/Operator	65	28,557	9,28,10,250
03	Temp. Employees – Asst. Technician -	33	26,608	4,39,03,200
04	Temp. Employees – Rigger/GWM	6	23,526	70,57,800
05	Temp. Employees – General Workman	15	25,154	1,88,65,500
06	Temp. Medical Officer	01	70,000	35,00,000
07	Temp. Consultant	02	25,000	25,00,000
08	Temp. Consultant	03	30,000	45,00,000
09	Temp. Consultant	01	35,000	17,50,000
10	Temp. Consultant	02	40,000	40,00,000
11	Temp. Consultant	11	50,000	2,75,00,000
12	Temp. Consultant	05	60,000	1,50,00,000
	Total	176		28,53,86,750

B. SCHEDULE:

1	Estimated Annual Wages (50 times of Basic Pay + VDA/Monthly fixed salary)	Rs.2853.87 Lakhs. To be adjusted based on the actual salary to be declared subsequently.
2	Table of Benefits	<ol style="list-style-type: none"> As per Table III / IV of Personal Accident Policy-Death, Permanent total Disability, Permanent Partial Disability, Temporary Total Disability. Weekly compensation may be 1 % of the Capital Sum Assured or Proportionate Salary (BP + VDA/Monthly fixed salary) whichever is Minimum. (Proposed weekly compensation may be clearly mentioned in the Quotation). Accident Medical Expenses : 50% of admissible claim.(Maximum)
3	Additional Coverage	1. Accident Medical expenses (only for Inpatient accident cases) up to Rs.1,00,000/-(Rupees One Lakh) per employee.
4	Maximum Claim Amount	50 Times of BP + VDA/Monthly Fixed salary per claim.

अनुबंध ANNEXURE – II

TERMS & CONDITIONS FOR NAMED GPA POLICY :

1. At present there are **176 Temporary employees & Temp. Consultants** in our Company to be covered under the Policy initially and the newly appointing Temporary employees & Temp. Consultants during the policy period shall also be covered under the policy on intimation from HOCL.
2. The estimated annual wage/Monthly Fixed salary given in the above table is calculated based on the Present Basic Pay and VDA /Monthly Fixed salary of the **Temporary Employees & Temp. Consultants** currently working in the Company. The increase in the salary (BP + VDA) on account of DA increases, etc. shall be taken into consideration while settling the GPA claim. As such claim settlement shall be based on the actual salary (BP +VDA)/Monthly Fixed Salary drawn by the **temporary** employee & Temporary Consultant before the accident.
3. Medical Expenses for accident cases of inpatient up to One lakh may be covered under the policy as additional coverage.
4. Since there would be increase in the estimated sum assured due to DA increase except Temporary officers & Temp. Consultants, and also due to the inclusion of new appointments as and when they join, the actual salary for the Policy period will be submitted to the Insurance company at the end of the policy period and the premium will be adjusted on the basis of actual declaration. Addition and deletion facility should be provided.
5. In addition to the above premium, an amount of Rs.5,000/- may also be paid as Cash Deposit with the Insurer being mandatory advance premium to settle the claim since there would be increase in the estimated sum assured due to DA Increase and also due to the inclusion of new recruits, if any.
6. The bidder is expected to quote the premium amount and service tax if any, separately.
7. Any special conditions /deviations/exclusions to be included in the offer by the insurer to be given along with bid.

**Named GPA (Temporary Employees)
LAST YEAR PREMIUM & CLAIM STATUS**

Period	No of Members Insured	Sum Assured	Amount of Premium (Inc. of GST)	No. of cases	Amount Claimed Rs.	Ins. Co.
15.09.2020 to 14.09.2021	139	1985.71 Lakhs	Rs.63499/-	12	3,13,847/-	M/s. New India Assurance Company
15.09.2021 to 14.09.2022	167	2347.74 Lakhs	1,44,671/-	3	66,372/- (Claim upto 31.07.2022)	M/s IFFCO TOKIO General Ins.

Annexure-III

2. UNNAMED GPA POLICY FOR APPRENTICES

A. SCOPE:

HOCL, Kochi Unit is engaging Apprentices in various disciplines under the Apprentices Act 1961. The total number of Apprentices engaged at present is 81 only. The Apprentices engaged by the Company as per the below strength need to be covered under GPA Policy irrespective of their name. The Unnamed Policy shall cover the above fixed no. of Apprentices for **any accident occurring inside the factory premises** while undergoing Apprenticeship training for a period of one year from **15.09.2022 to 14.09.2023**. The number of Apprentices to be covered under the Policy shall remain same during the policy period.

Sl No	Category	Nos	Monthly Stipend @	50 times of monthly Stipend
01	Apprentices- Graduate	31	10,000	1,55,00,000
	Technician	28	8,000	1,12,00,000
	Trade	22	7,000	77,00,000
	Total	81		3,44,00,000

B.SCHEDULE

1	Estimated Annual Stipend (50 times of Stipend)	Rs. 344.00 Lakhs
2	Table of Benefits	1. As per table III/IV of Personal Accident Policy- Death, Permanent total Disability, Permanent Partial Disability, Temporary Total Disability. 2. Accidental Medical Expenses : 50 % of the Admissible Claim.
3	Maximum Claim Amount(per single claim)	50 times of monthly stipend paid/payable prior to the Accident.

Annexure-IIIA

TERMS & CONDITIONS FOR UNNAMED GPA POLICY

1. At present there are **81 Apprentices** engaged in our Company under the Apprentices Act 1961 to be covered under the GPA Policy irrespective of their Name. The unnamed Policy shall cover the above fixed no. of Apprentices for **any accident occurring inside the factory premises while undergoing Apprenticeship training** for the period from **15.09.2022 to 14.09.2023**. The number of Apprentices to be covered under the Policy shall remain same during the policy period.
2. The estimated annual stipend given in the above table is calculated based on the Present stipend to Apprentices currently engaged in the Company. The increase in stipend due to decision of the Govt. shall be taken into consideration while settling the GPA claim. As such claim settlement shall be based on the actual stipend drawn by the **Apprentices** before the accident.
3. The bidder is expected to quote the premium amount and service tax if any, separately.
4. Any special conditions /deviations/exclusions to be included in the offer by the insurer to be given along with bid.

Annexure-IIIB

Unnamed GPA (Apprentices) LAST TWO YEARS PREMIUM & CLAIM STATUS for Un Named GPA Insurance for Apprentices and Temporary employees

Period	No of Members Insured	Sum Assured	Amount of Premium (Inc. of GST)	No. of cases	Amount Claimed	Ins. Co.
15.09.2019 to 14.09.2020	220*	2127.29 Lakhs	Rs.61186/-	1**	36,000/-	IFFCO-TOKIO General Ins.
15.09.2020 to 14.09.2021	80	340.00 Lakhs	Rs.11284/-	0	0	IFFCO-TOKIO General Ins
15.09.2021 To 14.09.2022	81	345.00 Lakhs	Rs.11449/-	0	0	IFFCO-TOKIO General Ins

* GPA Insurance for Temporary Employees & Apprentices. Separate policy from the Year 2020-21.
No Claims for apprentices during the last five years.

** Claim of Temporary Employee

The following important points may also be noted while submitting the quotations:

1. The Insurance companies should quote premium for the following policy coverage
 - A. Premium for GPA for Temporary employees with additional coverage of hospital medical expenses up to Rs. 1,00,000/- per employee.
 - B. Premium for GPA for Apprentices
 - C. Offer will be placed on the Insurance Company quoting the lowest premium, provided that the bid is technically acceptable. Over all LI party will be selected for Named policy and Unnamed policy and order for named policy and unnamed policy will be placed on the insurance company quoting the overall lowest premium.
 - D. Detailed Terms and conditions if any should be furnished separately along with the bid.

Annexure-IV

महत्वपूर्ण सूचनाएँ IMPORTANT DETAILS

1	Name of the work	Renewal of Group Personal Accident Policy for Temporary Employees and Apprentices for the Year 2022-23
2	Tender no	PAD/2022/006
3	Date of publishing Tender	08.08.2022 (IN e-Procurement)
4	EMD	Nil
5	Pre Bid meeting	Nil
6	Email and contact no for clarification	varghese.saiju@hoclindia.com or o.ramesh@hoclindia.com 0484-2727201/200/335, 9446718391
7	Last Date and Time for Bid submission	29.08.2022 1400 HRS
8	Date and Time of opening of Technical Bid	30.08.2022 1400HRS
9	Policy period	15.09.2022 to 14.09.2023
10	Validity of Tender	90 day from the last date of submission
11	Concerned Authority	General Manager(P&A) , HOCL, Ambalamugal, Kochi-682302 pad.kochi@hoclindia.com

Contract Person (NIC matters)

Mr.Midhun Babu

Co-ordinator

Mob: 8547196394, 0484 2727401

Contract Persons (HOCL)

Mr.SAIJU VARGHESE,

Asst. Manager (P&A)

HOCL, Ambalamugal.

Ph: 0484 2727335/200, 9446718391

यदि हिन्दी और अंग्रेज़ी पाठ में भिन्नता हो तो, अंग्रेज़ी पाठ प्रबल होगा।

In case of variation between Hindi and English version, English version will prevail.

ANNEXURE-V

GENERAL INSTRUCTIONS TO BIDDERS FOR E BID SUBMISSION

Please submit your e-bids on the terms and conditions attached as per instructions given below:-

1. Quotations shall be submitted online on or before the due date and time of closing the tender. The Price bid should be submitted in price bid format given.
2. The bid shall contain as integral part of the same the following compliance statement: "We have read, understood and accepted the terms and conditions of purchase and related documents forming part of this enquiry and agree to supply the goods in compliance with the same."
3. Bidders should carefully study the documents of this enquiry. All terms and conditions set out there in the enquiry shall be binding on the bidders unless conflicting with any terms and conditions expressly stated by HOCL while accepting any bid, in the event of such acceptance.
4. HOCL reserves the right, without assigning any reason whatsoever, to accept or reject any or all bids in part or in full or cancel this enquiry.
5. HOCL reserves the right to extend without giving any reason(s) the closing date/time of the enquiry.
6. Bids shall be valid for a minimum of 90 days from the due date for receipt and opening of the bids.

1. PREQUALIFICATION CRITERIA

Tenderers who meet the following conditions / qualifications need only quote against this Enquiry:

- 1 Insurance companies who are registered under the insurance Act,1938 and authorized to take Group Mediclaim Insurance Policy and governed under IRDA Act,1999 having experience in this field can only quote for the above GPA Insurance Policy.
- 2 Earnest money deposit : Nil
- 3 Cost of Tender Documents: Nil
- 4 Rates quoted shall be exclusive of GST
- 5 Security deposit: Nil
- 6 Period of policy: One year from **15.09.2022 to 14.09.2023**
- 7 Undertaking: All the bidders have to give an undertaking in the format as given as Annexure 'D' in the Technical Bid.
- 8 Integrity pact: As per CVC Guidelines in the event of placement, parties whom the is placed has to sign integrity Pact if the purchase order value is 50 lack or above. Format order is given along with tender document as Annexure 'E'

DUE DATE & TIME: Due date for submission of tender is (Closing date) **29.08.2022 at 02.00 pm.**

OPENING OF BIDS: The Technical Bids will be opened **on 30.08.2022 at 02.00 PM** by electronically. Technically acceptable bidders will be informed about the date and time of opening of the price bids by emails.

VALIDITY OF OFFER: Offer shall be valid for a minimum period of 90 days from the last date of submission stipulated for the tender.

SUBMISSION OF BIDS: Refer Instructions to Bidder for online Bid submission.

PRICE BID SUBMISSION-BOQ: Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders.

RIGHT TO REJECT A BID: HOCL reserves the right to reject any bid due to reasons such as (a) Vendor not following above bidding procedures (b) Vendor not being technically acceptable to HOCL (c) Vendor not agreeing with the general conditions of the tender. (d) Not enclosing any particular documents asked for (e) Any other valid reasons.

SIGNING & SEALING ON ALL PAGES OF BIDS: The vendor shall sign and seal on all pages of the bids uploaded, failing which bids are liable to be rejected.

DISPUTES: In the event of a contract being executed, all cases of disputes between seller and buyer shall be settled through arbitration as per Indian arbitration and Conciliation act 1996 or any amendments from time to time. The decision of the arbitration shall be final and binding on both the parties.

ANNEXURE - A



हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड HINDUSTAN ORGANIC CHEMICALS LTD

(भारत सरकार का उद्यम A Government of India Enterprise)

अंबलमुगल, कोची AMBALAMUGAL, KOCHI – 682 302

HOCL Tender No.PAD/2021/003

RENEWAL OF GROUP PERSONAL ACCIDENT POLICIES FOR TEMPORARY EMPLOYEES & APPRENTICES FOR THE YEAR 2021-22

तकनीकी बोली (प्रपत्र क TECHNICAL BID (FORM-A)

THIS DOCUMENT TO BE SIGNED AND SEALED BY BIDDER ON ALL PAGES AND SUBMITTED ALONG WITH THE E-TENDER:

तकनीकी बोली प्रपत्र PRO-FORMA-TECHNICAL BID

क्रमांक Sl.No.	विवरण Details	
1	कंपनी का नाम Name of the Company	
2.	बोलीदाता का नाम Name of the Bidder	
3.	पता, दूरभाष संख्या, ईमेल और संपर्क व्यक्ति के नाम और मोबाइल संख्या Address with Telephone no, email and name of contact person and mobile no	
4	जीएसटी आईडी GST ID	
5	पैन विवरण Pan Details	
6	बैंक का नाम और शाखा Name of the Bank & Branch	
	बैंक का आईएफएससी कोड Bank IFSC Code	
	खाता संख्या A/c No	
	बैंक का पता Address of Bank	

1. Annexure B (Declaration of Blacklisting/Holiday Listing) dully filled, signed and sealed is attached
2. Annexure C (Commercial/Technical Bid Declaration) dully filled, signed and sealed is attached
3. Annexure D (Undertaking) signed and sealed is attached.

Enclosed the tender documents signed & sealed in all pages along with all the annexure.

We hereby undertake that we have read and understood the terms and conditions of the renewal of GPA policy for Temporary employees and Apprentices for the year 2021-22 and shall abide it.

Signature of the Tenderer :

Name of the Tenderer :

PLACE:

Seal

DATE:

ANNEXURE - B

PROFORMA OF DECLARATION OF BLACK LISTING/HOLIDAY LISTING

In the case of a Proprietary Concern:

I hereby declare that neither I in my personal name or in the name of my Proprietary concern M/s. _____ which is submitting neither the accompanying Bid/Tender nor any other concern in which I am proprietor nor any partnership firm in which I am involved as a Managing Partner have been placed on black list or holiday list declared by any Government Public Sector company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

In the case of a Partnership Firm:

We hereby declare that neither we, M/s. _____, submitting the accompanying Bid/Tender nor any partner involved in the management of the said firm either in his individual capacity or as proprietor or managing partner of any firm or concern have or has been placed on blacklist or holiday list declared by any Government Public Sector Company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

In the case of Company:

We hereby declare that we have not been placed on any holiday list or black list declared by any Government Public Sector Company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

It is understood that if this declaration is found to be false in any particular, Hindustan Organic Chemicals Limited or its Administrative Ministry, shall have the right to reject my/our bid, and if the bid has resulted in a contract, the contract is liable to be terminated.

PLACE:

DATE:

SIGNATURE OF THE BIDDER

ANNEXURE TO BID AGAINST TENDER NO _____
(KINDLY FILL THIS SHEET AND SUBMIT IN -COMMERCIAL/TECHNICAL BID)

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ANNEXURE - D

(Undertaking to be prepared on the letter Head of the vendor, to be signed, sealed and to be attached in the Technical Bid)

To

The General Manager (P&A)
Hindustan Organic Chemicals Limited
Ambalamugal P.O.,Ernakulam Dist
Kerala-682302

Sub: Renewal of Group Personal Accident Insurance Policy for Temp. Employees & Apprentices –reg.

Ref: Tender ref. No. PAD/2022/006

Sir,

We confirm that we have read and understood all the terms and conditions of the **Tender for Renewal of Group Personal Accident Insurance Policy for Temp. employees & Apprentices**. We further affirm that we have understood all the terms of **Group Personal Accident Insurance Policy for Temp. employees & Apprentices**. We are confident that all the above requirements can be met with the rates quoted by us and our rates are workable. In case the work is awarded to us at the rates quoted by us, we undertake to satisfactorily execute and complete the work for the entire period of contract.

Thanking you

Yours faithfully

For

Sd/-

(Name)

Place:

Date:

(seal)