



दिल्ली मेट्रो रेल कॉर्पोरेशन लि० DELHI METRO RAIL CORPORATION LTD.

(भारत सरकार एवं दिल्ली सरकार का एक संयुक्त उपक्रम)
(A JOINT VENTURE OF GOVERNMENT OF INDIA AND GOVT. OF DELHI)

No. DMRC/Tender/O&M/OHMisc-937/2021/980/2696

Date: 06/09/2021

LETTER OF ACCEPTANCE

Reliance General Insurance Company Limited,
First Floor, Dhirubhai Ambani Knowledge City,
Navi Mumbai-400710

Sub: **CONTRACT: OHMisc-937: "GROUP PERSONAL ASSURANCE (GPA) TO COVER ACCIDENT DEATH AND PERMANENT/PARTIAL DISABILITIES."**

Ref: (i) Online Open Tender submission on e-tendering portal on 05.07.2021
(ii) Your reply to post bid query submitted on 27.07.2021
(iii) Financial bid opened on 18.08.2021
(iv) Negotiation meeting held on 02.09.2021

Sir/Madam,

With reference to above, Letter of Acceptance (LOA) is hereby issued to you in regard to the Group Personal Assurance (GPA) for Accidental Death and Permanent & Partial Disability coverage of all of its existing employees of about 14208, at total amount of premium per annum of **₹69,25,000.00/-** (Rupees Sixty Nine Lakhs Twenty Five Thousand only) including all taxes, duties, octroi, royalties, levies etc.

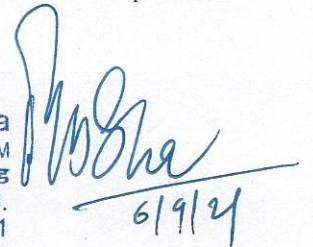
The rate of premium per employee per annum is to be paid of ₹ 487.40/- (Rupees Four hundred Eighty Seven rupees Forty paise only) (including all taxes, duties, octroi, royalties, levies etc.) for one year as premium to be paid on account of GPA insurance cover Accidental death and Permanent Total/Partial disability of all of its existing employees of about 14208.

1. **Scope of Work:** Delhi Metro Rail Corporation Ltd. (DMRC) proposes to take insurance cover from IRDA approved/Authorized companies for a sum assured of **₹25,00,000/- (Rupees Twenty Five Lacs) maximum per employee to cover the Accidental Death and Permanent / Partial disability** (As per clause 3 of Employer's Requirement) of all employees of DMRC for one year (From 1st of October, 2021 to 30th of September, 2022).
2. **Tenure of Contract:** The period of the Insurance Contract is from **1st of October, 2021 to 30th of September, 2022. Contract may be **extended for further two years** on mutually agreed terms & conditions.**

नवल किशोर झा / Nawal Kishore Jha
उप मुख्य अभियंता/निविदा/ओ. एण्ड एम./Dy. CE/Tender/O&M
दिल्ली मेट्रो रेल कॉर्पोरेशन लिमिटेड
Delhi Metro Rail Corporation Ltd.
मेट्रो भवन, फायर ब्रिगेड लेन, बरखम्बा रोड, नई दिल्ली-110001

(मेट्रो भवन, 13 फायर ब्रिगेड लेन, बरखम्बा रोड, नई दिल्ली-110001)
Metro Bhawan, 13, Fire Brigade Lane, Barakhamba Road, New Delhi-110001

3. **Issue of Policy:** Insurance Policy to cover Accidental death and Permanent /partial disability shall be issued annually by M/s Reliance General Insurance Company Limited
4. **Price Variation Clause:** Net rate of premium ₹487.40/- (Rupees Four hundred Eighty Seven rupees and Forty Paise only) per employee per annum **(including all taxes, duties, octroi, royalties, levies etc.)** shall be fixed for one years.
5. **Payment:** The payment of premium shall be made upon yearly basis in advance.
6. **Premium Deposit:** A premium deposit of ₹50,000/- (Rupees Fifty thousand) only will be deposited by DMRC, towards Member addition/deletion to cover the new member with effect from their date of Joining DMRC service. However the Deletion premium may be adjusted towards new joiners, the cost benefit statement to be provided by the Insurer on quarterly basis/ need basis.
7. **List of Member/DMRC employee:** A primary employee list of DMRC employees comprising of **Permanent/On Rolls/On Deputation/ Contracts/ Re-employed/ Temporary** for the purpose of insurance coverage will be provided to the insurer firm initially. A list of employees as on 15 September of respective year will be provided for renewal purpose of insurance policy and further any addition & deletion of employees/members/new recruits in the list may be intimated by **10th of every month covering the Addition/deletion upto 10th of every preceding month**. However the coverage may be operational irrespective of the monthly updating in time and for Addition/Joiners in the intermittent period.
8. **Providing of monthly Member/employee list:** The list of the member/DMRC employees may be forwarded electronically through soft copy by an authorized representative to you. However, the hard copy of the same may also be sent for addition/deletion purpose.
9. **Execution of Contract:** The contractor shall not Sub-contract/ Transfer of assign the contract to a third party.
10. All the services shall be rendered /executed in accordance with the specifications stipulated in tender document. The Scope of Work, Terms & Conditions, Technical Conditions etc. as given in the Tender Document applicable.
11. This 'Letter of Acceptance' is sent herewith to you in duplicate. You are required to return one copy of it duly signed by you on all pages indicating "Unconditional Acceptance" thereof so as to reach the undersigned within seven days of the receipt of this letter.
12. You shall full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. You shall keep the Delhi Metro Rail Corporation


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fully indemnified against your liability of tax, interest, penalty etc. in respect thereof which may arise.

13. **JGM/HR** of this organization will be the Officer-in-charge for this contract. You are requested to contact the JGM/HR immediately for further necessary action in this matter.
14. It may please be noted that until a formal agreement is executed, this letter will constitute a binding Contract between you and DMRC. Please take necessary action as required vide Clause Nos. F4 of Instructions to Tenderers (ITT) regarding signing of agreement within 45 days from the issue of Letter of Acceptance.
15. You are requested to register yourself on the vendor payment portal on receiving the LOA. The instructions to do the same are provided in Annexure-A.

Thanking you,

Yours sincerely,
For Delhi Metro Rail Corporation Ltd.

(N K Jha)

Dy.Chief Engineer/Tender (O&M)

Encl: One copy of this letter in duplicate.

नवल किशोर झा/Nawal Kishore Jha
उप मुख्य अभियंता/निर्देशा/ओ. एंड एम./Dy. CE/Tender/O&M
दिल्ली मेट्रो रेल कॉर्पोरेशन लिमिटेड
Delhi Metro Rail Corporation Ltd.
मेट्रो भवन, बाराखम्बा रोड, नई दिल्ली-01
Metro Bhawan, Barakhamba Road, New Delhi-01

ANNEXURE A

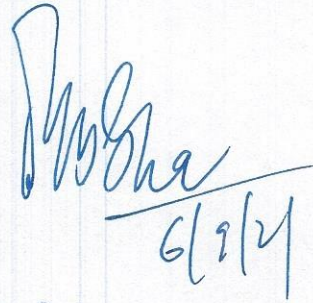
In order to facilitate contract management and ensure timely processing of requests made by the vendor, DMRC has implemented the Vendor Payment Portal that will allow the vendor to register themselves, raise payment requests, modify vendor information and request variation in contract. The portal will provide updates to the vendor and DMRC of the current status of the process and help to ensure timely action.

To register on the portal follow these steps

1. Go to : <https://vpp.dmrc.org>
2. Click on vendor sign up button.
3. Enter the required contact information and contract details.
4. The information about nodal officer may be obtained from engineer-in-charge
5. Click on submit button.
6. You will get the message "Your request has been sent to the nodal officer for verification. Once verified, you will receive notification via email and sms."

In case of any queries, click the help button on the landing page:

1. Queries can be sent on the following email id : vpp.support@dmrc.org
2. User manual is available by clicking the button: "Download vendor user manual" on the help page



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दिल्ली मेट्रो रेल कॉर्पोरेशन लिमिटेड
Delhi Metro Rail Corporation Ltd.
मेट्रो भवन, बाराखम्बा रोड, नई दिल्ली-01
Metro Bhawan, Barakhamba Road, New Delhi-01