



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-1407/2023/1450/ 5606

Date: 29.08.2023

LETTER OF ACCEPTANCE

M/s IFFCO TOKIO General Insurance Co Ltd,
IFFCO House,
Ground Floor, 34, Nehru Palace,
New Delhi-110019
Ph no. 9818277236

Sub: CONTRACT: OHMisc-1407: "Group Personal Assurance (GPA) to cover Accidental Death and Permanent/Partial Disabilities."

Ref: (i) Online Open Tender submission on e-tendering portal on 17.08.2023.
(ii) Your reply to post bid query submitted on 04.08.2023.
(iii) Financial bid opened online on 22.08.2023.

Sir/Madam,

With reference to above, Letter of Acceptance (LOA) is hereby issued to you in regard to the Group Personal Assurance (GPA) to cover Accident Death and Permanent/ Partial Disabilities for the premium of ₹416.68 per employee per year i.e. a total of ₹58,14,352.72 (Rupees Fifty Eight Lakhs Fourteen Thousand Three Hundred Fifty Two and Seventy Two Paise only) including all taxes, duties, octroi, levies, royalties etc. for 13954 nos. of employees as on date. The number of employees may increase or decrease at the time of inception of policy or during the policy period.

The rate of premium per employee per annum is to be paid of ₹416.68 (Rupees Four hundred Sixteen and Sixty Eight 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 13954.

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, 2023 to 30th of September, 2024).

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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 Limited fully indemnified against your liability of tax, interest, penalty etc. in respect thereof which may arise.
13. **JGM/HR(O&M)** 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 No. 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,


29/08/2023

(Harish Kumar)

Dy.Chief Engineer/Tender (O&M)
For Delhi Metro Rail Corporation Ltd.

हरीश कुमार / Harish Kumar
सुप मुख्य अभियंता/निर्देशा/ओ एंड एम / Dy CE /Tender / O&M
दिल्ली मेट्रो रेल कॉर्पोरेशन लि / Delhi Metro Rail Corp. Ltd.
फ़ायर ब्रिगेड लेन, कानपुर रोड, नई दिल्ली-110002 / Fire Brigade Lane,
Karnal Road, New Delhi-110002

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