



दिल्ली मेट्रो रेल कॉर्पोरेशन लि० DELHI METRO RAIL CORPORATION LTD.

(भारत सरकार एवं दिल्ली सरकार का संयुक्त उपक्रम)

(A JOINT VENTURE OF GOVERNMENT OF INDIA AND GOVT. OF DELHI)

No. DMRC/Tender (O&M)/OHMisc-1488/2023/153/5749

Dated: 24.11.2023

M/s Bajaj Allianz Life Insurance Co. Ltd.
Ground floor, Bajaj Allianz House,
Airport Road, Yerawada, Pune 411 006, Maharashtra,
Telephone-020-66026773,

LETTER OF ACCEPTANCE

Sub: Contract OHMisc: 1488: Group Term Life (GTL) Insurance Policy for DMRC employees who have availed Home Loan (HBA).

Ref: 1. Limited Tender invited on 27.10.2023

2. Limited tender opened on 20.11.2023

Sir/Madam,

With reference to above, Letter of Acceptance (LOA) is hereby issued in regard to the Group Term Life (GTL) Life Insurance Policy for DMRC employees who have availed Home Loan (HBA), for a period of 01 (one) year i.e. 02.12.2023 to 01.12.2024 (2023-24). The rate of premium of ₹1708.57 per employee per year i.e. a total of ₹21,54,506.77 (Rupees Twenty One Lakhs Fifty Four Thousand Five Hundred Six and Seventy Seven Paise only) including all taxes, duties, octroi, levies, royalties etc. for 1261 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. However, rate of premium shall not be changed.

1. **Scope of Work:** Delhi Metro Rail Corporation Ltd. (DMRC) proposes to take insurance cover from M/s Bajaj Allianz Life Insurance Co. Ltd. for a period of one (01) year for a sum assured of Outstanding Principal of maximum ₹ 14,24,418,767 and outstanding interest thereon (As per scope of work- Annexure-B) who have availed Home Loan (HBA) from DMRC.
2. **Tenure of Contract:** The period of the Insurance Contract is one year from 02.12.2023 to 01.12.2024. Contract can be extended for further period on mutually agreed terms & conditions.

24/11/2023
श्रीश कुमार / Harish Kumar
उप मुख्य अभियंता/निविदा/ओ एंड एन / Dy. CE/Tender/ O&M
दिल्ली मेट्रो रेल कॉर्पोरेशन लि/ Delhi Metro Rail Corp. Ltd.
मेट्रो भवन, फायर ब्रिगेड लेन/ Metro Bhawan, Fire Brigade Lane,
बारखम्बा रोड, नई दिल्ली-110 001/ Barakhamba Road, New Delhi-110 001

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3. **Issue of Policy:** Group Term Life Insurance Policy to provide coverage as mentioned in scope of work shall be issued by M/s Bajaj Allianz Life Insurance Co. Ltd.
4. **Price Variation Clause:** The rate of premium of ₹1708.57 per employee per year shall be fixed for one year. Premium shall be paid on the pro-Rata basis for the amount less than one lakh.
5. **Payment:** The payment of premium shall be made upon yearly basis in advance.
6. **Premium Deposit:** Currently, fresh cases of Home Loan (HBA) are kept, on hold, If fresh cases are sanctioned, a premium deposit of Rs.50,000/- (Rupees Fifty thousand) only will be deposited by DMRC, towards Member addition/deletion to cover the new member with effect from date of sanction of loan/disbursement of loan. However, in case of deletion, the premium may be adjusted towards new joiners or refunded as case may be. The cost benefit statement to be provided by the Insurer on quarterly basis/need basis.
7. **List of Members/DMRC Employees:** A primary list of DMRC employees who have taken Home Loan (HBA) for the purpose of insurance coverage will be provided to the insurer firm initially. A list of employees as on 01st December 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 up to 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/Employees list:** The list of the member/DMRC employees may be forwarded electronically through soft copy by an authorised representative to insurer. 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 or assign the contract to a third party.
10. 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.


24/11/2023

हरीश कुमार / Harish Kumar
उप मुख्य अभियंता/निवेदा/ओ एड एन / Dy. CE / Tender / O&M
दिल्ली मेट्रो रेल कॉर्पोरेशन लि/ Delhi Metro Rail Corp. Ltd.
मेट्रो भवन, फायर ब्रिगेड रोड/ Metro Bhawan, Fire Brigade Lane,
बाराखंभा रोड, नई दिल्ली-11/ Barakhamba Road, New Delhi-11

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11. 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 fully indemnified against your liability of tax, interest, penalty etc. in respect thereof which may arise.
12. DGM/HR/O&M of this organisation will be the Officer-in-Charge for this contract. You are requested to contact the DGM/HR/O&M immediately for further necessary action in this matter.
13. 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.
14. 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.

Yours sincerely,

हरीश कुमार / Harish Kumar
उप मुख्य अभियंता/निविदा/ओ एंड एन / Dy. CE / Tender / O&M
दिल्ली मेट्रो रेल कॉर्पोरेशन लि/ Delhi Metro Rail Corp. Ltd.
मेट्रो भवन, फायर ब्रिगेड रोड/ Metro Bhawan, Fire Brigade Lane,
बारकम्बा रोड, नई दिल्ली-1/ Barakhamba Road, New Delhi-1


24/11/2023

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

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

SCOPE OF WORK:

DMRC Group Personal Insurance Policy for the employees who have availed Home Loan House Building Advance (HBA), intends to cover compensation in case of Accidental / Natural death/disappearance to the insured person, directly and solely as a result of an accident by external visible and violent means including terrorism and Natural death due to any illness or disease or accidental injury. The policy may operate worldwide and should have 24 hours cover.

The following types of coverages are to be provided under the DMRC Group Personal Insurance Policies to the employees who have availed House Building Advance (HBA):-

- (i) Death cover(Natural/Diseased/Accidental/Murder/Suicide etc)
- (ii) Disappearance covers
- (iii) Terrorism covers
- (iv) Death due to Natural Calamities/Disaster.
- (v) Death due to any other reason.

Policy should also have following clauses.

- (i) Suicide waiver clause
- (ii) Active at work clause.

In case of death of insured employees, sum insured shall be paid by Insurance Company to Delhi metro Rail Corporation Ltd.

Handwritten signature and date:
24/11/2023

हरीश कुमार / Harish Kumar
उप मुख्य अभियंता/निर्माता/ओ एंड एम / Dy. CE / Tender / O&M
दिल्ली मेट्रो रेल कॉर्पोरेशन लि/ Delhi Metro Rail Corp. Ltd.
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