



MEHSANA DISTRICT COOPERATIVE MILK PRODUCERS UNION LIMITED

DUDHSAGAR DAIRY, HIGHWAY, MEHSANA – 384 002

REQUEST FOR QUOTATION
FOR
OUR PRIMARY MILK CO-OP. SOCIETIES’
EMPLOYEES’ GROUP INSURANCE
(GMC, GPA & GTLI)



MEHSANA DISTRICT COOPERATIVE MILK PRODUCERS UNION LIMITED

DUDHSAGAR DAIRY, HIGHWAY, MEHSANA – 384 002

NO: ACCT/INS/23652

Date : 17-MARCH-2016

To:

GENERAL INSURANCE / LIFE INSURANCE COMPANIES

(Important Note : Only General / Life Insurance Company directly can participate and send quotation. Quotes through/from Brokers or Agents or other such Insurance Agencies / Intermediary shall not be considered or entertained. Also the participating General or Life Insurance Company must have its office in Mehsana/Ahmedabad for servicing of the policy.)

Dear Sirs,

SUB : INQUIRY FOR INSURANCE OF THE EMPLOYEES OF OUR MILK SUPPLY SOCIETIES

We are a co-operative sector organization associated with “AMUL” and engaged in milk procurement from our village milk societies, milk processing and manufacturing of milk products since 1960 AD. We are desirous of taking Group Insurance Policies for the employees of our milk supplier societies. If you are interested in providing the risk cover, kindly let us have your offer with details of premium and other terms of insurance.

Herein below we provide the details of risks to be covered including the nature & extent of Insurance Cover proposed.

NATURE OF POLICIES

We are desirous of taking all the below mentioned insurance covers grouped under 3 Heads – A to C. This inquiry is made jointly for General Insurance & Group Term Life policy and inquiries are sent both to General Insurance Companies as well as to Life Insurance companies. If you are dealing with only Life Insurance Cover you may quote for Group- C Only. Similarly if you are involved only in the General Insurance, you may ignore Insurance Covers under Group C – Group Life Cover.

- ❖ Group Medical Insurance Cover
- ❖ Group Personal Accident Cover
- ❖ Group Life Insurance Cover



MEHSANA DISTRICT COOPERATIVE MILK PRODUCERS UNION LIMITED

DUDHSAGAR DAIRY, HIGHWAY, MEHSANA – 384 002

FOR WHOM THE INSURANCE COVER IS DESIRED

The group insurance cover is desired for the employees of our affiliated Milk Supply Societies. The milk supplier societies are classified into three CATEGORIES according to the quantity of milk transacted by each Society.

The employees of the societies are also grouped according to the nature of their responsibilities / work and for your information grouping is given below;

<u>GRADES</u>	<u>CONSISTING OF</u>
GRADE – 1	Secretary / Mantri
GRADE – 2	Clerk, AI worker etc.
GRADE – 3	Milk Collector, Tester, BUC operator, Driver etc.
GRADE – 4	Helper, Sweeper etc.

The details of the sum insured for each are attached as per Annexure – 1.

LOCATION / CATEGORY OF EMPLOYEES TO BE COVERED

All the employees of our Societies are to be covered. These Societies are spread over the geographical area of Mehsana Milk Shed area comprising the villages / towns of Mehsana District, part of Patan District and part of Gandhinagar District. The insurance cover shall be included for present employees (both permanent and temporary) as well as future employees of Milk Societies, if any, to be intimated by us.

A list of Societies with names and other particulars of employees for each society will be provided to you upon request (**Important Note : Since updating of employees' data to account for changes during FY 2015-16 is under progress, last year employees' data covered under current policy, partly updated, can be provided at present for Rate Quotation purposes only. Changes in employees, as per our experience, ranges between 10% to 15% as compared to last year. Updated employee data for new policy will be provided before commencement of the policy and only those employees shall have to be included under new policy/ies**). For the detailed excel sheet of the above data, kindly e-mail us (from your official e-mail only) on– **dkanani@mehsanaunion.coop** with invariably a copy marked to – **lmjagetiya@mehsanaunion.coop** . Any changes, namely addition, deletion of Societies / Employees will be communicated to you during the period of insurance



MEHSANA DISTRICT COOPERATIVE MILK PRODUCERS UNION LIMITED

DUDHSAGAR DAIRY, HIGHWAY, MEHSANA – 384 002

cover and from the date of employment of new employee the insurance cover shall take effect. Please note that for any addition to the list of employees / societies to be covered, a prorated premium shall be charged as per the premium rates of existing cover and for deletions, prorated premium shall be refunded to us.

AMOUNT OF INSURANCE COVER

We propose the insurance cover as per Annexure-1 attached to this letter.

PERIOD OF INSURANCE

The Group Health and Group Personal Accident insurance is proposed for a period of one year **from 02-04-2016 to 01-04-2017** while -

Group Term Life Insurance is proposed for a period of one year **from 31-03-2016 to 30-03-2017**.

AGE UP TO WHICH INSURANCE COVER TO BE TAKEN

In Village Milk Supplier Societies, no strict rules are observed with respect to the age of retirement of employees. The age of service can go till the employee attains 80 Years of Age. So you may consider 80 as the maximum age for benefits under Group Mediclaim and Personal Accident Policies. However, the employees between 60 to 80 years of age are approx. 11% of the total employees to be covered under the scheme. For Life Insurance Cover, the maximum age for benefit under the scheme shall be 59 years (nearest birthday as on 31-Mar-2016). Once an employee is covered under the policy, he shall remain covered for full policy year unless his name is sent for deletion by us.

A. MEDICLAIM POLICY

A.1. SUM PROPOSED TO BE INSURED:

Details of sum proposed to be insured against each category of society and grade of employees are provided in Annexure -1 to this document.

A.2. CLAIM EXPERIENCE :

Policy Year	No. of Claims	Claim Received Rs. (No.) + under process (No.) (Out of which, Critical Illness – Amt. used from Corpo Buffer (No.))	Name of Insurer



MEHSANA DISTRICT COOPERATIVE MILK PRODUCERS UNION LIMITED

DUDHSAGAR DAIRY, HIGHWAY, MEHSANA – 384 002

2015-16	180	Rs.33,78,769/- (152) + Rs.6,69,449 (28) (Out of which, CI Corpo Buffer – Rs.1,25,000 (03)) (Data as on 13-Mar-2016)	United India Insurance Co Ltd.,
2014-15	215	Rs.40,27,936/- (Out of which, CI Corpo Buffer – Rs.50,000 (02))	United India Insurance Co. Ltd.,
2013-14	195	Rs.33,11,843/- (Out of which, CI Corpo Buffer – Rs.1,25,000/- (05))	Reliance Gen. Insu. Co. Ltd.,
2012-13	217	Rs.43,00,871/- (Out of which, CI Corpo Buffer – Rs.6,15,465/- (21))	Reliance Gen. Insu. Co. Ltd.,
2011-12	209	Rs.31,79,723/-	Reliance Gen. Insu. Co. Ltd.

A.3. CORPORATE FLOATER

If an insured person (covered under the scheme) exhausts his limit of indemnity, he shall be entitled to claim additional amount, maximum upto basic sum insured in his own case, in respect of medically necessary costs incurred by him, out of Corporate Buffer for cases of critical illnesses. For this, total amount allocated shall be Rs.20 Lacs for settlement of any claim under this Corporate Buffer. Authorised Dairy official shall give permission in writing or by E-Mail for utilization of Corporate Buffer in each case with amount to be paid to the insured. The Insurer shall specifically list, in their quotes, the critical illnesses that will be covered under this clause.

A.4. ADD ON COVERS/OTHER BENEFITS TO BE PROVIDED

The insurer shall provide suitable cover against the following. The offer shall give details of all such add on covers. As the group insurance by us is a continuing one, we expect the waiver of certain conditions applicable to only new policies. These waivers shall apply to the existing employees as also the future employees on their joining employment during the period of insurance;

- Waiver of pre-existing disease condition for all persons covered.
- Waiver of waiting periods (including critical illnesses.)
- Waiver of 1st year exclusions.
- Inclusion of Maternity cover from 1st day of the policy without waiting period.



MEHSANA DISTRICT COOPERATIVE MILK PRODUCERS UNION LIMITED

DUDHSAGAR DAIRY, HIGHWAY, MEHSANA – 384 002

-
- e) Cataract operation, Cancer treatment, Kidney dialysis etc. shall be included in Day Care Procedure/Domiciliary Hospitalization. The insurance company is expected to provide list of illnesses included in Day Care procedure/Domiciliary Hospitalization.
 - f) If any employee is admitted in hospital for treatment but dies within 24 hours of hospitalization, the condition of minimum 24 Hrs. hospitalization shall be waived in such cases.
 - g) Intimation of claims given within 15 days from the date of admission shall be accepted as valid intimation. The same shall be considered upto 30 days on valid cause and merit on case to case basis.
 - h) Submission of claims can be done upto 45 days from the date of discharge from the hospital.
 - i) Room rent cap, if any, shall not be less than 3% in normal cases and 5% in case of ICU admission.
 - j) There shall not be any cap / ceiling / restriction on reimbursement of medical expenses on account of (i) Pre-hospitalisation expenses, (ii) Post-hospitalisation expenses, (iii) Cataract, Hernia and other such diseases, (iv) Maternity benefits, (v) Major surgery/illness.
 - k) The conditions/criteria of minimum number of beds in the hospital shall be waived. Also there should not be any restriction of class of hospitals/city for employees working in any grade.
 - l) Critical Illness cover shall be provided from the first day of the policy without waiting periods.
 - m) Bills-cum-Receipts issued by hospitals shall be accepted. Also hand written or typed bills and receipts given by hospitals on their letter pad shall be accepted as valid bill/receipt in case of valid claim.
 - n) The conditions/diseases for which hospitalization expenses for Ayurvedic Treatment/Homeopathic Treatment/Naturopathic treatment/Acupuncture treatment etc. is payable shall be specifically mentioned.
 - o) The following must be included in the list of Critical Illnesses for Corporate Buffer. The insurance company may also add other Critical Illness items, not included in above, which they may be offering on regular basis in Group Medical Policies.

(1) Cancer (2) Coronary Artery/Aorta By Pass/Graft Surgery (3) Myocardial Infarction (Heart Attack) (4) Renal Failure (Kidney Failure) (5) Major Organ Transplant (e.g. Heart, Liver, Lung, Pancreas, Kidney, Bone Marrow) (6) Stroke (7) Paralysis (8) Heart Valve Replacement Surgery (9) Liver Diseases (e.g. Permanent Jaundice, Ascites, Encephalopathy, Portal Hypertension) (10) Loss of Limbs (11)



MEHSANA DISTRICT COOPERATIVE MILK PRODUCERS UNION LIMITED

DUDHSAGAR DAIRY, HIGHWAY, MEHSANA – 384 002

Loss of Speech (12) Major Burns (13) Coma (14) Alzheimer's Disease (15) Blindness (16) Deafness (17) Parkinson's Disease (18) Multiple Sclerosis (19) Head Injury (20) Hemorrhage (21) Primary Pulmonary Arterial Hypertension (22) Serious or Critical Accidental Injury/ies. (23) Angioplasty.

Any of the above conditions, if not possible to incorporate in the policy, a separate letter of undertaking shall be issued by duly authorized official of the insurance company.

The insurer is advised to give a comprehensive listing of all exclusion clauses.

A.5. THIRD PARTY ADMINISTRATOR :

TPA for administration of the policy shall be suggested by us and shall be intimated to the Insurance Company on commencement of the policy. The insurance company shall appoint the TPA as suggested by us only.

B. GROUP PERSONAL ACCIDENT POLICY

B.1. SUM PROPOSED TO BE INSURED:

Details of sum proposed to be insured against each category of society and grade of employees are provided in Annexure -1 to this document.

B.2. CLAIM EXPERIENCE :

Policy Year	No. of Claims	Claim Received Rs. (No. of claims) + under process	Name of Insurer
2015-16	NIL	Rs.NIL (Data as on 16-Mar-2016)	United India Insurance Co. Ltd.
2014-15	01	Rs.50,000/-.	United India Insurance Co. Ltd.
2013-14	02	Rs.17,257/-.	Reliance Gen. Insu. Co. Ltd.
2012-13	06	Rs.1,33,728/-.	Reliance Gen. Insu. Co. Ltd.
2011-12	02	Rs.1,30,000/-	Reliance Gen. Insu. Co. Ltd.

B.3. POLICY COVER



MEHSANA DISTRICT COOPERATIVE MILK PRODUCERS UNION LIMITED

DUDHSAGAR DAIRY, HIGHWAY, MEHSANA – 384 002

The Group PA policy is intended to cover personal accidents of all types of employees working at village milk societies (mainly engaged in collection of milk from individual members, Bulk Milk Cooling Unit operations, storage and sale of Cattle Feed and dairy products, Artificial Insemination in Milch animals etc.) as per grade and designations given earlier in this document. In addition to death due to accident, the insurer shall clearly state the meaning and per cent of the principal amount payable in each of the following cases and also the circumstances, if any, in which the amount shall not be payable.

- Permanent Total Disability
- Permanent Partial Disability
- Temporary Total Disability
- Temporary Partial Disability
- Weekly Leave compensation / Any other benefits / cases.

EXCLUSIONS: The quotations shall contain all exclusions to the policy in clear and unambiguous terms.

C. GROUP TERM LIFE INSURANCE POLICY

C.1. SUMS PROPOSED TO BE INSURED:

Details of sum proposed to be insured against each category of society and grade of employees are provided in Annexure -1 to this document.

C.2. CLAIM EXPERIENCE :

Policy Year	No. of Claims	Claim Received Rs. (No. of claims) + under process	Name of Insurer
2015-16	11	Rs.4,90,000/-. (Data as on 16-Mar-2016)	L.I.C. of India
2014-15	08	Rs.2,95,000/-.	L.I.C. of India



MEHSANA DISTRICT COOPERATIVE MILK PRODUCERS UNION LIMITED

DUDHSAGAR DAIRY, HIGHWAY, MEHSANA – 384 002

2013-14	17	Rs.8,75,000/-.	L.I.C. of India
2012-13	15	Rs.6,60,000/-.	L.I.C. of India
2011-12	15	Rs.6,70,000/-.	Max Newyork Life Insu Co. Ltd.

EXCLUSIONS: The quotations shall contain all exclusions to the policy in unambiguous terms.

The policy is taken by us on a continuous basis and the insurer shall therefore waive any conditions with respect to waiting periods / initial periods and the benefits shall be made applicable to all employees covered from Day 1 of commencement of the Policy. Suicides will be covered and benefit of life insurance shall not be denied in such cases.

❖ GENERAL

CONFORMITY WITH RULES & GUIDELINES OF IRDA & TAC

It is expected that the quotations given by the Insurance Company should be in conformity with the norms / regulations of IRDA / TAC and in the event of any dispute the Insurer will indemnify the Union from all financial burdens that may result therefrom.

SUM INSURED, EXCLUSION CLAUSES IF ANY AND DISCOUNTS

Your offer / quote shall clearly indicate the calculation of basic rates and amount of premium and discounts offered, tax rate and total amount. Exclusions if any shall also be stated in clear terms. Kindly be informed that acceptance of a quotation with exclusions not indicated in our inquiry will be at the sole discretion of the Management. It is expected that the Offers contain in specific and unambiguous terms, exclusions, if any. That is, you must provide a list of exclusions under each category of Insurance like:

- List of Diseases / Treatment excluded from Group Mediclaim Cover.
- List of category of employees/accidents excluded from Group Life / GPA Cover.
- List / Type of Hospitals excluded. Etc.

FORMAT OF QUOTES

All quotations must be submitted in letterhead or other identifiable stationery of the Insurance Company. It may be noted that the lowest quote will not be the sole criteria for selection of



MEHSANA DISTRICT COOPERATIVE MILK PRODUCERS UNION LIMITED

DUDHSAGAR DAIRY, HIGHWAY, MEHSANA – 384 002

the insurance company; the inclusion / exclusion / conditions attached with the offer document and other factors will also weigh for decision making process by the management of Mehsana DCMPU Ltd.. Mehsana DCMPU Ltd. Management reserves the right to accept or reject any offer without issuing any reason whatsoever and its decision shall be final.

CONTACT PERSON FOR DETAILS / RISK ASSESSMENT

In case any further details/explanations are desired, you may contact Shri L.M.Jagetiya, Gen.Manager (Accounts) or Mr.Devendra Kanani, Sr.Executive (F&A) during office hours at the above address at Mehsana or call on (02762) 253201 to 253205.

OFFER DOCUMENT & LAST DATE OF RECEIPT OF OFFERS

All offers must be sent in sealed covers addressed to the undersigned; alternatively the Offers can be personally handed over to the undersigned. The sealed covers containing offers must be marked on top of the covers “QUOTATION FOR SOCIETY EMPLOYEES INSURANCE” and should reach the office of “General Manager (Accounts), Mehsana Dist. Co-op. Milk Producers’ Union Ltd., Dudhsagar Dairy, Highway Road, Mehsana – 384 002” on or before 02.00 PM on 25-Mar-2016. Offers received thereafter may not be considered.

If you are interested in the insurance of the risk mentioned above, please send your quote as per the guidelines and conditions stated above.

Thanking you,

For Mehsana D.C.M.P.U. Ltd.

**Sd/-
General Manager (Accounts)**

Encl. : (1) Annexure-1. (2) Check List-General. (3) Check List-Mediclaim.



MEHSANA DISTRICT COOPERATIVE MILK PRODUCERS UNION LIMITED

DUDHSAGAR DAIRY, HIGHWAY, MEHSANA – 384 002

ANNEXURE – 1

TO

RFQ FOR MILK SOCIETY EMPLOYEES' GROUP INSURANCE

<i>SOCIETY CATEGORY</i>	<i>EMPLOYEE GRADE</i>	<i>LIFE INSURANCE Rs.</i>	<i>PERSONAL ACCIDENT Rs.</i>	<i>MEDICLAIM INSURANCE Rs.</i>
A	1	1,00,000	1,00,000	75,000
A	2	75,000	80,000	50,000
A	3	50,000	60,000	25,000
A	4	25,000	50,000	25,000
B	1	75,000	80,000	50,000
B	2	50,000	60,000	25,000
B	3	25,000	50,000	25,000
B	4	15,000	40,000	25,000
C	1	50,000	70,000	25,000
C	2	30,000	50,000	25,000
C	3	20,000	40,000	25,000
C	4	10,000	30,000	25,000



MEHSANA DISTRICT COOPERATIVE MILK PRODUCERS UNION LIMITED

DUDHSAGAR DAIRY, HIGHWAY, MEHSANA – 384 002

CHECK LIST OF INSURANCE QUOTES – EMPLOYEE INSURANCE

(MANDATORY TO BE FILLED BY ALL THE BIDDING INSURANCE COMPANIES)

	Clarification Sought	Clarification by Insu Co.
1	Whether the Terms & Conditions mentioned in this Inquiry Letter is clearly understood?	
2	Whether the Policy will be amended on Pro-rata premium if individual Sum Insured of any or all employee category is increased during the currency of the Policy ?	
3	Have you attached the list of exclusions under each of the above Policy ?	
4	Will the rates remain same if only a part of the entire Risk is offered for Insurance?	
5	Any other point of relevance you may like to mention here.	

Place :

For _____ Insurance Company Limited

Date :

(Authorized Signatory)



MEHSANA DISTRICT COOPERATIVE MILK PRODUCERS UNION LIMITED

DUDHSAGAR DAIRY, HIGHWAY, MEHSANA – 384 002

CHECK LIST OF INSURANCE QUOTES – MEDICLAIM INSURANCE

(MANDATORY TO BE FILLED BY ALL THE BIDDING INSURANCE COMPANIES)

Sr.	Queries	Replies / Responses from Insu. Co.
1	Is there any cap on Room Rent per day ?	
2	Are all Classes of Hospitals allowed in different cities for all employees ? Whether there is any cap on this?	
3	Are other Medical Expenses disallowed proportionately related to 1 & 2 ?	
4	Whether all critical illnesses mentioned in the inquiry letter by dairy is included for corporate buffer ?	
5	Is there any Conditions / restrictions for Critical Illness reimbursement?	
6	Whether domiciliary hospitalisation shall be reimbursed in case of Cancer etc.?	
7	In case of death of the patient within 24 hours while being treated in hospital, whether the claim will be fully paid in such cases ?	
8	Whether/when treatment in Ayurvedic or Homeopathic Hospitals etc. covered ?	
9	Whether all the conditions / other benefits mentioned in the inquiry letter Clause A.4 are accepted ? Pl mention conditions which are not accepted ? Also mention modifications, if any, proposed by you.	
10	Whether the TPA will be appointed as stated by Dairy ?	
11	Special mention, if any, by insurance company.	

Place :

For _____ Insurance Company Limited

Date :

(Authorized Signatory)