



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: kochi@hoclindia.com Website: www.hoclindia.com

HR/2024/004

दिनांक Date: 17/02/2024

ई निविदा सूचना E- TENDER NOTICE

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

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

क्रमांक SI.No.	मद के विवरण और निविदा सं Description of Item and Tender No.
1	01 Fire Policy for Plant & Machinery, CPP and Storage Tank 02 Fire Loss of Profit Policy 03 Fire Policy Covering Raw Material and Finished Goods. 04 Fire Policy Covering Work-In-Progress and Hot Oil 05 Fire Policy for Boiler and Pressure Plant Policy 06 Fire Special contingency policy (Pipe Line) 07 Fire policy for Township buildings at Irimpanam P O 08 Marine Inland Transit Policy 09 Fidelity Guarantee Policy 10 Money Insurance Policy (Cash in transit) 11 Money Insurance Policy (Cash in safe) 12 Public Liability Act & Industrial Policy 13 Directors and Officers Liability Insurance Policy 14 Commercial General Liability Policy 15 Cyber Security Insurance (New Policy) एचओसीएल निविदा संदर्भ : HOCL Tender Ref : HR/2024/004 Dt.17.02.2024

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

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

आईआरडीए अनुमोदित इन्श्यरेंस कंपनियाँ जेम ई प्रोक्योरमेंट पोर्टल (यूआरएल: <https://gem.gov.in>) 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 GEM www.gem.gov.in 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 IRDA approved Insurance Companies can only submit their quotes directly. The brokers are not eligible to submit the quotes on behalf of the Insurance Companies. Please visit the above sites regularly for any addendum/corrigendum/extension before submitting the offers.

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.

धन्यवाद Thanking you, भवदीय Yours faithfully,

कृते हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड For Hindustan Organic Chemicals Limited

(M.J. JAGADEESH)

CHIEF GENERAL MANAGER (ENGG/HR)&FM



हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड HINDUSTAN ORGANIC CHEMICALS LTD

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Email: kochi@hoclindia.com, website: www.hoclindia.com (CIN: L99999MH1960GOIO11895),

HR/2024/004

दिनांक Date: 17/02/2024

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 विविध फायर /मरीन पॉलिसियों एवं पब्लिक लियाबिलिटी इन्श्योरंस पॉलिसियों के लिए ई-निविदाएँ आमंत्रित की जाती है। आप इस निविदा में भाग लेने के लिए जेम 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 **VARIOUS FIRE/MARINE POLICIES AND PUBLIC LIABILITY INSURANCE POLICY**. You may please get registered with www.gem.gov.in to participate in the tender.

निविदा दस्तावेज़ निम्न वेबसाइटों में अपलोड किया गया है।

Tender documents are uploaded in HOCL website www.hoclkochi.com and www.gem.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) Details of policies (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,

धन्यवाद Thanking you, भवदीय Yours faithfully,

कृते हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड For Hindustan Organic Chemicals Limited

(M.J. JAGADEESH)

CHIEF GENERAL MANAGER (ENGG/HR)&FM

वर्ष 2024-25 के लिए बीमा पॉलिसियों के लिए निविदा सूचना
Tender Notice for Insurance Policies for the Year 2024-25:

अनुक्रमणिका- INDEX

01	Details of Policy	अनुबंध Annexure - I
02	Conditions	अनुबंध Annexure – II
04	General instructions to bidders for e-bid submission	अनुबंध Annexure - III
04	General Conditions of Tender	अनुबंध Annexure - IV
05	Fire Policy for Plant & Machinery CPP and Storage Tank	} These policy details are Enclosed as Annexure Separately. Annexure 1-15 (This may also be signed And attached along with Tender Documents)
06	Fire Loss of Profit Policy	
07	Fire Policy Covering Raw Material and Finished Goods	
08	Fire Policy Covering Work-In-Progress and Hot Oil	
09	Fire Policy for Boiler and Pressure Plant	
10	Fire Special contingency policy (Pipe Line)	
11	Fire policy for Township buildings at Irimpanam PO	
12	Marine Inland Transit Policy	
13	Fidelity Guarantee Policy	
14	Money Insurance Policy (Cash in transit)	
15	Money Insurance Policy (Cash in safe)	
16	Public Liability Act & Industrial Policy	-
17	Directors and Officers Liability Insurance Policy	
18	Commercial General Liability Policy	
19	Cyber Security Insurance	
20	Technical Bid (Form-A)	अनुबंध Annexure- A
21	Performa of declaration of black listing/holiday listing	अनुबंध Annexure-B
22	Commercial/Technical BID	अनुबंध Annexure-C
23	Undertaking	अनुबंध Annexure-D
24	Integrity Pact	अनुबंध Annexure-E
25	Self Declaration of Local Content	अनुबंध Annexure-F

Details of Policy

A Fire Policy

- 01 Fire Policy for Plant & Machinery, CPP and Storage Tank
- 02 Fire Loss of Profit Policy
- 03 Fire Policy Covering Raw Material and Finished Goods.
- 04 Fire Policy Covering Work-In-Progress and Hot Oil
- 05 Fire Policy for Boiler and Pressure Plant Policy
- 06 Fire Special contingency policy (Pipe Line)
- 07 Fire policy for Township buildings at Irimpanam PO

B Declaration Policy

- 08 Marine Inland Transit Policy

C Other Policies

- 09 Fidelity Guarantee Policy
- 10 Money Insurance Policy (Cash in transit)
- 11 Money Insurance Policy (Cash in safe)
- 12 Public Liability Act & Industrial Policy
- 13 Directors and Officers Liability Insurance Policy
- 14 Commercial General Liability Policy
- 15 Cyber Security Insurance (New Policy)

It may be noted that the quotation may be submitted strictly as per the enclosed formats giving rate for following covers in the case of fire policies.

1. Compulsory Cover

- a. Fire
- b. Bush fire
- c. Lightning
- d. Explosion /Implosion
- e. Impact damage by any Rail/Road/Vehicle or Animals by direct contact
- f. Aircraft damage and other aerial and or space devices and/ or articles dropped there from
- g. Riot, Strike, Malicious Damage.
- h. Storm, cyclone, typhoon, tempest, hurricane, tornado, flood, and inundation.
- i. Subsidence and landslide including rock slide
- J. Bursting and overflow or both of water tanks, apparatus and pipes
- k. Missile testing operations
- L. Leakage from automatic sprinkler installations

Any add-on cover not offered / sub-limited needs to be highlighted in the proposal.

Offer premium needs to be summarized in the first sheet - "Summary" in column - "Premium Quoted 2024-25" in file - "Insurance Renewal Annexure-2024-25".

2. Earthquake

Premium for earth quake cover to be indicated in the price bid in the appropriate column separately.

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

1. HOCL reserves the right to accept other than the lowest quotations, reject any or all quotations at the discretion without assigning any reason thereof. HOCL also reserves the right to fix the sharing patterns among insurance companies.
2. Draft policy copies with all conditions should be furnished separately along with Price bid.
3. The values are indicative and are subject to change at the time of renewal.
4. In the case of Boiler and pressure vessels, details of categorization and percentage cost. Breakup of the boilers are also given.
5. The petro-chemical tariff details as per T A C / I R D A are to be incorporated in the quotations. If there is any change in the basic fire rate, the reasons for any loading/discounts should be clearly mentioned in the price bid. The de- tariff quotes should be based on IRDA guidelines.
6. All the eligible discounts under Petrochemical Tariff may be considered while arriving at the rates. The rate quoted should be net of discount without any condition and should be firm for policy period. No subsequent increase in premium will be allowed at any circumstances
7. The premium computation with rates for each item in the format enclosed must be furnished.
8. The offer of the bidder shall have to be kept valid for a period of 3 (three) months from the date of submission of tender.
9. The details of voluntary excess/compulsory excess/special exclusion/special excess/special conditions and special perils applicable for each policies are to be clearly mentioned. If it is not furnished, it will be presumed that excess clause is not applicable.
10. HOCL opts for D.F/Excess as under:

For All Policies:

- Minimum as per IRDA guidelines.
- Excess should be highlighted in the quotes.

For Fire LOP Cover:

Monetary value of seven days loss

1. In the case of fire declaration policy, restrictions, if any, as to refund of premium should be clearly mentioned.
2. The schemes or add-on covers may be indicated separately along with details of rates applicable for each
3. In the case of Earthquake the rate quoted may be indicated separately for each risk.
4. All special discounts and service taxes may be indicated separately for each policy.
5. Enclosed conditions as given in Annexure-I duly signed should also be furnished along with the price bid without which the quotation will not be considered.
6. **Claim History: There has been no claim under any policy for the past Ten years.**
7. **A PDF file with details for each Policy is attached separately.**

You may contact varghese.saiju@hoclindia.com 0484-2727335/201/200/9446718391 for clarification.

CONDITIONS

1. In the case of LOP Policy the excess premium collected will be refunded on the basis of Chartered Accountant's certificate.
2. In the case of Marine Declaration policy, there should be provision to enhance the value without any restriction for number of times of enhancements during the policy period. It should cover all transportation of raw materials & Finished goods, as per details given from Ambalamugal to various places inside India/outside India and from various places in India/outside India to Ambalamugal by Rail, Road, Air and Sea going Vessels.
3. In the case of Fire Policy for Raw Materials, Finished Goods, Fire Policy for Stock at Cochin Port and for Marine Policy, HOCL will furnish monthly declaration and excess premium will be refunded on the basis of actual declaration.
4. In case of any kind of change in petrochemical tariff, loading/discounts, etc should be as per IRDA guidelines. Sum assured mentioned is final and premium must be calculated based on the same only.

Signature

Name of Authorized Signatory

Name of Insurance company

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 General Insurance Policies and governed under IRDA Act,1999 having experience in this field can only quote for the above policies.
- 2 Earnest money deposit : Nil
- 3 Cost of Tender Documents: Nil
- 4 Rates quoted shall be inclusive of GST
- 5 Security deposit: Nil
- 6 Period of policy: One year from **01.04.2024 to 31.03.2025**
- 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 this 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) **11.03.2024 at 02.00PM.**

OPENING OF BIDS: The Technical Bids will be opened on **12.03.2024 at 02.00 PM** 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.

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.

GENERAL CONDITIONS OF TENDER

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

2. **SUBMISSION OF BIDS:** Bids shall be uploaded as per the instructions given in Annexure II&IIA.

3. **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) Non submission of EMD payment details with the techno commercial bid or EMD paid being lesser than the stipulated amount (d) Vendor not agreeing with the general conditions of the tender. (e) Not enclosing any particular documents asked for (f) Vendor currently not having BIS certification for barrels (g) Any other valid reasons.

4. **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.

HINDUSTAN ORGANIC CHEMICALS LIMITED

Renewal of Insurance Policies for the year 2024-25

Sl. No.	Name of Policy	Sum Assured in 2023-24 Rs.	Premium paid for each policy for the year 2023-24 Rs.	Sum Assured proposed for 2024-25 Rs.
1	Fire Policy for Plant & Machinery, CPP and Storage Tanks, Buildings etc.	4896060000	7636385	4900030000
2	Fire Loss of Profit Policy	873204000	1361936	503900000
3	Fire Policies Covering Raw Material and Finished Goods.	1011606000	1577802	1045891000
4	Fire Policy Covering Work-In-Progress and Hot Oil	183458000	286139	192186000
5	Boilers and Pressure Plant Policy.	109990000	3300	109990000
6	Special Contingency Policies (SFSP and Accidental damage to Pipe Line).	12923000	8500	13024000
7	Fire policy for Township Buildings at Irimpanam.	70000000	8820	70000000
8	Marine Inland Transit Policy (Declaration Policy)	500000000	5000	500000000
9	Fidelity Guarantee Policy	5000000	100	5000000
10	Money Insurance Policy (Cash in transit)	2000000	100	2000000
11	Money Insurance Policy (Cash in safe)	200000	100	200000
12	Public Liability Act & Industrial Policy - Any one accident Rs. 5 Crore, Aggregate Rs. 15 Crore	150000000	1500	150000000
13	Directors and Officers Liability Policy	30000000	1500	30000000
14	Commercial General Liability Policy	20000000	6000	20000000
	Total	7864441000	10897182	7542221000
		Add 18% GST	1,28,58,675	

LAST YEAR'S PREMIUM AND CLAIM HISTORY

Last Year's Premium	Rs.1,08,97,182/-
GST @ 18%	Rs.19,61,493/-
Total Premium of Last Year 2023-24	Rs.1,28,58,675/-
Insurance Company	M/s The New India Assurance Co. Ltd
Claim Status	There is no claim for the last 10 years.

महत्वपूर्ण विवरण IMPORTANT DETAILS

1	Name of the work	Renewal of Insurance Policies for the Year 2024-25
2	Tender no	HR/2024/004
3	Date of publishing Tender	17.02.2024
4	EMD	Nil
5	Pre Bid meeting	Nil
6	Email and contact no for clarification	varghese.saiju@hoclindia.com 0484-2727335/200/201/9446718391
7	Last Date and Time for Bid submission	11.03.2024 1400 HRS
8	Date and Time of opening of Technical Bid	12.03.2024 1400 HRS
9	Policy period	01.04.2024 to 31.03.2025
10	Validity of Tender	90 days from the last date of submission
11	Concerned Authority	Chief General Manager (ENGG/HR)&FM , HOCL, Ambalamugal, Kochi-682302 kochi@hoclindia.com

बोलीदाताओं को सहायता ASSISTANCE TO BIDDERS

- निविदा दस्तावेज और उसमें निहित नियमों और शर्तों से संबंधित किसी भी प्रश्न को निविदा के लिए निविदा आमंत्रण प्राधिकरण को या निविदा में उल्लेखित संबंधित संपर्क व्यक्ति को संबोधित किया जाना चाहिए।
Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ऑनलाइन बोली प्रस्तुत करने की प्रक्रिया से संबंधित कोई भी प्रश्न या सामान्य रूप से सीपीपी पोर्टल से संबंधित प्रश्न 24x7 सीपीपी पोर्टल हेल्पडेस्क को निर्देशित किए जा सकते हैं।
Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Contract Person (GeM matters)

Mr.Midhun Babu

Asst.Manager(Systems/Mat)

Mob: 8547196394, 0484 2727224

Contract Person (Insurance Related Matters)

Mr.Saiju Varghese,

Dy. Manager (HR), HOCL,Ambalamugal.

Tel. 0484 2727335/201/200 / 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.

(KINDLY FILL THIS SHEET AND SUBMIT ALONG WITH COMMERCIAL/TECHNICAL BID)

Name of Bidder:		
Sr. No.	Commercial Clauses	Bidder Confirmation (Please put V in front of your confirmation)
01	Whether bidder (Company) is currently on holiday list/black list/de-listed or has been put on holiday/blacklisted/de-listed at any PSU/govt. Organization. If so, give details.	<input type="checkbox"/> Yes, We are on holiday List/Black List/De-List <input type="checkbox"/> No
02	Whether the company is approved by IRDA	<input type="checkbox"/> yes <input type="checkbox"/> No
03	Status of the Company	<input type="checkbox"/> Govt <input type="checkbox"/> Private <input type="checkbox"/> Joint Venture
04	Payment of Annual premium in Installments	<input type="checkbox"/> Yearly <input type="checkbox"/> half yearly <input type="checkbox"/> Quarterly
05	Agreed to Claim Dump/MIS of the policy is shared by the Insurance company /TPA to insurer on quarterly basis	<input type="checkbox"/> Yes <input type="checkbox"/> No
06	AGREED TO ALL TERMS AND CONDITIONS OF ENQUIRY: It is hereby stated that the quotation/offer submitted is in full compliance with the documents issued against the enquiry and also further confirmed that there is no deviation from all the terms and conditions as per the enquiry. Non-acceptance or deviation to HOCL's standard terms and conditions mentioned in enquiry documents may lead to rejection of offer, no correspondence shall be done for clarifications	<input type="checkbox"/> Agreed <input type="checkbox"/> Not Agreed
DATE: _____ SIGN AND STAMP OF BIDDER _____		



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.HR/2024/004

RENEWAL OF INSURANCE POLICIES FOR THE YEAR 2024-25

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 Insurance Policies for the year 2024-25** and shall abide it.

Signature of the Tenderer :

Name of the Tenderer :

PLACE:

Seal

DATE:

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)**

Name of Bidder:		
Sr. No.	Commercial Clauses	Bidder Confirmation (Please put V in front of your confirmation)
1	Whether bidder (a proprietary concern, Partnership Firm, Company) is currently on holiday list/black list/de-listed or has been put on holiday/blacklisted/de-listed at any PSU/govt. Organization. If so, give details.	<input type="checkbox"/> Yes, We are on holiday List/Black List/De-List <input type="checkbox"/> No
2i	Whether the party is registered under Micro/Small/Medium Enterprises act 2006 (Please furnish the proof)	<input type="checkbox"/> Micro <input type="checkbox"/> Medium <input type="checkbox"/> Small <input type="checkbox"/> No
2-ii	Status of MSE Bidder	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Services <input type="checkbox"/> Not Applicable
2-iii	Whether MSE bidder is offering product manufactured by him/her	<input type="checkbox"/> Yes <input type="checkbox"/> No
3i	All MSE bidders shall register / declare their UAM Number on CPP Portal and copy of this registration / declaration shall be attached with the offer; failing which such bidders will not be able to enjoy benefits as per PP Policy for MSME order, 2012. <u>SSI/MSME/NSIC/UAM /DIC registration certificate</u>	<input type="checkbox"/> Mention UAM Number <input type="checkbox"/> Not Applicable
3-ii	Submitted valid document against clause no 3i	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
4i	Whether the proprietor of "MSME" enterprise is from SC/ST category (Please attach caste certificate issued by competent authority)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4ii	Whether the proprietor of "MSME" enterprise is woman (i.e. Woman proprietorship, or holding minimum 51% shares in case of Partnership/Private Limited Companies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4iii	Submitted certificate against clause no 4ii	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
5	AGREED TO ALL TERMS AND CONDITIONS OF ENQUIRY: It is hereby stated that the quotation/offer submitted is in full compliance with the documents issued against the enquiry and also further confirmed that there is no deviation from all the terms and conditions as per the enquiry. Non-acceptance or deviation to HOCL's standard terms and conditions mentioned in enquiry documents may lead to rejection of offer, no correspondence shall be done for clarifications	<input type="checkbox"/> Agreed <input type="checkbox"/> Not Agreed
DATE:		SIGN AND STAMP OF BIDDER

(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 Chief General Manager (ENGG/HR)&FM
Hindustan Organic Chemicals Limited
Ambalamugal P.O.,Ernakulam Dist
Kerala-682302**

**Sub: Renewal of Insurance policies for the year 2024-25 –reg.
Ref: Tender ref. No. HR/2024/004**

Sir,

We confirm that we have read and understood all the terms and conditions of the **Tender for Renewal of Insurance Policies for the year 2024-25**. We further affirm that we have understood all the terms of **Renewal of Insurance Policies for the year 2024-25**. 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)

INTEGRITY PACT

Between

Hindustan Organic Chemicals Ltd(HOCL), a company formed and registered under the Companies Act,1956 and having its registered office at Ambalamugal P.O, Ernakulam- 682 302, Kerala hereinafter referred to as "The Principal",

And

M/s herein after referred to as "The Bidder/Contractor"

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for **Group Mediclaim Insurance for Retired employees**. The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s) and / or Contractor(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1- Commitments of the Principal

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
 - a) No employee of the Principal, personally or through family members will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b) The Principal will, during the tender process treat all bidders(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
 - c) The Principal will exclude from the process all known prejudiced / interested persons.
2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code/Prevention of Corruption Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 - Commitments of the Bidder(s)/ Contractor(s)

1. The Bidder(s)/ Contractor(s) commit themselves to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
 - a) The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled

to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

- b) A Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
 - c) The Bidder(s) / Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d) The Bidder(s) /contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All the payments made to the India agent/representative have to be in Indian Rupees only.
 - e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
2. The Bidder(s) / Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3- Disqualification from tender process and exclusion from future contracts

If the Bidder(s) / Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above or in any other from such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidders/ Contractor(s) from the tender process or to terminate the contract, if already signed, for such reasons.

Section 4- Compensation for Damages

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor the liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5- Previous transgression

1. The Bidder declares that no previous transgressions occurred in the last 3 years with any other company in India conforming to the anti- corruption approach including Public Sector Enterprise in India that could justify his exclusion from the tender process.
2. If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process and appropriate action can be taken including termination of the contract, if already awarded, for such reason.

Section-6- Equal treatment of all Bidders / Contractors / Subcontractors

1. The Bidder(s) / Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
2. The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Subcontractor.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section-7- Criminal charges against violating Bidder(s)/ Contractor(s) /Subcontractor (s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 - Independent External Monitor / Monitors

1. The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. It will be obligatory for him to treat the information and documents of the Bidder(s) / Contractor(s) as confidential. He reports to the Chairman and Managing Director, HOCL.
3. The Bidder(s) / Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Sub contractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s) / Contractor(s) / Subcontractors(s) with confidentiality.
4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meeting.
5. As soon as the Monitor notices, or believes to notice, a violation of this agreement he will so inform the management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
6. The Monitor will submit a written report to the Chairman and Managing Director, HOCL within 8 to 10 weeks from the date of reference or intimation to him by the Principal and should the occasion arise, submit proposals for correcting problematic situations.
7. Monitor shall be entitled to compensation on the same terms as being extended to / provided to Independent Directors on HOCL Board.
8. If the Monitor has reported to the Chairman & Managing Director, HOCL, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman & Managing Director, HOCL has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
9. The word '**Monitor**' would include both singular and plural.

10. Independent External Monitor Details:

- i. Name: Rajnisha Kumar Vaish, IAS (Retd.)
Mob No.: 9013807422
Address: Plot No.10, Greenwoods Govt. Officers Welfare Society Phase II,
Sector Omega 1, Pocket P2, Greater Noida,
Dist. Gautam Budh Nagar, U.P.-201310
Email ID: rajnishakumar@gmail.com

- ii. Name: Arun Kumar Gupta
Mob No.: 9833880764
Address: E-68B, Nandanvan CHS.
Sector 17, Nerul,
Navi Mumbai, Maharashtra, Pin-400706
E-mail ID: guptaarung55@rediffmail.com

Section 9 - Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other bidder(s) 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Pact as specified above, unless it is discharged/determined by the Chairman and Managing Director of HOCL.

Section 10 - Other provisions

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Ambalamugal PO, Ernakulam Dist., Kerala State.
2. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
3. If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
4. Should one or several provisions of the agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. The Bidder / Contractor signing this "Integrity Pact" shall not approach the courts while representing the matters to IEMs and he/she shall wait their decisions in the matter.

For & On behalf of the Principal (Office Seal) For M/s.HINDUSTAN ORGANIC CHEMICALS LTD, Ambalamugal.P.O, Ernakulam- 682 302	For & On behalf of Bidder/Contractor(Office Seal)
Place:	Place:
Date:	Date:
Witness 1 (Name & Address)	Witness 2: (Name & Address)

(To be signed on Rs.200/- stamp paper **if the work is awarded**)

(For Purchase Order/ Work Order with estimated value more than FIVE Lakhs)

**ANNEXURE TO BE SUBMITTED ALONG WITH THE BID AGAINST
TENDER NO. HR/2024/004 Dated 17 .02.2024
(KINDLY FILL AND SUBMIT ALONG WITH COMMERCIAL/TECHNICAL BID)**

Name of the Bidder:		
Sr No.	Commercial Clauses	Bidder Confirmation(Please put v)
1	Please mention whether you are a Class-I/Class II Local supplier.(Please see the definition given below)	Class I <input type="checkbox"/> Class II <input type="checkbox"/>
2	Specify the percentage (%) of local content.	----- %
3	Details of location at which the local value addition is made	
4	Mention whether the product offered is manufactured in India under a license from a foreign who hold intellectual property rights and there is a technology collaboration agreement / Transfer of technology agreement.	Yes / No

SELF DECLARATION OF LOCAL CONTENT

We hereby declare that the percentage (%) of local content specified against mentioned against Sr.No.2 is _____%.

We also understand that submitting False self-declarations and auditors will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a Bidder or its successors can be debarred for up to Two Years as per the Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under Law.

DATE:

SIGNATURE AND STAMP

Definitions

Local Content: - The amount of value added in India (Total value of item procured minus the value of imported content in the item (including all customs duties) as a proportion of total value, in percentage.

Class I Local Supplier: - Supplier or service provider whose goods AND services or works offered for procurement has local content equal to or more than 50%.

Class II Local Supplier: - Supplier or service provider whose goods AND services or works offered for procurement has local content more than 20% but less than 50 %.

Purchase Preference: -Will be as per the applicable Government order.

DATE:

SIGNATURE AND STAMP

HINDUSTAN ORGANIC CHEMICALS LTD, AMBALAMUGAL**Annexure-1****FIRE POLICY FOR PLANT & MACHINERY**

Policy period: 01.04.2024 to 31.03.2025

Sl. No.	PARTICULARS	Sum Assured
1	PROPYLENE PLANT	3,98,76,000
2	CUMENE PLANT	34,30,43,000
3	CUMOX UNIT INCL.HYDRGNITION & FRACTINATION	81,56,17,000
4	TAR CRACKING	2,47,75,000
5	HYDROGEN PLANT	4,08,30,000
6	EFFLUENT PLANT	4,89,76,000
7	CONTROL ROOM	21,11,69,000
8	FEED BENZENE TANK - TK6501	26,08,000
9	SODIUM PHENATE TANK TK 6519	18,07,000
10	FRACTN FEED TANK - TK 6503	36,82,000
11	FRACTN FEED TANK -TK 6504	24,69,000
12	HYDRGNITION FEED TANK - TK 6514	23,72,000
13	CRUDE PHENOL TANK - TK 6505	33,98,000
14	TAR TANK - TK 6512	14,17,000
15	PIPING (INCL EFFLUENT SYS)	50,14,47,000
16	WATER SUPPLY SYSTEM	7,45,000
17	LIBRARY BOOKS	14,84,000
18	PERMANENT BUILDING	9,33,81,000
19	TEMPORARY BUILDING	44,58,000
20	WALLS AND FENCING	1,22,16,000
21	BOILER	7,51,78,000
22	DM WATER PLANT	3,16,62,000
23	COOLING WATER PLANT	2,51,69,000
24	RAW WATER RESERVOIR	1,45,62,000
25	COMPRESSOR HOUSE	86,58,000
26	ELECTRICAL INSTALLATION & AC	5,52,28,000
27	ELECTRICAL EQUIPMENTS	2,77,59,000
28	MAIN RECEIVING STATION	8,48,01,000
29	MAIN RECEIVING STATION - open yard	1,38,16,000

30	ELECTRICAL POWER & LIGHTING	6,23,62,000
31	FLARE STACK	1,46,14,000
32	ALUMINIUM LADDER	16,000
33	FURNITURE & FIXTURES	2,44,23,000
34	FIRE FIGHTING EQUIPMENT	5,18,94,000
35	WORKSHOP EQUIPMENT	26,67,000
36	INSTRUMENT EQUIPMENT	1,28,29,000
37	MECHANICAL EQUIPMENT	2,36,09,000
38	QUALITY CONTRIL EQUIPMENT	7,73,92,000
39	OFFICE EQUIPMENT	1,68,44,000
40	MATERILAS HANDLING QUIPMENT	39,68,000
41	TELEPHONES	70,45,000
42	WELFARE EQUIPMENT	8,77,000
43	WEIGH BRIDGE	1,03,83,000
44	SAFETY EQUIPMENT	30,45,000
45	OTHER EQUIPMENT	26,82,000
46	TYPEWRITERS	4,77,000
47	HOSPITAL EQUIPMENTS	8,20,000
48	OTHERS	1,50,37,000
49	ENVIRON. POLLUTION SYSTEM	29,64,000
50	HYDROCARBON GAS DECTECTORS	56,12,000
51	AUTOMATIC DRUM FILLING STATION	86,98,000
52	FOAM FIGHTING & FIRE ALARM SYSTEM	54,69,000
53	PACKAGE BOILER	30,77,000
54	WEIGH BRIDGE	15,30,000
55	QUALITY CONTRIL EQUIPMENT	37,96,610
56	MECHANICAL EQUIPMENT	11,46,845
57	TAR CRACKING	32,64,640
58	OFFICE EQUIPMENT	13,20,138
59	DIGITAL DENSITY METER	8,45,000
60	OTHERS	15,10,825
61	EXECUTIVE CHAIR	32,334
62	VEHICLES	36,429
63	HP DESKTOP COMPUTER	10,76,542
64	OTHER EQUIPMENT	1,15,674
65	MICROSOFT OFFICE	2,31,712
66	WINDOWS 11 PRO	1,18,636

	HYDROGEN PEROXIDE PLANT	
1	H2O2 PLANT	1,00,69,40,000
2	CONCENTRATION UNIT	20,69,11,000
3	H2 PLANT	14,46,01,000
4	TANK FARM CONICAL	1,98,32,000
5	FILLING STATION	52,40,000
6	FIRE PROTECTION SYSTEM	56,54,000
7	WEIGH BRIDGE	44,000
8	ELECTRICAL INSTALLATION & AC	95,78,000
9	INSTRUMENT EQUIPMENTS	1,89,41,000
10	PERMANENT BUILDING	1,23,83,000
	UTILITY AUGUMENTATION PLANT	
1	N2, H2 BULLETS	1,75,74,000
2	SUB STATION	4,74,76,000
3	FIRE PROTECTION SYSTEM	1,22,09,000
4	DM WATER POLISHING PLANT	35,95,000
5	ADDITION TO BOILER	24,56,000
6	ADDITION TO AIR COMPRESSOR	47,58,000
7	ADDITION TO PTP	29,59,000
8	ADITION TO EPT	12,09,000
9	ADDITION TO H2 PLANT	13,66,000
10	NEW AIR COMPRESSOR	2,00,84,000
	CAPTIVE POWER PLANT	27,40,75,000
	T o t a l - Plant & Machinery	
	STORAGE TANK	
1	LEAN PROPYLENE (BULLETS 102-S004 A) -85	87,10,000
	(102-S-004 B) -85	87,10,000
2	CHEMICAL GRADE PROPYLENE (BULLETS 102-S-001 A -85	87,10,000
	(102-S-001 B -85)	87,10,000
3	CUMENE:	
	PRODUCT TANK : TK-6518-A - 1472	34,85,000
	PRODUCT TANK : TK-6518-B - 1472	69,68,000
	PRODUCT TANK : TK-6518-C - 1636	49,96,000
	RUNDOWN TANK : TK-6515-86	4,84,000
	RUNDOWN TANK : TK-6516-86	4,84,000
	RUNDOWN TANK : TK-6517-86	4,84,000
4	PHENOL (BULK):	
	PRODUCT TANK : TK-9403-A	21,03,000
	PRODUCT TANK : TK-9403-B	21,03,000

	PRODUCT TANK : TK-9403-C	21,03,000
	RUNDOWN TANK : TK-6509	4,94,000
	RUNDOWN TANK : TK-6510	4,94,000
	RUNDOWN TANK : TK-6511	4,94,000
5	HYDRATED PHENOL:	
	PRODUCT TANK : TK-9405-A	5,23,000
	PRODUCT TANK : TK-9405-B	5,23,000
6	ACETONE (BULK):	
	PRODUCT TANK : TK-9402 A	16,04,000
	PRODUCT TANK : TK-9402 B	16,04,000
	PRODUCT TANK : TK-4902 C	37,25,000
	RUNDOWN TANK : TK-6506	4,16,000
	RUNDOWN TANK : TK-6507	4,16,000
	RUNDOWN TANK : TK-6508	4,16,000
7	HEAVY ENDS OF CUMENE TK-6520	4,51,000
8	CUMOX WASTE OIL:	
:	PRODUCT TANK TK6512	6,42,000
	PRODUCT TANK TK6513	6,42,000
9	DRAG BENZENE TK 6502	12,19,000
10	HYDROGEN BULLETS @ 360 cu.m	17,42,000
	RAW MATERIAL TANKS	
1	LPG - INCOMING:	
	102-S-003 A	2,59,16,000
	102-S-003 B	2,59,16,000
	LPG - RETURNS:	
	102-S-002 A	2,59,16,000
	102-S-002 B	2,59,16,000
2	BENZENE:	
	TK 9401-A	39,28,000
	TK 9401 -B	39,28,000
3	CAUSTIC SODA LYE TK 4004	2,81,000
4	SULPHURIC ACID:	
	TK - 3501	2,86,000
	TK - 3504	2,86,000
5	L S H S / FURNACE OIL	
	TK 9404 A	10,81,000
	TK 9404 B	10,81,000
	TK 9439	10,81,000
	TK 6002	10,81,000
6	NITROGEN (CUM) 4 BULLETS	2,66,06,000
	TOTAL	4,89,90,75,385

7	MSS-ERP DATA CENTRE	9,50,000
		-
	GRAND TOTAL	4,90,00,25,385
	Round off	4,90,00,30,000

ADD Ons Required		
Earthquake (Fire and Shock), volcanic eruption + Tsunami		4,90,00,25,385
STFI		4,90,00,25,385
Omission to Insure - 5 % of the SI		24,50,01,269
Escalation - 5% of the SI		24,50,01,269
Accidental Damage		5,00,00,000
Debris Removal in excess of 1% of the claim amount		5,00,00,000
Claims preparation cost		1,00,00,000
Waiver of Underinsurance - 5 % of the SI		24,50,01,269
Loss Minimization Expenses		1,00,00,000
Employees Personal Property (Rs. 50,000 / employee)		1,00,00,000
Minor Works		5,00,00,000
Involuntary Betterment		5,00,00,000
Reinstatement Value Clause		
Local Authority Clause		
Nominated adjusters clause		Proclaim, Puri Crawford & Mack
On-Account payment		60% of the admissible claim
Seventy two Hours clause		
Designation of Property Clause		
Excess		Min. as per tariff - To be specified

HINDUSTAN ORGANIC CHEMICALS LTD, AMBALAMUGAL

Annexure - 2

FIRE LOSS PROFIT POLICY

Policy period: 01.04.2024 to 31.03.2025

		Sum Assured
SL. No.	ITEM	
1	Propylene Plant	3,98,76,000
2	Cumene Plant	34,30,43,000
3	Cumox Unit	81,56,17,000
4	Tar Cracking	2,47,75,000
5	Hydrogen Peroxide	1,00,69,40,000
6	Hydrogen Plant - Old	4,08,30,000
7	Hydrogen Plant - New	14,46,01,000
	STOCK-IN-PROCESS	
1	LPG	1,27,65,000
2	Cumene	2,24,64,000
3	Phenol	5,76,72,000
4	Acetone	3,87,24,000
5	Hot Oil	18,03,000
6	H2o2 Working solutions	1,50,00,000
	TOTAL	2,56,41,10,000

Fire Average Rate

E Q Average Rate

Fire Average with 120 % Loading

Lay off Rate with 50% loading on Fire+EQ)

Gross Profit (IP: 12 months)	503900000
Layoff & R/Compensation	15,00,000

120% Load.

50% Load.

ADD Ons Required	
Earthquake (Fire and Shock), volcanic eruption + Tsunami	40,00,00,000
STFI	40,00,00,000
Customer / Supplier Extension	5,00,00,000
Extension to cover loss due to failure of public electricity/gas/water supply	5,00,00,000
Prevention of access	5,00,00,000
Professional Fees	1,00,00,000
Excess	Min. as per tariff - To be specified

HINDUSTAN ORGANIC CHEMICALS LTD, AMBALAMUGAL

Annexure-3

STOCK OF FINISHED GOODS AND RAW MATERIALS

Policy period: 01.04.2024 to 31.03.2025

S.NO	PARTICULARS	STORAGE TANK NO	QTY (MT)	SUM INSURED
				Rupees
	RAW MATERIALS			
1	LPG INCOMING	102-S-003A	900	76590000
		102-S-003B	900	76590000
	RETURNS	102-S-002A	350	29785000
		102-S-002B	350	29785000
2	BENZENE	TK 9401-A	700	60970000
		TK 9401-B	600	52260000
3	CAUSTIC SODA LYE	TK -4004	70	3052000
4	SULPHURIC ACID	TK - 350001	40	396000
		TK - 350004	40	396000
5	FO / LSHS	TK - 9404 A, B, 9439, 6002	200	11180000
	-do-	in plant	100	5590000
6	CHLORINE	CYLINDER	0.1	3000
7	WATER TREATMENT CHEMICALS	IN TINS	2	200000
8	NITROGEN (Cu.M)	4 BULLETTTS	8400	90000
9	FEROUS SULPHATE, UREA, DIMMONIUM SULPHATE,LIMR, ALUM,MONOSODIUM SULPHATE		1	200000
10	OTHER MISC. ITEM & ERP DATA CENTRE		1	35000000
11	STORES AND SPARES			80000000
13	HOT OIL/THERMINOL		20	3277000
14	SPA CATALYST (MT)		10	5928000
15	PF 4 CATALYST		1.0	4860000
16	PHENOL TREATMENT CATALYST		1.0	1534000
17	BARRELS & OTHER PACKING MATERIALS NOS.		3000	5355000
18	CARBOYS		5000	1250000
19	SOLVESSO 150		9360	992000
20	PALLADIUM CATALYST (KG)		223	8496000
21	2 ETHYLANTHRA QUINON (EAQ) - KG		3000	3900000
22	2 METHYL CYCLOOHEXYL ANCETATE - KG		8330	2749000
	FINISHED GOODS			0
23	LEAN PROPYLENE	BULL.102-S-00 4A	68	5923000

		BULL.102-S-00 4B	68	5923000
24	CHEMICAL GRADE PROPLYENE	BULL.101-S-00 1A		0
		BULL.101-S-00 1B		0
25	CUMENE	PRODUCT TANK		0
		TK-6518 A	800	69120000
		TK-6518 B	700	60480000
		TK-6518 C	600	51840000
26	PHENOL (BULK)	PRODUCT TANK		
		TK-9403-A	800	80000000
		TK-9403-B	700	70000000
		TK-9403-C	500	50000000
27	HYDRATED PHENOL	PRODUCT TANK		0
		TK-9405-A	80	8000000
		TK-9405-B	80	8000000
28	PHENOL (DRUMS)	(In DRUMS @ 215 KG)	60	6720000
29	ACETONE (BULK)	PRODUCT TANK		
		TK - 9402-A	400	37600000
		TK - 9402-B	400	37600000
		TK -9402 -C	400	37600000
30	ACETONE (DRUM)	(In DRUMS OF @160 KG)	5	545000
31	HEAVY ENDS OF CUMENE	PRODUCT TANK		
		TK 6520	80	4080000
32	CUMOX WASTE OIL	PRODUCT TANK		0
		TK 6512	80	2000000
		TK 6513	80	2000000
33	HYDROGEN	BULLETS @360 Cu.M	100	3000
34	HYDROGEN PEROXIDE	TK 10T A & B	200	5000000
		TK 10 T C	100	2500000
35	HYDROGEN PEROXIDE IN CARBOY		20	500000
	Others			29000
	GRAND TOTAL			<u>1045891000</u>

HINDUSTAN ORGANIC CHEMICALS LTD, AMBALAMUGAL

Annexure-4

WORK IN PROGRESS AND HOT OIL

Policy period: 01.04.2024 to 31.03.2025

SL NO	PARTICULARS	STORAGE TANK NO	QTY (MT)	SUM INSURED
1	PROPELYNE - LPG		150	12765000
2	CUMENE IN ROUND DOWN TANK	TK 6515	50	4320000
		TK 6516	50	4320000
		TK 6517	50	4320000
	IN OTHER TANK /PIPE LINES		110	9504000
3	PHENOL IN ROUND DOWN TANK	TK 6509	60	5400000
		TK 6510	60	5400000
		TK 6511	60	5400000
	IN OTHER TANK /PIPE LINES		480	41472000
4	ACTONE IN ROUND DOWN TANK	TK 6506	50	4700000
		TK 6507	50	4700000
		TK 6508	50	4700000
	IN OTHER TANK /PIPE LINES		285	24624000
5	HOT OIL/THERMINOL		11	1803000
6	SPAI CATALYST		31	18378000
7	VARIOUS PLANTS:			
	MISCELLENOUS		1	520000
	PF 4 CATALYST		0.54	2624000
	PHENOL TREATMENT CATALYST		6.59	10110000
	OTHER CHEMICALS		1	9626000
8	H2O2 ROUND DOWN TANK		100	2500000
9	H2O2 WORKING SOLUTIONS (2EAQ, 2MCA, Solvesso, etc)		1	15000000
	GRAND TOTAL			<u>192186000</u>

ADD Ons Required	
Earthquake (Fire and Shock), volcanic eruption + Tsunami	19,21,86,000
STFI	19,21,86,000
Debris Removal in excess of 1% of the claim amount	50,00,000
Claims preparation cost	10,00,000
Waiver of Underinsurance - 5 % of the SI	96,09,300
Loss Minimization Expenses	10,00,000
Designation of Property Clause	
Stocks Covered on Declaration Basis	
Accidental Damage	3,00,00,000
Nominated adjusters clause	Proclaim, Puri Crawford & Mack
On-Account payment	60% of the admissible claim
Seventy two Hours clause	
Excess	Min. as per tariff - To be specified

HINDUSTAN ORGANIC CHEMICALS LTD, AMBALAMUGAL

Annexure - 5

FIRE POLICY - BOILER AND PRESSURE PLANT

Location: Ambalamugal

Policy period: 01.04.2024 to 31.03.2025

Description of Items Including Regn. No., Year,Sum and Rate ,Maker's Name no. & capacity	Reg. No.	Year of Make	Sum Assured
M/s Walchandnagar Industries Ltd			
Pune, Makers No. BT 223 Capacity 18 Tonnes/HR	K 479	1985	36760000
M/s Walchandnagar Industries Ltd			
Pune, Makers No. BT 223 Capacity 18 Tonnes/HR	K 480	1985	36760000
M/s Sterling strips P Ltd; Mumbai			
080, Capacity 5 Tonnes/HR	K607	1992	3720000
M/s Mistry Prabhudas Manji, Bombay			
Makers No. E-2014, Capacity 3 Tommes/HR	K616	1985	4650000
M/s Richardson &Cruldas Ltd, Mumbai			
Makers No. E 2008, Capacity 5 Tonnes/Hr	K 617	1985	28100000
TOTAL			109990000

Extensions Required			
Owners' Surrounding Property	1,09,99,172		
Third Party Liability	1,09,99,172		
Deductible		Min. as per tariff - To be specified	

HINDUSTAN ORGANIC CHEMICALS LTD, AMBALAMUGAL

Annexure -6

SPECIAL CONTINGENCY INSURANCE POLICY / SFSP & Accidental Damage - (PIPES)

Policy period: 01.04.2024 to 31.03.2025

Gases Like LPG, Oxygen, Hydrogen, Nitrogen supplied through pipe-line laid between M/s Kochi Refineries Ltd

Sterling Gases Ltd, Ambalamugal, and HOCL Ambalamugal and back through the factory complex and public Road

Risk to be Covered " Fire & Allied Perils cover, Accidental Damage Cover"

SI No	Particulars	Cost of Pipe line	Cost of Gas	Total Sum assured
1	LPG (Mild Steel pipeline of 6" & 4" dia) supply and return lines between HOCL, Ambalamugal and KRL, Ambalamugal	3907000	906000	4813000
2	Oxygen (Steel Pipeline 3" dia& 400 m length) HOCL, Ambalamugal to M/s. Sterling Gases, Ambalamugal	780000	2000	782000
3	Hydrogen (Mild Steel Pipeline of 2" dia& 400 m Length) HOCL, Ambalamugal to M/s Sterling Gases, Ambalamugal	533000	2000	535000
4	Nitrogen (Steel Pipeline 3" dia& 400 m Length) HOCL, Ambalamugal to M/s Sterling Gases, Ambalamugal	680000	3000	683000
5	Hydrogen (Mild Steel Pipeline of 1 1/2 dia (extra thick) 1600 m Length) from HOCL, Ambalamugal to KRL, Ambalamugal	2500000	25000	2525000
6	Benzene pipeline carrying Benzene from KRL(BPCL)	2800000	886000	3686000
		11200000	1824000	13024000

ADD Ons Required	
Earthquake (Fire and Shock), volcanic eruption + Tsunami	1,30,24,000
STFI	1,30,24,000
Omission to Insure - 5 % of the SI	6,51,200
Escalation - 5% of the SI	6,51,200
Accidental Damage	6,38,500
Debris Removal in excess of 1% of the claim amount	6,38,500
Claims preparation cost	6,38,500
Waiver of Underinsurance - 5 % of the SI	6,51,200
Loss Minimization Expenses	6,38,500
Local Authority Clause	
Excess	Min. as per tariff - To be specified

HINDUSTAN ORGANIC CHEMICALS LTD, AMBALAMUGAL

Annexure - 7

Fire policy for Township Buildings at Irimpanam

Policy period: 01.04.2024 to 31.03.2025

ITEM NO	DESCRIPTION OF ITEM	LOCATION	SUM INSURED (Rupees)
1	Fire policy for Township Buildings at Irimpanam Year of Manufacturing <u>Details of Township Buildings</u> D Type : 2 buildings : 8 Quarters (Two storey building) C Type : 3 buildings : 24 Quarters B1 Type : 4 buildings : 32 Quarters B Type : 12 buildings : 96 Quarters A Type : 3 buildings : 24 Quarters (Four storey building without lift) Two security cabins One Community hall Electrical utility building One Water tank Car & Two wheelerguarages Waiting shed (Land area: 6.42 Acres)	Irimpanam P.O., Ernakulam dist, Kerala 1992	7,00,00,000
	TOTAL		7,00,00,000

(Rupees Seven crore only)

ADD Ons Required	
Earthquake (Fire and Shock), volcanic eruption + Tsunami	7,00,00,000
STFI	7,00,00,000
Omission to Insure - 5 % of the SI	35,00,000
Escalation - 5% of the SI	35,00,000
Accidental Damage	35,00,000
Debris Removal in excess of 1% of the claim amount	35,00,000
Claims preparation cost	10,00,000
Waiver of Underinsurance - 5 % of the SI	35,00,000
Loss Minimization Expenses	10,00,000
Local Authority Clause	
Excess	Min. as per tariff - To be specified

HINDUSTAN ORGANIC CHEMICALS LTD, AMBALAMUGAL
Annexure - 8

MARINE SPECIAL DECLARATION -OPEN COVER INSURANCE POLICY

Policy period: 01.04.2024 to 31.03.2025

For transportation of raw materials & Finished goods, as per details given below from Ambalamugal to various places inside India/outside India and from various places in India/outside India to Ambalamugal by Rail, Road, Air and Sea going Vessels.

Maximum value of single consignment will be Rs.30,00,000/-

Monthly Declaration of the receipts / despatch of goods will be furnished.

Refund due on the basis of actual declaration to be allowed at the year end.

Risk Covered : All Risk including SRCC

SL NO	Item covered	Sum Assured (Rs)
1	Cumene	50,00,00,000
2	Benzene	
3	Caustic Soda Lye	
4	LSHS/FO/LSFO	
5	Sulphuric Acid	
6	Ferrous Sulphate,Urea	
7	Water Treatment Chemicals	
8	Gases like Chlorine etc	
9	MS Barrels and Carboys	
10	Machinery Spares and Miscellenous Items	
11	Other Miscellenous chemicals and products	
12	Finished Goods	
	Phenol in tankers and drums	
	Acetone in tankers and drums	
	Hydrogen peroxide in tankers and drums	
	Sum Assured (Fifty Crores only)	50,00,00,000

(Rupees Fifty crore only)

Conveyance
By Road, Sea, Air, Rail, Courier, Post Parcel including any conveyances owned, hired, leased or otherwise under the control of or operated by the Insured

Basis of valuation

Domestic - CIF + 10%, Inter-Depot/job work/inter factory movement-Stock transfer value + 10%
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Terms of cover

Institute Cargo Clauses (A) 2009
Institute Strikes Clauses (Cargo) 2009
For FOB / CFR and other such shipments - FOB Clause, and Sellers Interest Clause
Institute Cargo Clauses (Air) 2009

Institute Strike Clauses (Air Cargo) 2009
Cargo termination of storage in Transit Clause -2004
Cargo termination of Transit Clause (Terrorisam) - 2004
Inland Transit (Rail or Road) Clause- A
Strikes, Riots & Civil Commotion Clause
Theft, Pilferage & Non-delivery covered.
Loading / Unloading Covered

Excess	Rs. 10,000 flat for each and every loss
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HINDUSTAN ORGANIC CHEMICALS LTD, AMBALAMUGAL

Annexure-9

FIDELITY GUARANTEE INSURANCE POLICY

Policy period: 01.04.2024 to 31.03.2025

Guarantee Amount	Rs	50,00,000.00
		(Rupees Fifty Lakhs only)
No. of Persons to be covered		12 Nos.
Finance department employees (Permanent and Temporary)		
Excess	Min. as per tariff - To be specified	

HINDUSTAN ORGANIC CHEMICALS LTD, AMBALAMUGAL

Annexure- 10

MONEY IN TRANSIT POLICY
Policy period: 01.04.2024 to 31.03.2025

Rs.

Address of Place between which money will be carried:

:State Bank of India Ambalamedu, and
Central Bank fo India, Tripunithura.
to HOCL premises
and
HOCL premises to
State Bank of India Ambalamedu, and
Central Bank fo India, Tripunithura.

Mode of transport:

By Car/Two wheeler, Approx. 8 Kms.

Estimated amount of money in transit per year Rs.

20,00,000.00

(Twenty lakhs
only)

Limit of any one Loss

2,00,000.00

(Rs.Two lakhs
only)

No. of Persons to be covered : 12 Nos.

Finance department employees (Permanent and Temporary)

Extensions Required	
Riot, Strike Malicious Damage	
Theft	
Terrorism	
Excess: 5 % of claim amount subject to minimum of INR 2500 - To be specified	

HINDUSTAN ORGANIC CHEMICALS LTD; AMBALAMUGAL

Annexure-11

MONEY INSURANCE POLICY (CASH IN SAFE)

Policy period: 01.04.2024 to 31.03.2025

Cash in Defender Safe - Godrej & Boyce - kept in Administrative Building of HOCL -	
	2,00,000.00
	(Rupees Two lakhs only)

Extensions Required	
RSMD Theft	
Excess	5 % of claim amount subject to minimum of INR 2500 - To be specified

HINDUSTAN ORGANIC CHEMICALS LTD AMBALAMUGAL

Annexure - 12

PUBLIC LIABILITY POLICIES

Policy period: 01.04.2024 to 31.03.2025

1. Public Liability Act Policy
2. Public Liability Industrial Policy

Location of Sum Assured: Hindustan Organic Chemicals Ltd Ambalamugal, Kochi, Kerala

Business: Manufacture and Sale of Chemicals (Phenol, Acetone, Hydrogen Peroxide, Cumene, Heavy Ends of Cumene, Cumox Oil)

Territorial Limit: India

Estimated Annual Turnover; Rs. 500 Crores

Indemnity Limit		Sum Assured (Rs)
Any One Accident	(Rupees five crore only)	5,00,00,000
Any One Year	(Rupees Fifteen crore only)	15,00,00,000

Note: Annual Report available on our site www.hoclindia.com

Excess	To be specified
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HINDUSTAN ORGANIC CHEMICALS LTD AMBALAMUGAL

Annexure - 13

Directors and Officers Liability Insurance Policy

Policy period: 01.04.2024 to 31.03.2025

Sum Assured (Rs)

All the Directors and Officers of the company 120 officers in addition to the Board of Directors	3,00,00,000
(Rupees Three crore only)	
Coverages	
Loss of each individual due to any wrongful act	
Company Reimbursement	
Outside Directorship cover	
Per nonexecutive director special excess limit	
Investigation Endorsement – Worldwide	
Insured Vs Insured Defence Cost	
Bilateral Discovery Period	
Extended Reporting period	
Discovery Period for retired directors- Retroactive date 1.4.2019	
Assets and Liberty Costs coverage (prosecution costs, bail bond and civil bond expenses and PR expenses incurred by the individual directors)	
Extradition Costs Extension	
Legal Representatives Cover Full Limit	
Majority direct or indirect shareholders' exclusion threshold	
Emergency costs	
Regulatory crisis response costs cover	
Mitigation & Avoidance service	
Defense cost and derivative claims	
Company Securities cover	
Tax liability Endorsement	
Crisis Communication	
Occupational Health & Safety costs extension/ Corporate Manslaughter Extension	
Cover for recovery against Joint property owned by spouse	
Advance Payment of Defense Costs	
This policy should be the first to respond to the claim	
Order of Payment	
Pre-investigation cost	
Civil fines and penalties	
Whistleblower cover for retaliation	
Interpretive Counsel Endorsement	
Employed Lawyer's Extension	
Counselling costs	
Management Buyout Cover - with an additional extended reporting period of 90 days	
Non Imputation & Severability	
Coverage for Joint ventures	
Self-Reporting expenses	

Amended non-cancellation clause – policy shall be cancellable only in the event of non-payment of premium
No Insolvency Exclusion
No money Laundering Exclusion
No Auditors Qualifications Exclusion

Excess

To be specified

HINDUSTAN ORGANIC CHEMICALS LTD AMBALAMUGAL

Annexure - 14

Commercial General Liability Policy

Policy period: 01.04.2024 to 31.03.2025

Sum Assured (Rs)

Any one accident : Any one year : 1:1	2,00,00,000
(Rupees Two Crore only)	
Coverages	
Claims Made form	
Defence Cost in addition to of Limit of Liability	
Right and Duty to defend	
Premises Liability	
Product/Completed Operations Liability	
Product Recall	
Medical Expenses	
Fire Damage/ Damage to Rented Premises	
Liability arising out of travel of Executives worldwide only for Non-manual visits	
Coverage extended for Underground Resources and Facilities	
Waiver of subrogation extension – wherever required by contract	
Additional insured cover – wherever required by contract	
Cross Liability Extension	
Claim series Clause	
Batch Clause	
Primary and non-contributory clause	
Policy shall be non-cancellable by the insurer except for non-payment of premium	
72 hours sudden & accidental pollution liability	
Effluent Discharge cover - Coverage is extended for Liability arising out of pipelines.	
AOG Perils	
Food & Beverages	
Incidental Medical Malpractice extension	
Crisis Management coverage	
Personal and advertising injury	
Transportation liability	
Coverage for liability of contractors and subcontractors	
Coverage extended for liability arising out of, based upon or attributable to Surrounding Property belonging to the Principal and/or their Contractors and/or their Sub-Contractor	
Property under care control & custody	
Vicarious Liability	
Non-owned and Hired Auto liability	
The policy covers Liability arising out of projects undertaken by the insured for carrying out minor Civil works like Interior Renovation /interior alteration /interior refurbishment of existing premises owned/occupied by the Insured	
Technical Collaborator	
Tenants Legal Liability	
Cover for Recreational facilities in premises	
Excess	To be specified

HINDUSTAN ORGANIC CHEMICALS LTD AMBALAMUGAL

Annexure - 15

Cyber Risk Insurance Proposal

Company Information

1. Name of Proposer : HINDUSTAN ORGANIC CHEMICALS LTD
2. Web site : www.hoclindia.com
3. Principal address of Proposer : AMBALAMUGAL, PIN-682302, ERNAKULAM DIST., KERALA
4. Business Description Insurance Business: MANUFACTURING
3. Geographical Exposure:

	Prior	Current
Total Gross Revenue (Local Currency)	Rs.63143.56 Lacs	Rs.58117.62
Geographical Split of the Company's Total Gross Revenue (%)		
European Union		
United States		
Rest of World		

6. Desired Coverage:

Cyber/Privacy Extortion ~~MultiMedia Liability~~ ~~Network Interruption~~

Data Protection Procedures

- a) Is there a written data protection policy and privacy policy that applies to the Company?

Yes No

If "No", please provide details regarding data protection procedures for the Company

All the business transactions are recorded on ERP System where user access rights to data/information are clearly defined and set up to ensure only authorized personnel have the access to data.

- b) Are all employees provided with a copy and any update of the Company's data protection policy which they are required to confirm compliance with?

Yes No

If "No" please explain why not:

Procedures are in place and communicated to employees regarding accessing data.

c) When was the Company's data protection policy last reviewed and by whom?

Not Applicable

d) Does the Company's data protection policy comply with the data protection and privacy legislation applicable to all jurisdiction and Industry standards/requirements, in which the Company operates?

Yes No

If "No" please provide an explanation regarding non-compliance in all applicable jurisdictions:

Data Protection Policy does not exist.

e) Have the Company's U.S. Subsidiary(ies) signed-up for, and are they compliant with, the Safe Harbor Program between the United States of America and the European Union?

Yes No

If "No" please provide an explanation regarding non-compliance with the Safe Harbor Program:

f) Does the Company employ a Chief Compliance Officer, Data Protection Officer and/or In-house Counsel responsible for data protection related matters?

Yes No

If "No" who is responsible for data protection related matters?

HOCL has In-house Counsel responsible for data protection related matters

Data Access & Recovery

a) Does the Company use firewalls to prevent unauthorized access connections from external networks and computer systems to internal networks? Yes No

If "Yes" are all computer systems, mobile devices and websites Firewalled or have intrusion prevention systems on them?

All Computer systems have intrusion prevention system.

b) Does the Company use anti-virus protections and procedures on all desktops, e-mail systems and mission critical servers to protect against viruses, worms, spyware and other malware?

Yes No

If "Yes," how often are such protections and procedures updated:

Daily Weekly Monthly Other (Please Specify)

c) Does the Company have in place procedures to identify and detect network security weaknesses?

Yes No

d) Does the Company monitor its network and computer systems for Breaches of Data Security?

Yes No

e) Does the company have physical security controls in place to prohibit and detect unauthorized access to their computer system and data centre? Yes No

f) Does the Company collect, store, maintain or distribute credit card or other sensitive personally identifiable data? Credit Card **Personally identifiable data**

If "Credit Card" is selected above, does the company comply with Payment Card Industry Data Security Standards? Yes No

If either is selected, is the access to such sensitive data restricted? Yes No

Who has access?

g) Does the Company process payments on behalf of others, including eCommerce transactions?

Yes No

If "Yes" please provide the number of clients you process such payments for and an estimated number of transactions per client:

h) Does the Company have encryption requirements for data-in-transit data-at-rest to protect the integrity of Sensitive Data including data on portable media (e.g., laptops, DVD backup tapes, disk drives, USB devices, etc.)? No

If "Yes", please describe where such encryption is used:

i) Does the Company have and maintain backup and recovery procedures for all:

i) mission critical systems? Yes No

ii) data and information assets? Yes No

If "Yes" is it encrypted? Yes No

j) Does the Company perform background checks on all employees and independent consultants?

Yes No

k) Does the Company require remote users to be authenticated before being allowed to connect to internal networks and computer systems? Yes No

Outsourcing Activities

a) Does the Company outsource any part of its network, computer system or information security functions? Yes No

If "Yes" who is the security outsourced to? And does the Applicant periodically audit the functions of the outsourcer to insure that they follow the Applicant's security policies?

(Please help us with details) Website is Outsourced and Security Auditing is in Progress.

b) Does the Company outsource any data collection and/or data processing? Yes No

If "Yes", please provide details of the data collection or data processing functions which are outsourced:

(Please help us with details) _____

c) Does the Company require the entities providing data collection or data processing functions (Outsourcers) to maintain their own data protection liability insurance? Yes No

d) Does the Company require indemnification from Outsourcers for any liability attributable to them? Yes No

e) How does the Company select and manage Outsourcers?

f) Does the Company require all Outsourcers to comply with the terms of the Company's data protection policy? Yes No

Claims Information

a) Has the Company been the subject of any investigation or audit in relation to data protection by a Data Protection Authority or other regulator? Yes No

If "Yes", please provide full details:

b) Has the Company ever been subject to a Data Subject Access Request? Yes No

If "Yes", please provide full details:

c) Has the Company ever been subject to an Enforcement Notice by a Data Protection Authority or any other regulator? Yes No

If "Yes", please provide full details:

d) Is the Company after due inquiry aware of any actual or alleged fact or circumstance which may give rise to a claim under this policy? Yes No

Additional Details:

Nationality: Indian Non - Indian

If Non-Indian, please specify Country:

Type of Organization

Corporations **Government** Non Governmental Organizations Society
 International-Organization Trust Partnership Cooperatives Section 25 Company

PAN card number (10 character number): AAACH2663P

Sources of funds: Please tick appropriate box

Salary Business others (please specify)

Declaration:

1. I/we hereby confirm that all premiums have been/will be paid from bonafide sources and no premiums have been/will be paid out of proceeds of crime related to any of the offence listed in Prevention of Money Laundering Act, 2002.
2. I understand that the Company has the right to call for documents to establish sources of funds.
3. The insurance company has right to cancel the insurance contract in case I am/ have been found guilty by any competent court of law under any of the statutes, directly or indirectly governing the prevention of money laundering in India.

Signature:

Date:

Name:

Title/Function:
