

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

C2/541(18/1)/2016-CTM(C &P)

O/o the VC & MD,
RTC House, Vijayawada,
Dt. 13.06.2017

To
All Regional Managers,
APSRTC

Sub: - APSRTC Logistics – providing Insurance Coverage to the Parcels & Couriers transported through APSRTC buses including Hire – issue of guide lines – Regarding.

Ref: - C2/541(18/1)/2016-Dy.CTM-C2, dt: 30.12.2016

APSRTC has started Logistics Business in June '16 transporting Parcels & Couriers on its own and in the FY 2016-17, an amount of Rs.15.48 Crs is realised.

During the field visits, the Commercial Team approached many Small Scale Industries, Courier services, C&F Agents, Bulk transporters, Pharmaceutical Firms and Wholesale Cloth Merchants for transporting their Goods through APSRTC Logistics.

In response to our request many of them are querying about the facility of coverage of insurance for the costly material transported through our Logistics. They are coming forward to utilize our Logistics services subject to coverage of Insurance on the goods during transit. At present we didn't have such insurance policy on the parcels transported through our Logistics.

Pharma, Footwear, Cloth, Electronic Gadgets etc., business occupies a significant share of Logistics business. We will not able to get any business in the above sectors without insurance coverage. In order to improve Logistics business, VC&MD with the concurrence of FA has accorded sanction for providing insurance coverage to all the Parcels/Couriers transported through APSRTC buses including Hire.

Accordingly, e-tenders are invited and the job of providing coverage of insurance is awarded to M/s National Insurance Company, Vijayawada.

The details are as follows:

1. Insurer : National Insurance Company Ltd, Vijayawada
2. Policy Number : 560500591710000007
3. Policy effective from : 00:00 hours, on 01.04.2017 to midnight of 31.03.2018
4. Premium & Ser. Tax : Rs. 8.00 lakhs + Rs. 1.20 lakhs = Rs. 9.20 lakhs
5. Sum Insured : Rs. 2.00 Crs.
6. Location Covered : Anywhere in South India (Where APSRTC Operates)
7. Coverage : Any legal liability arising out of loss or damage to Goods, Parcels, Couriers or Documents carried by APSRTC during its course of operation as a Courier Agency due to Fire and Special perils, Earthquake, Burglary, Robbery and Accidental external means.
8. Exclusions :
 - a. Mysterious dis-appearance
 - b. Inventory losses
 - c. Liability due to carriage of any kind of illegal or non permitted goods or documents.
 - d. Civil Fines, Penalties, Punitive or Exemplary damages.
 - e. Consequential losses.

- f. Infidelity of employees and agents.
 - g. Any other TP liability other than Courier Legal Liability.
 - h. War, Invasion, Act of Foreign enemy or Warlike operation.
 - i. Loss or damage to money, currency notes, postage, stamp deeds or the intrinsic valued documents which do not have market value.
 - j. Cargo owned by Insured.
9. Policy excess : 5% of the claim amount or 1% on the consignment value subject to **minimum Rs. 2000/- EEL** (Each and Every Loss).
10. Conditions :
- a. For any liability due to Burglary, Robbery, Accident- an FIR and FR is necessary.
 - b. Monthly declaration of actual Turn Over/Value of cargo transported to be submitted.
 - c. For every consignment booked, information like nature/type of goods, mode of packing, whether new or secondhand, value of goods etc., in addition to names and addresses of the Consignor and Consignee, from and to place of despatch also has to be recorded so that this information will be helpful in case of a claim.

The following procedure needs to be followed in case of a claim:

1. Immediate intimation by phone/mail/letter to Insurance Company.
2. Goods to be segregated to avoid further damage/loss.
3. To keep the damaged consignment till the surveyor visits the spot and assess the loss.
4. To handover to the consignment copy of delivery challan/consignment note/invoice.
5. In case of damage to the goods/consignments due to accidents, FIR to be given.
6. In case of loss/damage to goods due to fire, fire brigade certificate is required.
7. Other documents required are Claim Form and detailed list of goods damaged.
8. Contact details of the persons in case of claim:
 - a) Mr. V. Sudhakar, Sr. Divisional Manager, Ph:7799908112,
Mail id: sudhakar.valluri@nic.co.in
 - b) Mr. PNL subramanyeswara Rao, Dy.Manager, Ph:7799902275,
Maid id: pnls.rao@nic.co.in
 - c) Office phone number : 0866-2572587

All the Unit Officers are, therefore, advised to give wide publicity in respect of the Insurance Scheme and benefits extended to the customers.

List of documents to be submitted and claim form are enclosed to this Circular.


Executive Director(C&P)

Copy to EDs of VZM, VJA, NLR & KDP Zones for favour of information please.
Copy to Dy CTMs, Dy.CTMs (M&C) of Zones for necessary action.
Copy to All DMs/ATMs (Comm) for necessary action.



नेशनल इन्शुरेन्स कम्पनी लिमिटेड
(भारतीय साधारण बीमा नियम की अनुबंधी)
पंजीकृत कार्यालय: 3, मिडिल्टन स्ट्रीट, कलकत्ता-700 071
National Insurance Company Ltd.
(Subsidiary of General Insurance Corporation of India)
Regd. Office: 3, MIDDLETON STREET, CALCUTTA-700 071

Address for Communication

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'ALL RISKS' CLAIM FORM

1. The completed claim form should be returned to the Issuing Office of the Company within 7 days of its receipt.
2. A list of all lost and damaged property must be furnished in the space provided overleaf.
3. The Company does not admit liability by issuing this form.

Name of Insured.....	Policy No.
Address.....	Claim No.
.....	Tel. No.

1. When and where was the missing property last seen ?	
2. On what day and at what hour was the loss or damage discovered ?	
3. State the circumstances of the loss or damaged. Full particulars must be given.	
4. Have the Police Authorities been informed of the loss? If so, on what date and at which Police Station and the Dairy No.	
5. a) Has a thorough search been made for articles? b) What steps have been taken to recover the property ?	
6. Is the Claimant the sole owner of the property loss or damaged ?	
7. Are there any other insurances upon the same property? If so, give full particulars.	
8. Has the claimant sustained other losses of the same nature? If so, give full particulars.	
9. If claim is in respect of jewellery, when was the property last overhauled by a Jeweller? Name and address of Jeweller should be stated.	

I do hereby affirm and declare that the above statements and the statements contained in the list of articles lost or damaged are in all respects true and complete and are made without reservation of any kind, and in accordance with the particulars given in the said list I claim the sum of Rs.....

I do further affirm and declare that to my knowledge no other person than myself has any interest in the said property by bill of sale or as owner, mortgagee, trustee or otherwise, and that there are no other insurances effected on the said property by me or so far as I am aware, by any other person.

Date :

Signature of Claimant

LIST OF ARTICLES LOST OR DAMAGED

All claims must be based upon the actual value of the articles at the time of the Theft, Loss or Damage, but not exceeding the sums for which they are respectively insured due allowance being made for depreciation and wear and tear.

Item No. in the Schedule of Policy	Full description of articles lost or damaged	From whom purchased or by whom presented (Receipt or Vouchers should be attached for perusal and return)	Date purcha- sed or received	Cost		Deduc- tion for wear and tear		Amount claimed	
				Rs.	P.	Rs.	P.	Rs.	P.