भा.क.नि.
CCI

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD.

(भारत सरकार का उपक्रम)
(A Government of India Undertaking)

सूचना का अधिकार

प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन प्लॉट नं. 3/ए, सेक्टर 10, सीबीडी बेलापुर, नवी मुंबई – 400 614.
ADMN. & REGD. OFFICE : Kapas Bhavan, Plot No. 3/A, Sector 10, CBD Belapur, Navi Mumbai - 400 614.
दूरभाष/ PHONE : 2757 9217 • ग्राम/GRAM : "COTCORPIND" • फैक्स/ FAX : (022) 2757 6030 - 9219 - 6069
ई-मेल/ E-mail : headoffice@cotcorp.com CIN: U51490MH1971GOI014733
वेब साइट:http://www.cotcorp.gov.in मंत्रालय की वेब साइट:http://www.ministryoftextiles.gov.in

संख्या.भाकनि/मुख्यालय/बीमा/2025-26 दिनांक: 02.05.2025

निविदा सूचना

दिनांक 19 जुन 2025 से 18 जुन 2026 तक की अवधि के लिए निगम के इलेक्ट्रॉनिक इक्विपमेंट्स और कंप्यूटर्स इक्विपमेंट्स के लिए इलेक्ट्रॉनिक इक्विपमेंट्स बीमा पॉलीसी तथा मशीनरी ब्रेक डाउन बीमा पॉलीसी के लिए निविदा

भारतीय कपास निगम लिमिटेड भारत सरकार के संपूर्ण स्वामित्व का एक उपक्रम है तथा संपूर्ण भारत में विभिन्न कपास उत्पादक राज्यों में पूर्ण-बंधित रूई गाँठों का व्यापार करता है। निगम कपास भवन तथा विभिन्न स्थानोंपर स्थित अपने सभी इलेक्ट्रॉनिक व कंप्यूटर्स इक्विपमेंट्स परिशिष्ट A तथा B के अनुसार का बीमा करता है जो उपयोग में है तथा वार्षिक रखरखाव अनुबंध के तहत हो सकते हैं।

निविदा दस्तावेज निगम के वेबसाईट www.cotcorp.org.in या सरकारी टेंडर पोर्टल www.eprocure.gov.in से डाउनलोड किया जा सकता है। आपसे अनुरोध है कि रु.4,75,85,020/- और रु. 16,19,488/- बीमाकृत राशि के लिए 19 जुन 2025 से 18 जुन 2026 तक एक वर्ष की अवधि के लिए सभी प्रकार के जोखिम कवर करते हुए क्रमश: इलेक्ट्रॉनिक इक्विपमेंट बीमा पॉलिसी और मशीनरी ब्रेक डाउन पॉलिसी के अंतर्गत देय प्रीमियम निर्धारित टेंडर शर्तों के अनुसार निविदा दें। Excess क्लॉज निविदा में स्पष्ट रूप से दिखाना चाहिए ।

निविदा दस्तावेज में कुल चार अनुसूचियां शामिल है, यानि टेक्निकल बिड-1 परिशिष्ट I, II और III तथा वित्तीय बिड-2 परिशिष्ट IV में विधिवत भरकर मोहर तथा हस्ताक्षर के साथ उपर्युक्त पते पर मोहरबंद लिफाफे में मुख्य महा प्रबंधक (विपणन) को संबोधित करते हुए **'इलेक्ट्रॉनिक इक्विपमेंट बीमा पॉलिसी और मशीनरी ब्रेकडाउन पॉलिसी के लिए निविदा'** अंकित करते हुए कपास भवन की 6 ठी मंजिल पर रखे गये निविदा बॉक्स में 19 मई 2025 को अप 3.00 बजे या उससे पूर्व डालना चाहिए। निर्धारित तारीख और समय के पश्चात प्राप्त निविदाओं पर विचार नहीं किया जाएगा। समय पर प्राप्त निविदाओं को 19 मई, 2025 को अप 3.30 बजे निविदाकर्ताओं की उपस्थिति में जो उपस्थित रहना चाहते है, खोला जाएगा। अंतिम निर्णय सफल बोली कर्ता को एक हप्ते के अंदर निवीदा पत्र में दिए गए पते पर सूचित किया जाएगा। निगम कोई कारण दिए बिना निविदा स्वीकार या अस्वीकार करने का अपना हक सुरक्षीत रखती है। तथापि कोई निविदा रद्द की जाती है तो बीमा कंपनी रद्द करने का कारण पूछ सकता है। यदि बीमा कंपनी को निविदा शर्ते अथवा निविदा प्रक्रिया के बारे में कोई प्रश्न हो, तो निगम से स्पष्टीकरण माँग सकता है।

यह ध्यान दिया जाना चाहिए कि सीसीआय ने मेसर्स के.एम .दस्तूर रीइंश्योरेंस ब्रोकर्स प्रा .लिमिटेड (KMD) पेशेवर बीमा सलाहकार के रूप में नियुक्त किया है । सीसीआई अपनी सेवाओं के लिए KMD को कोई भुगतान नहीं करेगा । वे उस बीमा कंपनी से अपने पारिश्रमिक के हकदार होंगे (नियमों के अनुसार) जिसके पास पॉलिसियां रखी गई हैं । निविदा में संपर्क करनेवाले व्यक्तियों का नाम ,पता ,टेलिफोन नंबर्स ,फैक्स नंबर्स तथा ई-मेल आयडी का उल्लेख किया जाए। वित्तिय बोली में अतिरिक्त क्लॉज और उपर्युक्त वर्णित सभी जोखिमों का उल्लेख किया जाना आवश्यक है । अतिरिक्त खंड और उपर बताए गए सभी Excess Clause एवं जोखिमों को वित्तीय बोली में दिखया जाना चाहिए । **पिछले पांच वर्षों में निगम द्वारा कोई भी दावा दर्ज नहीं किया गया है ।**

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No. CCI/HO/INS/2025-26 **Date : 02.05.2025**

Tender Notice

Tender for Electronic Equipment Insurance Policy and Machinery Break Down insurance Policy for Electronic & Computer Equipments of the Corporation for the period from 19th June 2025 to 18th June 2026.

The Cotton Corporation of India Ltd. is a fully owned undertaking of Government of India and is carrying out trading activities in full pressed cotton bales at various cotton producing locations all over India. The Corporation covers insurance for all its Electronic and Computer Equipments as per **Annexure-A & B** enclosed herewith which are located at Kapas Bhavan and various different places, which are in use and may be under the Annual Maintenance Contract.

Tender documents may be downloaded from the Corporation website www.cotcorp.org.inor Govt. Tender Portal www.eprocure.gov.in. It is requested to submit tender strictly in the prescribed manner for premium payable for a period of one year effective from 19th June 2025 to 18th June 2026 for sum of insured of Rs. 475,85,020/- and Rs. 16,19,488/- for Electronic Equipment Insurance Policy and Machinery Break down policy respectively for covering **All Risks**. Excess clause needs to be shown clearly in the tender.

Tender document contain total Four Annexures i.e. Technical Bid-1 with Annexure I, II, III and Financial Bid-2 as per Annexure IV. The duly filled, stamped and signed Tender form addressed to Chief General Manager (Marketing) at the above address superscribed as `**Tender for Electronic Equipment Insurance Policy and Machinery Break Down Policy'** may be dropped in Tender Box kept at Kapas Bhavan, 6th Floor, on or before 19th May, 2025 by 3.00 p.m. The tenders received after prescribed date and time would not be considered. Tenders received within the time would be opened by the Committee at 3.30 p.m. on 19th May, 2025 in the presence of the tenderer who wish to remain present. Final decision would be communicated to the successful bidder at the address furnished in the tender letter within a week's time. The Corporation reserves the right to accept or reject the tenders. However, in case, any tender is rejected, Insurance Company may seek the reasons for rejection. In case, Insurance Company has any query about the tender condition and/or tender process may seek clarification from the Corporation.

It is to be noted that CCI has appointed M/s. K.M. Dastur Reinsurance Brokers Pvt. Ltd. (KMD) as professional Insurance consultants. CCI will not make any payments to KMD for their services. They will be entitled to their remuneration from the Insurance company (as per regulations) with whom the policies are placed. The name, address, phone numbers, Fax numbers of the contact persons with e-mail ID may be mentioned in tender. Excess clause and all the risks stated above needs to be shown in the financial bid.

During last five years there were no claims filed by the Corporation.

Chief General Manager (Marketing)

Annexure – A

Details of Electronic & Computer Equipments for Electronic Equipments Policy (2025-26)

Sr. No.	Description	Qty	Place	Value (Rs.)
1)	**Computer Equipments**			
	Computer Equipments		Kapas Bhavan, Navi Mumbai	45520685.00
			Total	45520685.00
2)	**Electronic Equipments**			
i)	Fax Machine	6	Kapas Bhavan, Navi Mumbai	50000.00
ii)	Zerox Machine	12	Kapas Bhavan, Navi Mumbai	794819.00
iii)	Franking Machine	1	Kapas Bhavan, Navi Mumbai	134526.00
iv)	Water purifier	11	Kapas Bhavan, Navi Mumbai, Cuffe Castle, Cuffe Parade, Mumbai. Dattani palace, Bandra, Pedder Road	178850.00
v)	Binding Machine	2	Kapas Bhavan, Navi Mumbai	78750.00
vi)	Washer Dryer	2	Cuffe Castle, Cuffe parade., Pedder Road Mumbai.	101326.00
vii)	Micro Wave	4	Kapas Bhavan, Navi Mumbai., Pedder Road Mumbai.	39520.00
viii)	Television	15	Kapas Bhavan, Navi Mumbai (4), Dattani palace Bandra, Mumbai (3), Peder Road, Mumbai(4), IT colony Navi Mumbai F-47 (1)., Cuffe parade., Pedder Road Mumbai (3)	664363.00
ix)	Hand Dryer	3	Kapas Bhavan, Navi Mumbai	22181.00
			Total	**2064335.00**
			Grand Total	**47585020.00**

Annexure – B

Details of Electronic Equipments for Machinery Break down policy

Sr. No.	Description	Qty	Place	Value (Rs.)
1	Refrigerator	4	Kapas Bhavan, Navi Mumbai (2) Cuffe Castle Cuffe Parade, Vikas Vaibhav, Pedder Road, Mumbai	1,97,237.00
2	Split AC , Window AC & Precision AC	24	Kapas Bhavan, Navi Mumbai Cuffe Castle Guest House, Mumbai. Dattani palace, Bandra, Mumbai. Vikas Vaibhav, Peddar Road, Mumbai. CCI F-46 and F-47, I.T. Colony, Sector -21-22 CBD Belapur, Navi Mumbai.	14,22,251.00
			Grand Total	**16,19,488.00**

Technical Bid-1

(Preferably on the letterhead of the tenderer)

Date:_____

To,
Chief General Manager (Marketing),
The Cotton Corporation of India Limited,
Kapas Bhavan, Plot No. 3A, Sector-10,
CBD Belapur, Navi Mumbai, 400614,
Maharashtra.

Sub:-Tender for Electronic Equipment Insurance Policy and Machinery Break Down Policy of the Corporation for the period from 19th June 2025 to 18th June 2026.

Dear Sir,

1. With reference to your Tender document, we have examined the Bidding Documents and understood their contents, hereby submit our Technical Bid for the aforesaid Scope of Work. The Technical Bid is unconditional and unqualified.
2. We acknowledge that the Corporation shall be relying on the information provided in the Technical Bid for selection, and we certify that all information provided herein is true and correct.
3. We shall make available to the Corporation any additional information it may find necessary or require to supplement or authenticate the Technical Bid.
4. We declare that we have examined and have no reservations to the Bidding Documents, including any clarifications and/ or Addendum issued by the Corporation.
5. We shall keep this offer valid for 120 (one hundred and twenty) days from the Bid Due Date i.e. 02.05.2025.
6. In witness thereof, we submit this Technical Bid under and in accordance with the terms of Tender document.
7. We agree and understand that the Bid is subject to the provisions of the Tender Documents. In no case shall we have any claim or right of whatsoever nature if the business is not awarded to us or our Bid is not opened or rejected.
8. We acknowledge the right of the Corporation to reject our Technical Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, my/ our right to challenge the same on any account whatsoever.
9. We agree and undertake to abide by all the terms and conditions of the Tender for Electronic Equipment Insurance Policy and Machinery break down Policy for one year from 19th June 2025 to 18th June 2026.

Yours faithfully,

(Signature, name and designation of the Authorised signatory)

Date:

Place: Name and seal of Bidder

Enclosures:

1. Annexure I
2. Annexure II
3. Annexure III

ANNEXURE- I

TO THE TECHNICAL BID (To be attached with Technical Bid-1)

1) Name and address of the Insurance Company (tenderers) :

i) Contact person :

ii) Address of office.
(with Phone Nos, Fax Nos & Email ID)

2) Furnish following detail of Registered Office of the Insurance Company :

i) Contact person :

ii) Address of the Office.
(with Phone Nos, Fax Nos& Email ID)

3) Financial Limit of settlement of claim under your:

a) Regional Office

b) Divisional Office

c) Branch Office

4) Whether The insurance Company has submitted the Quote for Electronic Equipment Insurance Policy and Machinery Break Down insurance Policy of the Corporation for the period from 19th June 2025 to 18th June 2026 in Financial Bid Submission Form. Yes/No

Signature of the Tenderer :_____

Name of the Tenderer :_____

Address & Seal :___ _____

Place :
Date :

Annexure-II

Other Terms & Conditions

1. Tenderer should submit the tender as under.

   Envelope A : Envelope A marked as Technical Bid-1 on the envelope, should contain Technical Bid-1 **(Annexure I to III).**

   Envelope B : Envelope B marked as Financial Bid-2 on the envelope, should contain Financial Bid-2 i.e. **Annexure IV** (Price Quotation).

   Envelope C : Envelope C should contain Envelope A and Envelope B duly superscribing `**Tender for Electronic Equipment Insurance Policy & Machinery Break down Insurance policy '**

   Note : Each envelope should contain the name and address of the tenderer.

2. Eligibility Criteria for qualifying Technical Bid-1: The Insurance company must be IRDA approved and tendering branch of the insurance company must have office in Mumbai/Navi Mumbai/MMRA (Mumbai Metropolitan Regions Area) Only.
3. Financial Bid-2 for price quotations shall be opened in respect of those tenderer who qualify Technical Bid-1 for specifications and other requirements.
4. Tender should be signed by the authorized person of the Insurance Company.
5. Tender containing false, incomplete and/or inadequate information are liable to be rejected.
6. Conditional tender shall not be accepted.
7. Excess Clause to be clearly specified otherwise tender may be disqualified.
8. The Corporation had Nil claims during the last five years.
9. The Corporation reserves its right to accept or reject the tenders. However, in case, any tender is rejected, Insurance Company may seek the reasons for rejection. In case, Insurance Company has any query about the tender condition and/or tender process- may seek clarification from the Corporation.
10. To award the work, L-1 will be decided separately for coverage of insurance under Electronic Equipment insurance Policy and Machinery break down Policy on the basis of total premium quoted on **Grand Total (A) and (B)** respectively and considering the excess clause on the claim amount of Rs. 10 lacs.
11. Last date of submission of tender is 19th May, 2025 by 3.00 p.m.
12. The Financial bid of the qualified tenderers will be opened on 19th May, 2025 or within three working days of opening of Technical Bid.
13. The premium rate quoted by Insurance Companies for this policy will be valid for one year i.e. from 19th June 2025 to 18th June 2026. However, the policy may be renewed for further one year at same rates at the discretion of the Corporation.
14. Name of the Insurance Company along with address, Telephone no. and Fax no. must be mention in the tender.
15. The name, addresses, phone numbers, Fax numbers of the contact persons with e-mail ID may be mentioned in tender.
16. In case the insurance company does not issue the policy after award of work, it may be blacklisted by the Corporation.
17. I/We hereby declare that I/We have downloaded the tender documents from The Cotton Corporation of India Ltd. website www.cotcorp.org.in /www.eprocure.gov.in and printed the same. I/We have verified the contents of the printed documents from the website and there is neither any addition nor any deletion nor any alteration to the content of the tender documents.

18. I/We declare that the tender form downloaded is original and in the event of this being different from the original tender documents, my tender documents may be rejected by the Corporation.

19. I/We declare that we are not have been blacklisted by any Central Government Department/State Government Department/Central or State PSU during the course of Insurance business in India.

Signature of the Tenderer :_____

Name of the Tenderer :_____

Address & Seal :___ _____

Place :
Date :

Annexure -III

CHECKLIST

For Submission of Tender for Electronic Equipment Insurance Policy and Machinery Break Down Insurance Policy of the Corporation for one year from 19th June 2025 to 18th June 2026

TENDERERS MUST CHECK THE FOLLOWING POINTS BEFORE SUBMITTING THE TENDER

Sr. No.	Particulars	Yes	No
1.	Whether each page of the tender form is stamped & signed by the authorized signatory.		
2.	Whether the Financial Bid submitted by the Tenderer is as per Annexure IV in separate Envelope (Envelope B).		
3.	Whether the excess clause is mention in the Financial Bid specifically.		
4.	Whether additional condition/conditions has/have been mentioned in the tender ?		
5	Whether the Insurance company is IRDA approved.		
6	Whether all the terms and condition given in Annexure II read and signed by the Tenderer.		
7	Whether all the risks are covered as per tender.		
8	Whether the name, addresses, phone numbers, fax numbers of the Contact persons with e-mail ID mentioned in tender.		

Signature of the Tenderer :_____

Name of the Tenderer :_____

Address & Seal :_____

Place :
Date :

Annexure-IV

Financial Bid-2

(MAY BE FURNISHED ON LETTER HEAD OF THE INSURANCE CO. BY AN AUTHORISED SIGNATORY)

Date :-_____

To
The Chief General Manager (Marketing)
The Cotton Corporation of India Ltd.
Kapas Bhavan, Plot No.3A,
Sector 10, CBD Belapur,
NAVI MUMBAI – 400 614.

Subject : Tender for Electronic Equipment Insurance Policy and Machinery Break Down Insurance Policy of the Corporation for the period from 19th June 2025 to 18th June 2026

Dear Sir,

Having examined the tender documents vide aforesaid letter and having understood the terms of the said tender documents and having thoroughly studied the requirements of CCI related to Electronic Equipment insurance policy and Machinery break down insurance policy , we give below our quote for coverage of insurance of Electronic Equipments of the Corporation for sum insured **of Rs. 4,75,85,020/-** (Rs. Four crores Seventy Five lacs Eighty Five thousand And Twenty only) and for coverage of insurance of Machinery Break down policy for the sum insured of Rs. **16,19,488/-** (Rs. Sixteen Lakhs Nineteen Thousand Four Hundred Eighty Eight only) for the period of one year effective from 19th June 2025 to 18th June 2026, as under:

A. SUM INSURED OF Rs. 4,75,85,020/- for Electronic Equipment Policy for Electronic & Computer equipments as per Annexure-A of Tender form.

Rate	Premium Amount (Rs.)
i) Basic Rate	
ii) Less: Discount	
iii) (i) - (ii)	
iv) Less: Special Discount, if any	
v) (iii) - (iv)	
vi) Add: Terrorism	
vii) (v) + (vi)	
viii) Plus GST	
ix) **Grand Total (A)** (vii) +(viii)	

The excess clause would be ……
…… for the policy period of one year from 19th June 2025 to 18th June 2026 (To be clearly specified).

B. **<u>SUM INSURED OF Rs. 16,19,488/-</u>** for Machinery Break down policy for Electronic Equipments as per Annexure-B of Tender form.

Rate	Premium Amount (Rs.)
i) Basic Rate	
ii) Less: Discount	
iii) (i) - (ii)	
iv) Less: Special Discount, if any	
v) (iii) - (iv)	
vi) Add: Terrorism	
vii) (v) + (vi)	
viii) Plus GST	
ix) **Grand Total (B)** (vii) +(viii)	

The excess clause would be ……..
…… for the policy period of one year from 19th June 2025 to 18th June 2026 (To be clearly specified).

The Financial Bid submitted by us is unconditional and unqualified.

L-1 will be decided separately for coverage of insurance under Electronic Equipment insurance Policy and Machinery break down Policy on the basis of total premium quoted on **Grand Total (A) and (B)** respectively and considering the excess clause on the claim amount of Rs. 10 lacs.

Signature of the Tenderer:_____

Name of the Tenderer:_____

Address & Seal:_____

Place:

Date: